



**TIOGA COUNTY
DEPARTMENT OF PUBLIC WORKS COMMITTEE AGENDA
December 4, 2025
9:00 am**

- Minutes approval for November 6, 2025 meeting
- FINANCIAL
 - YTD Budget Summary
- OLD BUSINESS
 - Training with Highway and Buildings and Grounds Personnel
 - Strategic Plan Bi-Annual Update
- NEW BUSINESS
 - Buildings and Grounds
 - Highway Department
 - Capital Projects
- PERSONNEL
 - None
- RESOLUTIONS
 - Amend 2025 Capital Budget, Transfer of Capital Funds to Offset Culvert Replacement Costs
- PROCLAMATIONS
 - None
- ADJOURNMENT



TIOGA COUNTY
DEPARTMENT OF PUBLIC WORKS COMMITTEE MINUTES
Thursday, November 6, 2025
9:00 am

○ ATTENDANCE

➤ Legislators

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

➤ Staff

- Justin Ruggiero, Deputy Commissioner
- Tammy Hummel, Secretary to the Commissioner
- Jason Anderson, Project Technician

➤ Guests

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

○ APPROVAL OF MINUTES

- A motion to approve the minutes as submitted for the October 9, 2025, meeting was made by Ron Ciotoli, seconded by William Standinger. All in favor. Motion carried.

○ FINANCIAL

- YTD Budget Summary was shared with the committee.

○ OLD BUSINESS

- None

○ NEW BUSINESS

- Mr. Ruggiero reported on Buildings and Grounds
- The remodel of the Legislative Offices at 56 Main St. continues.
 - Handicap signage was installed in all offices at 56 Main St. for the safety officer.
 - Buildings and Grounds started the North Wing HVAC project as the general contractor.
 - Cabinets were moved and installed at H.H.S. Building.
 - The new boiler was installed at the Court Annex.
 - Many lights were repaired on the County buildings and parking lots.

Department of Public Works

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



- The dental van was moved to Lincoln Street Elementary in Waverly.
 - The building areas were mowed and also mowed in Marvin Park to support the Pumpkin Smash event scheduled November 8th.
- Mr. Ruggiero reported on the Highway Department.
- Ditching operations on Straits Corners Road are being done as part of prep work for paving next year.
 - Shoulder work done to complete Sulphur Springs Road.
 - Patch paving as needed.
 - Winterized the DPW trucks in preparation for the cold and snow fall.
 - Trees were cut at H.H.S. Building
 - Creek cleaning operations in Lounsberry.
 - Cleaned the creek on West Creek Road.
 - Cleaned the creek on Straits Corners Road
 - Cleaned the creek on Halsey Valley Road.
 - Roadside mowing continues.
- Mr. Ruggiero reported on the Buildings and Grounds Capital Projects.
- The drawings for the Court Annex/Clerks and Courthouse roof project have been requested from C&S. Once in possession, the project will be put out for bid.
 - The Court Annex boiler is assembled and being installed by Martin Plumbing with startup and commissioning scheduled Tuesday, November 4th, 2025. Martin Plumbing is returning this week to work through start up issues.
 - Commissioning for the Court Annex VAV valves is scheduled for Monday, November 3rd, 2025.
 - Ronald E. Dougherty County Office Building North Wing HVAC upgrade project has begun with minimal issues. A change order of approximately \$1,800 is expected for a CU bracket.
 - Public Safety Building new utility roll-up door meeting with Delta took place on Monday, November 3rd, 2025, with another meeting scheduled next week.
 - The Public Safety Building control work project scope is being reviewed.
- Mr. Anderson reported on the Highway Capital Projects.
- Harnick Road Bridge is tentatively scheduled for opening Friday, November 14th, 2025.
 - East Spencer Road Bridge is tentatively opening Friday, November 7th, 2025.

