



TIOGA COUNTY
DEPARTMENT OF PUBLIC WORKS COMMITTEE AGENDA
June 8, 2023
9:00 am

- MINUTES APPROVAL for April 6, 2023 and May 4, 2023
- FINANCIAL
 - YTD Budget Summary
- OLD BUSINESS
 - None
- NEW BUSINESS
 - Buildings and Grounds
 - Highway Department
 - Capital Projects
- PERSONNEL
 - None
- RESOLUTIONS
 - Award Design Services to Delta Engineers for Day Hollow Road Culvert
 - Transfer Funds and Purchase Security Cameras – HHS Building
 - Approve Sole Source Purchase of Traffic Sign & Deign System and Amend 2023 Budget and Transfer of Funds
 - Appoint DBE Liaison Officer
- PROCLAMATIONS
 - None
- ADJOURNMENT



TIOGA COUNTY
DEPARTMENT OF PUBLIC WORKS COMMITTEE MINUTES
Thursday, April 6, 2023
9:00 am

- ATTENDANCE
 - Legislators
 - Dale Weston, Public Works Committee Chairman
 - William Standinger, Public Works Committee
 - Ron Ciotoli, Public Works Committee
 - Barbara Roberts, Public Works Committee
 - Marté Sauerbrey, Legislative Chair
 - Staff
 - Gary Hammond, Commissioner
 - Barbara Cushman, Secretary to the Commissioner
 - Guests
 - Cathy Haskell, Legislative Clerk
 - Absent
 - Richard Perkins, Deputy Commissioner
- APPROVAL OF MINUTES
 - A motion to approve the minutes as submitted for March 9, 2023 was made by Mr. Standinger, 2nd by Mr. Ciotoli. All in favor. Motion Carried.
- FINANCIAL
 - YTD Budget Summary was shared with the committee. The department is currently under budget.
- OLD BUSINESS
 - None
- NEW BUSINESS
 - Mr. Hammond reported on Buildings and Grounds.
 - Moved Dental Van in Newark Valley.
 - Finished Installing pressure washers and water tank in new wash bay garage.
 - Remodeled Judge's bench in Court Annex; relocate microphones and hide all wires.
 - Renovations in old IDA offices for Accord; Accord will be moving into the space previously occupied by the IDA and Ellen Pratt.



- IT will be utilizing the vacated Accord space.
- The company that services the elevators is here to wire in the security disconnect.
- The new security station at 56 Main Street will be in effect starting Monday.
- Repaired the trip hazard on the ramp at 56 Main Street.

- Mr. Hammond reported on the Highway Department.
 - Tree trimming operations are ongoing.
 - Ditching operations are ongoing.
 - Cold patching operations are ongoing. The blacktop plants should be opening soon.
 - Began washing trucks in the new wash bay. Mr. Hammond has asked LeeAnn Tinney to look into property acquisition next to the wash bay.
 - Work was started on the fishing access on Corporate Drive.

- Mr. Hammond stated that no real progress has been made on the Capital Projects since Mr. Perkins has been out of the office.

- PERSONNEL
 - None

- RESOLUTIONS
 - Authorize the Implementation of Funding 9755.37
 - Mr. Weston (aye) Mr. Standinger (aye) Mr. Ciotoli (aye) Mrs. Roberts (aye).
Carried
 - Amend 2023 Budget and Transfer Funds Highway Worker (Seasonal)
 - Mr. Weston (aye) Mr. Standinger (aye) Mr. Ciotoli (aye) Mrs. Roberts (aye).
Carried
 - Create And Fill One (1) Highway Worker (Seasonal) Position - Public Works
 - Mr. Weston (aye) Mr. Standinger (aye) Mr. Ciotoli (aye) Mrs. Roberts (aye).
Carried
 - Amend 2023 Capital Budget and Transfer Funds Mechanic Truck
 - Mr. Weston (aye) Mr. Standinger (aye) Mr. Ciotoli (aye) Mrs. Roberts (aye).
Carried

- PROCLAMATIONS
 - None

TIOGA COUNTY, NEW YORK

Department of Public Works

477 State Route 96 Owego, NY 13827



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Gary Hammond, P.E. Commissioner Rich Perkins, P.E. Deputy Commissioner

- ADJOURNMENT
 - Mr. Weston adjourned the meeting at 9:42 am.

