



**TIOGA COUNTY
DEPARTMENT OF PUBLIC WORKS COMMITTEE AGENDA
June 5, 2025
9:00 am**

- MINUTES APPROVAL for April 10, 2025 and May 8, 2025
- FINANCIAL
 - YTD Budget Summary
- OLD BUSINESS
 - Red barn at Delphine Street
 - County Office Building Sign
- NEW BUSINESS
 - Buildings and Grounds
 - Highway Department
 - Capital Projects
- PERSONNEL
 - None
- RESOLUTIONS
 - Award Bid For Southern Portion Of West Creek Road Pavement Overlay
 - Recognition Of Barbara Cushman's 23 Years of Dedicated Service
 - Authorization to Abolish One Vacant Engineering Technician Position, Create One Public Works Project Technician – Public Works
- PROCLAMATIONS
 - None
- ADJOURNMENT



TIOGA COUNTY
DEPARTMENT OF PUBLIC WORKS COMMITTEE MINUTES
Thursday, April 10, 2025
9:00 am

➤ ATTENDANCE

➤ Legislators

- Marté Sauerbrey, Legislative Chair
- Barbara Roberts, Public Works Committee Chair
- William Standinger, Public Works Committee
- Ron Ciotoli, Public Works Committee
- Ray Bunce, Public Works Committee

➤ Staff

- Gary Hammond, Commissioner
- Justin Ruggiero, Deputy Commissioner
- Barbara Cushman, Secretary to the Commissioner

➤ Guests

- Cathy Haskell, Legislative Clerk
- Jackson Bailey, County Administrator

➤ APPROVAL OF MINUTES

- A motion to approve the minutes as submitted for the March 6, 2025 meeting was made by Mr. Standinger, 2nd by Mr. Bunce. All in favor. Motion carried.

➤ FINANCIAL

- YTD Budget Summary was shared with the committee.

➤ OLD BUSINESS

- Cleaning the entire Waverly Village Hall building was revisited. After much discussion the committee did not have an interest in moving forward with this.
- Red Barn on Delphine Street was revisited. After much discussion the committee asked for an itemized estimate of renovations needed to turn this into an acceptable storage barn.

➤ NEW BUSINESS

- Mr. Hammond reported on Buildings and Grounds.
 - Two new boilers were installed at the Public Safety Building. We are looking to procure one additional boiler out of this year's budget, and will budget for two more next year.

Department of Public Works

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Gary Hammond, P.E. Commissioner **Justin Ruggiero** Deputy Commissioner

- New heating/cooling work was started in probation. Two new rooftop units were set in place.
 - Three new workstations were finished for Job Services in the HHS Building.
 - New tables and chairs were put together for ILS.
 - Two swing doors were repaired at the Clerk's Building. New old-style hinges had to be fabricated.
 - A new fan motor was installed on the HHS rooftop unit with TCR.
 - We have received a request from the courts to install additional cameras outside for security. The courts would be responsible for installing the cameras. After some discussion the committee agreed.
- Mr. Hammond reported on the Highway Department.
- Tree trimming is being done on various roads.
 - Patching operations are being done on various roads. Hot mix asphalt is now available.
 - Hauling sand to mix with road salt.
 - Washouts from some heavy rains were repaired.
 - Trucks are being washed at the new truck wash facility.
 - Ditching and driveway pipes are being installed on Montrose Turnpike.
 - Mrs. Roberts inquired about a dip in the road on Pennsylvania Avenue. Mr. Hammond will look into this.
 - Ditching operations are being done on Gaskill Road. We would like to thank the Town of Owego for allowing us to borrow their Athey.
 - Ditching on the southern end of West Creek Road will begin soon. We will be paving this year.
- Mr. Ruggiero reported on the Buildings and Grounds Capital Projects.
- The Court Annex/Clerks roof construction bid was removed and will be combined with the Courthouse roof and exterior improvements project.
 - Court Annex and Probation rooftop HVAC unit installations were successful. We would like to thank Owego PD and the Village of Owego DPW for making sure the parking lot was empty.
 - The County Office Building was shut down on Saturday, March 29th, for an electrical panel installation. The new panel is large enough to accommodate the new North Wing HVAC project.
 - The North Wing HVAC project is currently in the design phase. The cost to pre-order HVAC equipment with R410-A will be around \$170,000.
 - Warranty repair work on the Public Safety Building chiller is expected to be scheduled soon.