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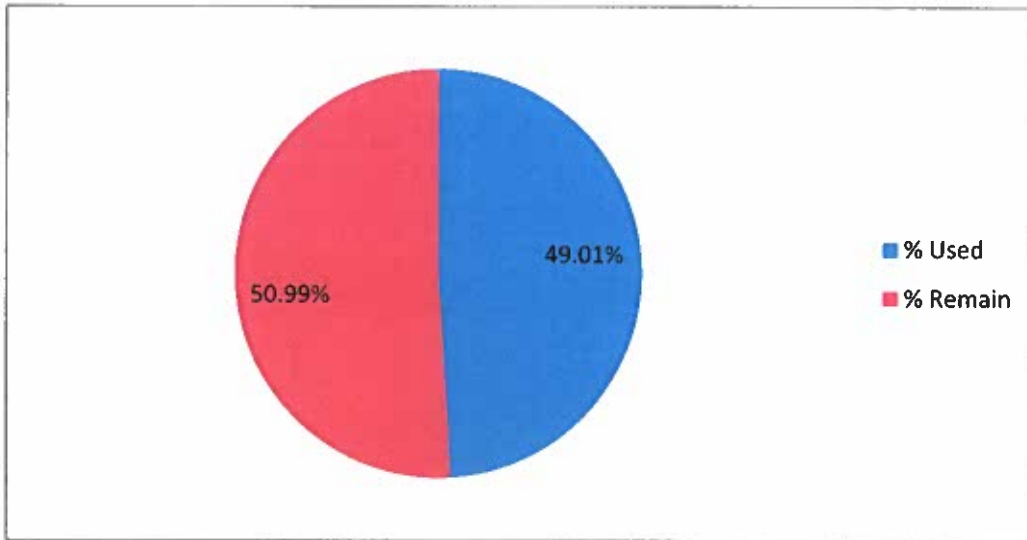


- Day Hollow Road Culvert is back in design phase due to additional scope of work; right-of-way paperwork is still being signed.
 - Glenmary Drive by Thorn Hollow Road is in preliminary design phase.
 - Straits Corners Road Bridge over Pipe Creek is in preliminary design phase.
 - Brown Road Bridge over East Branch Owego Creek is in preliminary design phase.
 - Halsey Valley Road Culvert is in preliminary design phase.
 - All paving projects for 2025 are complete.
- PERSONNEL
 - None
 - RESOLUTIONS
 - Requesting Tioga County Department of Public Works be allowed to exceed food and beverage purchase guidelines
 - Ron Ciotoli (aye), Ray Bunce (aye), William Standinger (aye)
 - PROCLAMATIONS
 - None
 - EXECUTIVE SESSION
 - None
 - ADJOURNMENT
 - The meeting was adjourned at 9:20 am.

Respectfully submitted,

Justin Ruggiero
Deputy Commissioner of Public Works

November 24 2025 Budget Summary



		% Used	% Remain
A1490	PW Admin	94.20%	5.80%
A1620	Building & Grounds	84.43%	15.57%
A1621	Buildings HHS	82.83%	17.17%
D5110	Maint. Roads & Bridges	82.06%	17.94%
DM5130	Road Machinery	73.65%	26.35%
H1620	Capital B&G	26.39%	73.61%
H1621	Capital HHS Building	0.00%	0.00%
H5110	Capital Roads & Bridges	34.27%	65.73%
H5130	Capital Equipment	77.30%	22.70%
	Overall	49.01%	50.99%

REFERRED TO:

PUBLIC WORKS COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

AMEND 2025 CAPITAL BUDGET, TRANSFER
OF CAPITAL FUNDS TO OFFSET CULVERT
REPLACEMENT COSTS

WHEREAS: Tioga County has budgeted for construction costs for the Day Hollow Road near Walker Road culvert replacement project; and

WHEREAS: The Tioga County Legislature has approved the supplemental contract for right-of-way services for the project to be provided to the County by way of Resolution No. 313-25 in the amount of \$27,920; and

WHEREAS: Budget amendments require Legislative approval; therefore be it

RESOLVED: That the 2025 Capital Budget be modified and funds be transferred as follows:

FROM:	H5130 521909 One Ton Pickup & Plow	\$8,046.92
FROM:	H1620 520937 Trailer	\$2,875.00
FROM:	H1620 520935 Dump Truck	\$9,709.52
FROM:	H5130 520920 Loader	\$4,675.00
FROM:	H1325 520090 Computer	\$243.83
FROM:	H1620 520901 Mowing Tractor	\$133.28
FROM:	H5130 521130 Equipment (Not Car)	\$2,236.45
TO:	H5110 520003 H2302 Culverts	\$27,920.00