

Office of the County Administrator

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



Jackson D. Bailey II County Administrator ☎ 607 687 8268 📠 607 223 7126 🌐 www.TiogaCountyNY.gov

Consolidated County Office Building (CCOB) Committee Minutes July 29, 2026

Present:

County Administrator Bailey
Legislative Chair Monell
Legislator Bunce (*Chair of Finance, Legal & Safety Committee*)
Legislative Clerk Haskell
County Attorney DeWind
County Clerk Klett
Commissioner of Public Works Hammond
ED&P Director Woodburn
County Code Enforcement Officer Morgan
Treasurer Roberts
Chief Accountant Schurter
Chief Information Officer Clark
Capital Projects Technician Anderson
Lead Maintenance Mechanic Morley

Absent:

Real Property Director Palinosky
Buildings & Grounds Working Supervisor Bidwell

Guests:

Matt Freeze, Reporter, Morning Times

Call to Order/Welcome: County Administrator Bailey called the meeting to order at 1:30 p.m. and welcomed those in attendance. Mr. Bailey reported the Legislature established the Consolidated County Office Building and its subcommittees to oversee planning and development of the proposed County Office Building project.

Overview of the Consolidated County Office Building Project: Mr. Bailey reported years ago the Legislature began evaluating alternative locations for the administrative County Office Building and when the former Walgreens property became available, the seated Legislature at the time determined the building was a feasible location and proceeded with finalizing the purchase.

Mr. Bailey reported the project is intended to improve public accessibility through the consolidation of services into a one-stop location, improve operational efficiency and allow for long-term planning for existing County facilities.

Committee Membership and Purpose:

Executive Committee: The purpose of this committee is policy development, budget oversight, land acquisition, bonding, and contract review.

Membership includes Legislative Chairman Monell, County Administrator Bailey, Legislative Chair of Finance, Legal & Safety Committee Bunce, County Attorney DeWind, Treasurer Roberts, and Legislative Clerk Haskell.

This committee will meet monthly.

Design & Construction Subcommittee: The purpose of this subcommittee will be coordinating with engineering and architectural consultants, review design alternatives, review proposals and make recommendations regarding layout, construction, and IT infrastructure.

Membership includes Commissioner of Public Works Hammond, Chief Information Officer Clark, Capital Projects Technician Anderson, Buildings and Grounds Working Supervisor Bidwell, and Lead Maintenance Mechanic Morley.

This committee will meet monthly and will commence following engineering consultant selection.

Regulatory and Financial Oversight Subcommittee: The purpose of this committee will be SEQR compliance, code compliance, ADA requirements, real property, and financial oversight and tracking.

Membership includes Safety Officer Holbrook, Code Officer Morgan, ED&P Director Woodburn, Chief Accountant Schurter, Real Property Director Palinosky, and County Clerk Klett.

This committee will meet quarterly or as needed.

Review of Committee Responsibilities: Mr. Bailey reported all three committees will serve in an advisory role with the Legislature maintaining ultimate decision-making authority. Mr. Bailey will present progress updates to the Legislature at the monthly Legislative Worksessions. Mr. Bailey noted as the project develops, the meeting frequency and dates may be subject to change.

Mr. Bailey reported the meetings for the remainder of 2026 are scheduled for the last Wednesday of the month at 1:30 p.m. in the Hubbard Auditorium of the Ronald E. Dougherty County Office Building noting the meetings in November and December may be subject to change due to the holidays.

Project Governance and Communication Protocols: Mr. Bailey reported meetings will comply with the Open Meetings Law with agendas, minutes, and schedule posted on the County Administrator's page of the County website. Public information is important, and the Legislature wants to ensure the community is aware and understands the benefit and value of this proposed project. Mr. Bailey reported the County will follow the standard records retention and follow the standard Legislative process for contract approvals, change orders, etc. by way of adopted resolutions. Mr. Bailey is the County's Public Information Officer and will be responsible for public communication through the development of a Frequently Asked Questions (FAQ) document, press releases, and press conferences, if needed.

Current Project Status Update: Mr. Bailey reported the County owns all four (4) parcels at the former Walgreens site and holds two leases with Hiawatha Dental and Family & Children's Counseling Services and will continue to do so for the foreseen future.

Mr. Bailey reported he has met with the ED&P Director and Planning Director to discuss the SEQR process.

Mr. Bailey reported the County will begin moving forward with the Request for Proposal (RFP) process for demolition of 67 Central Avenue as the utilities are in the process of being disconnected and an asbestos survey was completed with negative findings.

Mr. Bailey reported that the County established a reserve fund for a new County Office Building and these funds are currently being used for due diligence expenses such as demolition, appraisals, surveys, etc. with bonding anticipated during later phases of the project. Additionally, Mr. Bailey reported the County was awarded a County Infrastructure Grant from Empire State Development (ESD) and is in the process of working with them for grant compliance.

Mr. Bailey reported the County will be working with the Village of Owego Board of Trustees and Planning and Zoning Board to ensure compliance.

Discussion of Project Goals and Priorities: Mr. Bailey reported assessments on space needs, parking capacity and accessibility will need to be completed while keeping in mind future growth considerations. Other project goals include maximizing public service delivery, consolidated county operations, and enhanced IT infrastructure and cybersecurity.

Immediate Action Items: Mr. Bailey identified the following action items:

- ✓ Develop project schedule and milestones
- ✓ Collect departmental space requirements
- ✓ Determine consultant procurement strategy.
- ✓ Hiring a construction project manager
- ✓ Develop public information plan
- ✓ Develop FAQ document
- ✓ Begin regular reporting to the Legislature

Preliminary Project Timeline: Mr. Bailey identified the following timeline:

- ✓ Design procurement – Engineering RFP
- ✓ Space Planning – begin working with the Department Heads to assess operational needs.
- ✓ Environmental Review (SEQR Determination) – discussion with the Village of Owego Board of Trustees and Village of Owego Planning & Zoning Boards
- ✓ Design phases and construction
- ✓ Construction procurement & timeline
- ✓ Target Occupancy date – coordinating with movers and departments.

Open Discussion:

County Clerk Klett inquired if it is permissible to bring the Assistant Deputy County Clerk (DMV) to committee meetings when DMV operational needs will be discussed as she is familiar with the State requirements. Mr. Bailey responded this would be acceptable and further stated that committee members unable to attend should notify him and arrange for their deputy or supervisor to attend in their place.

Next Meeting: The next meeting is scheduled for August 26, 2026 at 1:30 p.m. in the Hubbard Auditorium.

Respectfully submitted,

Cathy Haskell

Clerk of the Legislature