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- One additional boiler is on standby for installation at the Public Safety Building.
- Mr. Hammond reported on the Highway Capital Projects.
 - Harnick Road Bridge construction bids were opened on March 27th. A resolution to award construction is included.
 - Day Hollow Road culvert is currently on hold.
 - East Spencer Road Bridge construction bids were opened on March 24th. A resolution to award construction is included.
 - Glenmary Drive by Thorn Hollow Road is in preliminary design phase.
 - Straits Corners Road over Pipe Creek is under preliminary design phase.
 - Brown Rd Bridge over East Branch Owego Creek is in preliminary design phase.
 - Halsey Valley Road Culvert contracts are in process.
- MISCELLANEOUS
 - None
- PERSONNEL
 - None
- RESOLUTIONS
 - Create and Fill Three (3) Highway Worker (Seasonal) Positions – Public Works
 - Mrs. Roberts (aye) Mr. Standinger (aye) Mr. Ciotoli (aye) Mr. Bunce (aye)
 - Authorize Appointment of Commissioner of Public Works – Gary Hammond
 - Mrs. Roberts (aye) Mr. Standinger (aye) Mr. Ciotoli (aye) Mr. Bunce (aye)
 - Award Construction to R. DeVincentis Construction Inc. for East Spencer Road Bridge BIN 3335020
 - Mrs. Roberts (aye) Mr. Standinger (aye) Mr. Ciotoli (aye) Mr. Bunce (aye)
 - Award Construction to R. DeVincentis Construction Inc. for Harnick Road Bridge BIN 2218720
 - Mrs. Roberts (aye) Mr. Standinger (aye) Mr. Ciotoli (aye) Mr. Bunce (aye)
 - Authorize the Implementation and Funding PIN 9755.59
 - Mrs. Roberts (aye) Mr. Standinger (aye) Mr. Ciotoli (aye) Mr. Bunce (aye)
- PROCLAMATIONS
 - None
- EXECUTIVE SESSION
 - A request to enter an executive session to discuss a real estate matter and a personnel matter was made by Mr. Hammond. A motion to enter executive

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session was made by Mr. Standinger and seconded by Mr. Ciotoli. Motion to adjourn the executive session was made by Mr. Standinger and seconded by Mr. Ciotoli.

➤ **ADJOURNMENT**

- The meeting was adjourned at 10:25 am.

Respectfully submitted,

Gary Hammond P.E.
Commissioner of Public Works

DRAFT



TIOGA COUNTY
DEPARTMENT OF PUBLIC WORKS COMMITTEE MINUTES
Thursday, May 8, 2025
9:00 am

➤ ATTENDANCE

➤ Legislators

- William Standinger, Public Works Committee
- Ron Ciotoli, Public Works Committee

➤ Staff

- Gary Hammond, Commissioner
- Justin Ruggiero, Deputy Commissioner
- Barbara Cushman, Secretary to the Commissioner

➤ Guests

- Cathy Haskell, Legislative Clerk

➤ Absent

- Marté Sauerbrey, Legislative Chair
- Barbara Roberts, Public Works Committee Chair
- Ray Bunce, Public Works Committee
- Jackson Bailey, County Administrator

➤ APPROVAL OF MINUTES

- As there was not a quorum present, voting on approval of the minutes of the April 10, 2025 meeting was tabled until the next meeting.

➤ FINANCIAL

- YTD Budget Summary was shared with the committee.

➤ OLD BUSINESS

- Red Barn on Delphine Street was revisited. Mr. Hammond stated that he would like to patch the holes and install new doors for an estimated \$5,000. As there was not a quorum present, It was decided that this should be tabled until next month.

➤ NEW BUSINESS

- Mr. Hammond reported on Buildings and Grounds.
 - The dental van was moved.
 - The lawns were repaired from plow damage.
 - Finished installing carpeting upstairs at 56 Main Street.