Respectfully submitted,

Gary Hammond, P.E.
Commissioner of Public Works

DRAFT



TIOGA COUNTY
DEPARTMENT OF PUBLIC WORKS COMMITTEE MINUTES
Thursday, May 4, 2023
9:00 am

- ATTENDANCE
 - Legislators
 - William Standinger, Public Works Committee
 - Ron Ciotoli, Public Works Committee
 - Marté Sauerbrey, Legislative Chair
 - Staff
 - Gary Hammond, Commissioner
 - Barbara Cushman, Secretary to the Commissioner
 - Guests
 - Cathy Haskell, Legislative Clerk
 - Peter DeWind, County Attorney
 - Absent
 - Richard Perkins, Deputy Commissioner
 - Dale Weston, Public Works Committee Chairman
 - Barbara Roberts, Public Works Committee
- APPROVAL OF MINUTES
 - As there was not a quorum present, voting on approval of the minutes of the April 6, 2023 meeting was tabled for the time being.
- FINANCIAL
 - YTD Budget Summary was shared with the committee. The department is currently under budget.
- OLD BUSINESS
 - None
- NEW BUSINESS
 - Mr. Hammond reported on Buildings and Grounds.
 - Cut trees out by the ramp at 56 Main Street.
 - Removed the ramp to the new wash bay garage.
 - The northeast stairwell to the basement at 56 Main Street was framed in.
 - Two chimneys at 70 Delphine Street were removed and the roof was patched.
 - An office at Probation was painted.



- New lights were installed on the Public Safety Building outside by the chiller.
- A new workstation was fabricated for Brian in the GIS room.
- The old Accord room was painted and a new conference table was built for IT.

- Mr. Hammond reported on the Highway Department.
 - Tree trimming operations are ongoing.
 - Changing pipes and ditching on Crumtown Road in preparation for paving this year.
 - Patching operations are ongoing.
 - Cutting shoulders to improve drainage.
 - Fishing access on Corporate Drive has come out nice. Soil and Water will be planting some trees at no cost to the county. A request was made to dedicate the access and the committee concurred. Public Works would like to build a pavilion.
 - Bridge washing has begun. We will be requesting use of the shared services Vac Truck from Town of Owego to remove the sand from the bridges.

- Mr. Hammond reported on Capital Projects.
 - Harnick Road Bridge is currently in design phase.
 - The Culvert Program is moving forward.
 - The HVAC Controls at the HHS Building is nearly complete.
 - The Chiller at the Public Safety Building has been ordered. Receiving the necessary components has been challenging.
 - Bridge Preventative Maintenance Phase 9 will be out to bid within the next couple of months.
 - Day Hollow Road Culvert Replacement is on track.

- PERSONNEL
 - None

- RESOLUTIONS
 - Authorize Position Reclassification – K French
 - Mr. Standinger (aye) Mr. Ciotoli (aye)
 - Authorize Position Reclassification – J Vandemark
 - Mr. Standinger (aye) Mr. Ciotoli (aye)

As there was not a quorum present, the resolutions could not be approved. Cathy Haskell, Legislative Clerk stated that they can be presented to the full Legislature at today's Legislative Work Session.

TIOGA COUNTY, NEW YORK

Department of Public Works

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Gary Hammond, P.E. Commissioner **Rich Perkins, P.E.** Deputy Commissioner

- PROCLAMATIONS

- None

- ADJOURNMENT

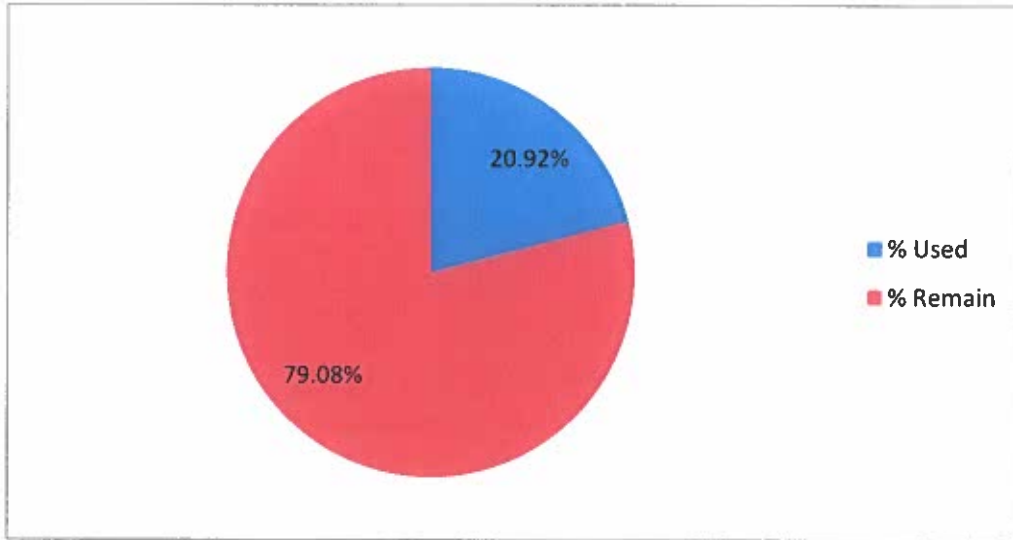
- The meeting was adjourned at 9:28 am.

