



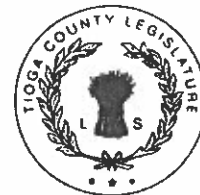
TIOGA COUNTY  
DEPARTMENT OF PUBLIC WORKS COMMITTEE AGENDA  
May 4, 2023  
9:00 am

- MINUTES APPROVAL for April 6, 2023
- FINANCIAL
  - YTD Budget Summary
- OLD BUSINESS
  - None
- NEW BUSINESS
  - Buildings and Grounds
  - Highway Department
  - Capital Projects
- PERSONNEL
  - None
- RESOLUTIONS
  - Authorize Position Reclassification – K French
  - Authorize Position Reclassification – J Vandemark
- PROCLAMATIONS
  - None
- ADJOURNMENT



TIOGA COUNTY  
DEPARTMENT OF PUBLIC WORKS COMMITTEE MINUTES  
Thursday, April 7, 2022  
9:00 am

- ATTENDANCE
  - Legislators
    - Marté Sauerbrey, Legislative Chair
    - Ron Ciotoli, Public Works Committee
    - Barbara Roberts, Public Works Committee
    - William Standinger, Public Works Committee
  - Staff
    - Gary Hammond, Commissioner
    - Richard Perkins, Deputy Commissioner
    - Barbara Cushman, Secretary to the Commissioner
  - Guests
    - Cathy Haskell, Legislative Clerk
    - Peter Dewind, County Attorney
  - Absent
    - Dale Weston, Public Works Committee Chairman
- APPROVAL OF MINUTES
  - A motion to approve the minutes as submitted for March 10, 2022 was made by Mr. Ciotoli, 2<sup>nd</sup> by Mrs. Roberts. All in favor. Motion Carried.
- FINANCIAL
  - YTD Budget Summary was shared with the committee. The department is currently well under budget.
- OLD BUSINESS
  - Mr. Hammond stated that a meeting regarding the wage rates of CDL drivers was held. Mr. Hammond made a proposal to increase wages for CDL drivers by 2 pay grades. The Personnel Director will be drafting a resolution to be submitted at both DPW and Personnel Committees in May. The committee gave their approval to move forward with this.
- NEW BUSINESS
  - Mr. Hammond reported on Buildings and Grounds.
    - ED&P offices remodel at 56 Main Street is currently on hold until the HVAC system is installed. Mr. Perkins stated that this will be going out to



bid tomorrow. There is a possibility that bids will come in higher than what was budgeted.

- New carpet was installed in the waiting room, Courtroom and Judge's Chambers in the Court Annex.
- New controls were installed on half of the AC/Heat at the HHS Building. The system failed and a new company was hired to repair it.
- Snow removal was done at all buildings.
- Storage items and shelves were moved from the Records building into the Stone Building to make room for a high density storage system.
- Room 1132 was painted in the HHS Building.
- 2 work stations were moved in the HHS Building.
- White boards were hung at Mental Health Waverly and the HHS Building.
- Fire drills were executed at the Court House, Court Annex and HHS Buildings.
- New double metal doors were installed on the garage at the PSB Building.

➤ Mr. Hammond reported on the Highway Department.

- Sanding and plowing operations are ongoing.
- Sand is being hauled in to mix with the road salt.
- We have entered into a shared services agreement with NYSDOT to utilize their truck washing facility.
- Some road side repairs are being done to repair wing damage.
- Tree trimming operations are ongoing.

➤ Mr. Perkins gave an update on the Capital Projects

- Bridge Preventative Maintenance Phase VIII is out to bid.
- Wash Bay Facility is currently on hold.
- Harnick Road Bridge is under preliminary design by Delta Engineers.
- The Culvert Program is under preliminary design in our office.
- HVAC Controls at the HHS Building and the Chiller at the Public Safety Building are both expected to be out to bid next month.
- Michigan Hollow Road Culvert is currently under preliminary design.
- We have hired a contractor for Talcott Street Pier Repairs. A pre-construction meeting is scheduled in a couple weeks.
- We are waiting for a DEC permit for Park Settlement Road bridge repairs.
- Corporate Drive reconstruction is under design in our office.

● PERSONNEL

- Mr. Hammond stated that we are submitting a resolution to hire a temporary Auto Mechanic II. Our Mechanic/Working Supervisor is currently

## Department of Public Works

477 State Route 96 Owego, NY 13827



☎ 607 687 0302 📠 607 687 4453 🌐 [www.TiogaCountyNY.com](http://www.TiogaCountyNY.com)

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

on leave. We would like to increase the hourly wage on the resolution to the CSEA wage for Auto Mechanic II of \$18.96. Mr. Hammond indicated that we should be able to absorb this within our current budget. The committee gave their approval to move forward with this.