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- Forklift training was completed for both Buildings and Grounds and Highway.
 - Lights and outlets were installed in the Soil and Water pole barn as a part of shared services.
 - Mowing operations were started.
 - Some rotted light bollards at the Court House were removed.
- Mr. Hammond reported on the Highway Department.
- Tree trimming operations are ongoing.
 - Asphalt plants have opened. Patching was done on various roads.
 - Salt is being stockpiled.
 - Drain tile was installed on Gaskill Road.
 - Athey work was done on West Creek, Stanton Hill, East River and Halsey Valley Roads. Thank you to the Town of Owego for loaning us their Athey.
 - Installed driveway pipes and ditched on Montrose Turnpike and Pennsylvania Avenue.
 - A pipe was repaired on Pennsylvania Avenue.
 - Some ditching was done on West Creek Road.
 - Aided Emergency Services department in moving radio equipment out of the SCI Building to the Public Safety facility.
- Mr. Ruggiero reported on the Buildings and Grounds Capital Projects.
- The Court Annex/Clerks roof and Court House roof projects are currently in design phase with C&S Engineers.
 - The Delphine Street Carwash is in design phase with C&S Engineers.
 - The new Highway Garage is in design phase with C&S Engineers.
 - Court Annex and Probation rooftop units control work was completed. We are currently having problems with the Court Annex air handler.
 - The County Office Building South Wing HVAC project currently has an issue with the wall mounted recessed heating units. The balancing is currently on hold due to a staff shortage.
 - The North Wing HVAC project is currently in the design phase. There is an issue with cost. It has been suggested to pre-order HVAC equipment from Meier Supply. We are currently waiting for quotes on some different options. After much discussion it was decided that this issue will be addressed at the second legislative work session.
 - One additional boiler is being reinstalled with another on standby for installation at the Public Safety Building.



- Warranty repair work on the Public Safety Building chiller oil water separator has been completed. There is now a VFT cooling fan that is not working. This will be repaired under warranty.

- Mr. Ruggiero reported on the Highway Capital Projects.
 - Harnick Road Bridge construction and construction inspection contracts are in process.
 - East Spencer Road Bridge construction contracts are in process. We are moving forward with a pre-con meeting.
 - Glenmary Drive by Thorn Hollow Road is in preliminary design phase.
 - Straits Corners Road over Pipe Creek is under preliminary design phase.
 - Brown Rd Bridge over East Branch Owego Creek is in preliminary design phase.
 - Halsey Valley Road Culvert will be changing from a culvert to a bridge. Contracts are in process.

➤ MISCELLANEOUS

- We have a truck that was going to auction and an Athey that's not functional. The Town of Newark Valley has approached us asking to purchase these two pieces of equipment. We've had both pieces of equipment appraised and we would like to sell the truck to Newark Valley for \$30,000 and the Athey for \$5,000.

➤ PERSONNEL

- None

➤ RESOLUTIONS

- Amend 2025 Capital Budget and Transfer Funds Harnick Road Bridge – Public Works
 - Mr. Standinger (aye) Mr. Ciotoli (aye)
- Authorize Tandem Truck Down Payment
 - Mr. Standinger (aye) Mr. Ciotoli (aye)
- Approve Change Order for 56 Main Street South Wing HVAC – Public Works Mr. Standinger (aye) Mr. Ciotoli (aye)

As there was not a quorum present, the resolutions could not be approved. They will be presented to the full Legislature at today's Legislative Work Session.

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➤ PROCLAMATIONS

➤ None

➤ EXECUTIVE SESSION

- A request to enter an executive session to discuss a real estate matter and a personnel matter was made by Mr. Hammond. A motion to enter an executive session was made by Mr. Ciotoli and seconded by Mr. Standing. A motion to adjourn the executive session was made by Mr. Ciotoli and seconded by Mr. Standing.

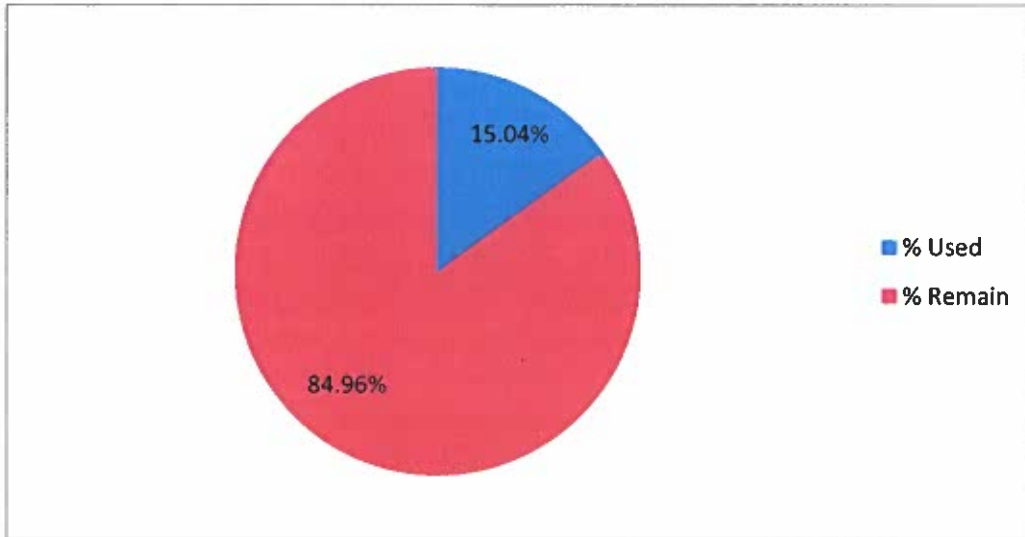
➤ ADJOURNMENT

- The meeting was adjourned at 10:14 am.