Respectfully submitted,

Gary Hammond, P.E.
Commissioner of Public Works

DRAFT

May 31 2023 Budget Summary



		% Used	% Remain
A1490	PW Admin	35.70%	64.30%
A1620	Building & Grounds	34.25%	65.75%
A1621	Buildings HHS	30.18%	69.82%
D5110	Maint. Roads & Bridges	26.67%	73.33%
DM5130	Road Machinery	39.31%	60.69%
H1620	Capital B&G	17.68%	82.32%
H1621	Capital HHS Building	41.93%	58.07%
H5110	Capital Roads & Bridges	0.60%	99.40%
H5130	Capital Equipment	32.27%	67.73%
	Overall	20.92%	79.08%

REFERRED TO:

PUBLIC WORKS COMMITTEE

RESOLUTION NO. -23

AWARD DESIGN SERVICES TO
DELTA ENGINEERS FOR DAY HOLLOW
ROAD CULVERT

WHEREAS: Tioga County was awarded funding from NYSDOT to replace a large culvert on Day Hollow Road, in the Town of Owego; and

WHEREAS: The Commissioner of Public Works received a proposal for design services for this project from Delta Engineers, Endwell, NY; and

WHEREAS: The proposal for this project came in at \$159,858; therefore be it

RESOLVED: That the Tioga County Legislature approve the proposal for the Day Hollow Road Culvert Project to Delta Engineers not to exceed \$159,858 to be paid out of the Day Hollow Road Culvert account H5110 520003 H2302.

REFERRED TO: ITCS COMMITTEE
PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE
HEALTH AND HUMAN SERVICES COMMITTEE

RESOLUTION NO. -23 TRANSFER FUNDS AND
PURCHASE SECURITY CAMERAS
HHS BUILDING

WHEREAS: The County Information Technology and Communication Services Department has determined the need for security cameras at the Health and Human Services Building; and

WHEREAS: The purchase will be funded utilizing ITCS Capital Hardware Reserve funds which will be allocated into account H1621 520255; and

WHEREAS: Legislative approval is needed to amend or modify budget and appropriate funds; therefore be it

RESOLVED: That the following funds be transferred and the 2023 budget be modified as follows:

FROM:	H.387805	Capital Hardware Reserve	\$14,732.56
TO:	H1621.520255	Security Equipment	\$14,732.56

And be it further

RESOLVED: That the Tioga County Legislature authorizes the purchase of 8 Verkada CD61 Indoor Dome Cameras with 8, 10-year licenses from account H1621.520255.

REFERRED TO: PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -23 APPROVE SOLE SOURCE PURCHASE
OF TRAFFIC SIGN & DESIGN SYSTEM AND
AMEND 2023 BUDGET AND TRANSFER OF
FUNDS

WHEREAS: The plotter for the sign department in Public Works is 25 years old and is passed its useful life; and

WHEREAS: The Commissioner of Public Works received a quote for a new Traffic Sign & Design System from URW America for the amount of \$16,295.00; and

WHEREAS: Broome County and NYSDOT have made similar purchases and determined URW America to be a sole source vendor; and

WHEREAS: Legislative approval is required for all sole source purchases; and

WHEREAS: There are insufficient funds for this purchase in account D5110.520130; and

WHEREAS: Funds are available in account D5110.540260; and

WHEREAS: Legislative approval is needed to amend 2023 Budget and transfer funds; therefore be it

RESOLVED: That the Tioga County Legislature authorize the following transfer of funds and amend the 2023 Budget:

From: D5110.540260	Highway Supplies/Signs	\$16,295.00
To: D5110.520130	Equipment (Not Car)	\$16,295.00

And be it further:

RESOLVED: That the Tioga County Legislature approve the purchase of the Traffic Sign & Design System from URW America in the amount of \$16,295.00 to be paid out of D5110.520130.

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE
PUBLIC WORKS

RESOLUTION NO. -23 APPOINT DBE LIAISON OFFICER

WHEREAS: The Department of Transportation (DOT) requires the establishment of a Disadvantaged Business Enterprise Program (DBE) due to Tioga County receiving financial assistance from the DOT; and

WHEREAS: As a condition of receiving this assistance Tioga County has signed assurances that it will comply with 49 CFR Part 26; and

WHEREAS: The DBE Policy requires the appointment of a DBE Liaison Officer; and

WHEREAS: The Deputy Commissioner of Public Works has agreed to implement and monitor the DBE Program in coordination with other appropriate officials; therefore be it

RESOLVED: That the Deputy Commissioner of Public Works be and hereby is appointed the DBE Liaison Officer for Tioga County.