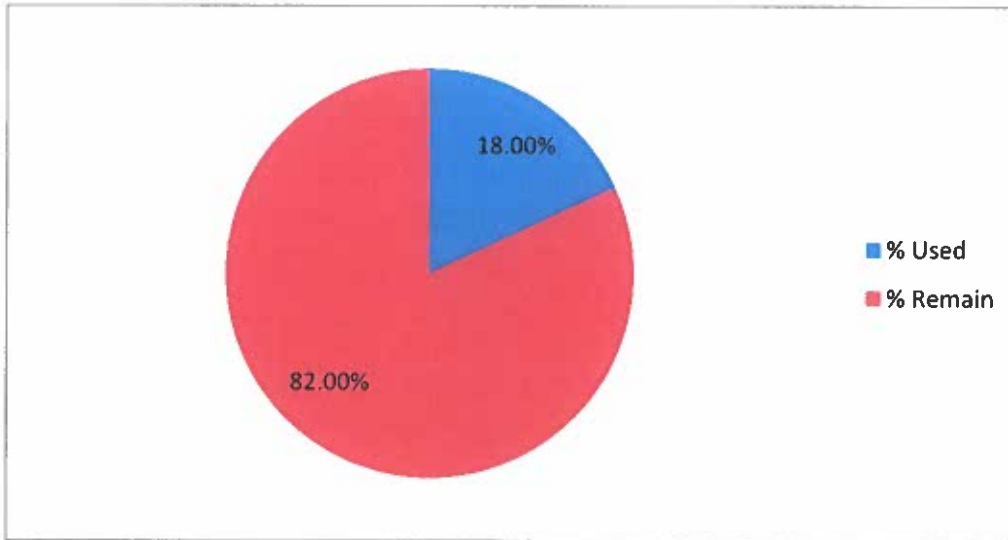
- RESOLUTIONS
  - Create and Fill Temporary Position Public Works
    - Mr. Ciotoli (aye) Mrs. Roberts (aye), Mr. Standing (aye). Carried
- PROCLAMATIONS
  - None
- ADJOURNMENT
  - Mr. Standing adjourned the meeting at 10:01 am

Respectfully submitted,

Gary Hammond, P.E.  
Commissioner of Public Works

DRAFT

## April 28 2023 Budget Summary



		% Used	% Remain
A1490	PW Admin	28.89%	71.11%
A1620	Building & Grounds	27.95%	72.05%
A1621	Buildings HHS	24.78%	75.22%
D5110	Maint. Roads & Bridges	22.13%	77.87%
DM5130	Road Machinery	31.84%	68.16%
H1620	Capital B&G	13.78%	86.22%
H1621	Capital HHS Building	41.93%	58.07%
H5110	Capital Roads & Bridges	0.00%	100.00%
H5130	Capital Equipment	32.10%	67.90%
	<b>Overall</b>	<b>18.00%</b>	<b>82.00%</b>

REFERRED TO:

PUBLIC WORKS COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO.-23

AUTHORIZE POSITION RECLASSIFICATIONS  
PUBLIC WORKS

WHEREAS: Legislative approval is required for position reclassification; and

WHEREAS: On April 25, 2023, the Personnel Department received a position description questionnaire from Keith French, Maintenance Mechanic II (CSEA grade 4) who works within the Building and Grounds unit of the Public Works Department; and

WHEREAS: This resulted in the review of work tasks performed by Mr. French in comparison to the Maintenance Mechanic classification levels; and

WHEREAS: Due to the type of work assigned to and performed by Mr. French which routinely involves three skill trades, the Personnel Officer has determined justification exists to classify Mr. French to a Maintenance Mechanic III (CSEA grade 3); therefore be it

RESOLVED: That the Tioga County Legislature authorizes the reclassification of one Maintenance Mechanic II position currently filled by Keith French to Maintenance Mechanic III and that Mr. French shall receive an increase of \$0.76 to his current hourly rate.

RESOLVED: Keith French's new hourly rate will be \$20.92 retroactive to April 25, 2023.

REFERRED TO:

PUBLIC WORKS COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO.-23

AUTHORIZE POSITION RECLASSIFICATIONS  
PUBLIC WORKS

WHEREAS: Legislative approval is required for position reclassification; and

WHEREAS: On April 25, 2023, the Personnel Department received a position description questionnaire from James Vandemark, Maintenance Mechanic II (CSEA grade 4) who works within the Building and Grounds unit of the Public Works Department; and

WHEREAS: This resulted in the review of work tasks performed by Mr. Vandemark in comparison to the Maintenance Mechanic classification levels; and

WHEREAS: Due to the type of work assigned to and performed by Mr. Vandemark which routinely involves three skill trades, the Personnel Officer has determined justification exists to classify Mr. Vandemark to a Maintenance Mechanic III (CSEA grade 3); therefore be it

RESOLVED: That the Tioga County Legislature authorizes the reclassification of one Maintenance Mechanic II position currently filled by James Vandemark to Maintenance Mechanic III and that Mr. Vandemark shall receive an increase of \$0.76 to his current hourly rate.

RESOLVED: James Vandemark's new hourly rate will be \$20.71 retroactive to April 25, 2023.