Respectfully submitted,

Gary Hammond P.E.
Commissioner of Public Works

June 2 2025 Budget Summary



		% Used	% Remain
A1490	PW Admin	40.83%	59.17%
A1620	Building & Grounds	38.63%	61.37%
A1621	Buildings HHS	42.17%	57.83%
D5110	Maint. Roads & Bridges	40.21%	59.79%
DM5130	Road Machinery	34.17%	65.83%
H1620	Capital B&G	11.54%	88.46%
H1621	Capital HHS Building	0.00%	0.00%
H5110	Capital Roads & Bridges	1.49%	98.51%
H5130	Capital Equipment	20.74%	79.26%
	Overall	15.04%	84.96%

REFERRED TO:

PUBLIC WORKS COMMITTEE

RESOLUTION NO. -25

AWARD BID FOR SOUTHERN PORTION OF
WEST CREEK ROAD PAVEMENT OVERLAY

WHEREAS: The Commissioner of Public Works budgeted for this project; and

WHEREAS: On May 21, 2025, the Department of Public Works received sealed bids from the following contractors:

Suit-Kote Corporation – Cortland, NY	\$1,415,180.00
Broome Tioga Bituminous Products – Vestal, NY	\$1,667,480.00
Dalrymple Gravel & Contracting – Pine City, NY	\$1,684,680.00
L&T Construction, Richmondville – NY	\$2,051,177.80

Therefore be it

RESOLVED: That the Tioga County Legislature award the bid to the low bidder, Suit-Kote Corporation – Cortland, NY not to exceed \$1,415,180.00 to be paid out of the Paving Projects 2025 account H5110.540001.H2501.

REFERRED TO:

PUBLIC WORKS COMMITTEE

RESOLUTION NO. -25

RECOGNITION OF BARBARA CUSHMAN'S
23 YEARS OF DEDICATED SERVICE
TO THE TIOGA COUNTY DEPARTMENT OF
PUBLIC WORKS

WHEREAS: Barbara Cushman began her career with Tioga County on February 4, 2002 as an Account Clerk Typist for the Department of Public Works. In June 2016, Mrs. Cushman was promoted to Secretary to the Commissioner of Public Works, the position she still holds; and

WHEREAS: Mrs. Cushman has held many roles in Public Works, including contract administration, financial data analysis, and supervision over the agency's supplies and equipment. She was also elected Secretary-Treasurer for the Tioga County Highway Superintendent Association which oversees and coordinates the programs and events for all the Highway Superintendents in the County; and

WHEREAS: Mrs. Cushman has been dedicated and loyal in the performance of her duties and responsibilities in Public Works. She has earned the respect of her colleagues and peers throughout Tioga County and New York State; and

WHEREAS: Mrs. Cushman will retire on June 14, 2025; therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Barbara Cushman for her 23 years of dedicated and loyal service to the residents of Tioga County; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this outstanding employee, Barbara Cushman.

REFERRED TO:

PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. – 25

AUTHORIZATION TO ABOLISH ONE VACANT
ENGINEERING TECHNICIAN POSITION,
CREATE ONE PUBLIC WORKS PROJECT
TECHNICIAN - PUBLIC WORKS

WHEREAS: Legislative approval is required to abolish and create positions within Tioga County; and

WHEREAS: One (1) full-time Engineering Technician (\$42,448 – 43,448 2025 CSEA SG VII) will become vacant effective close of business June 13, 2025, upon the resignation of incumbent, Danielle Gregrow; and

WHEREAS: Upon review of the staffing structures, work assignments, and department needs, the Commissioner of Public Works submitted a New Position Duties Statement to the Personnel Department on May 2, 2025; and

WHEREAS: Upon review of the New Position Duties Statement, the Personnel Officer has determined the appropriate classification for said title; therefore be it

RESOLVED: That one (1) full-time Management/Confidential title of Public Works Project Technician (\$44,600 – \$54,600) be created effective June 16, 2025; and be it further

RESOLVED: That one (1) full-time Engineering Technician (\$42,448 – 43,448 2025 CSEA SG VII) be abolished effective June 16, 2025.