


| | | |
|---|--|--|
| <h1 style="font-size: 48px; margin: 0;">Agenda</h1>  | <h2 style="text-align: center; margin: 0;">TIOGA COUNTY LEGISLATURE</h2> <p style="text-align: right; margin: 0;">6/10/2025 12:00 PM EDWARD D. HUBBARD AUDITORIUM Ronald E. Dougherty County Office Building 56 Main Street Owego NY 13827</p> | |
| | | |
| Meeting called by: | Chair Martha Sauerbrey | |
| Type of meeting: | 6 th Regular | |
| | | |
| Attendees: | Legislator Brown Legislator Bunce Legislator Ciotoli Legislator Flesher Legislator Monell Legislator Roberts Legislator Sauerbrey Legislator Standing | |
| | | |
| | <h3 style="margin: 0;">Agenda topics</h3> | |
| Invocation Pledge of Allegiance Moment of Silence Recognition Resolutions (2) | Legislator Standing Legislator Standing • Patricia Zorn, Retired Motor Vehicle Examiner, Department of Motor Vehicles • Barbara Cushman, Department of Public Works • John Cornwell, Sheriff's Office | |

| | |
|---|---|
| Proclamations (2) Privilege of the Floor Approval of Minutes Petitions, Communications & Notices Appointments/Reappointments Reports Standing Committees | <ul style="list-style-type: none"> • Safe Graduation Celebration Month • Elder Abuse Awareness Month May 13 & 22, 2025 Director of ITCS Search Committee |
| RESOLUTIONS | <ol style="list-style-type: none"> 1. Appoint County Legislator 2. Appoint Member to the Broome-Tioga Workforce Development Board 3. Omitted Tax – Tioga County, Town of Barton, Barton Fire District, Village of Waverly 4. Execute Lease and Easement Agreement of Property Located at Prospect Road, Waverly, New York to Maintain an Access Road for the Radio Tower Project 5. Authorize Contract with Catholic Charities of Tompkins/Tioga Counties – Social Services 6. Authorize Contract with Catholic Charities of Tompkins/Tioga Counties – Social Services 7. Authorize Contract with Tioga Opportunities, Inc. Social Services 8. Authorize Contract with Together for Youth – Social Services 9. Authorize Contract with Broome County Tioga Career Center 10. Authorize Agreement with Pyramid Business Systems for Cyber Security as a Service (CSaaS) 11. Authorization to Continue Contract with Thomson Reuters (Westlaw) for a Two-Year Subscription to West Proflex |

12. Memorandum of Understanding (MOU) Implementation of eCornell On-Demand Continuing Education Services
13. Resolution Authorizing a Memorandum of Understanding between Tioga County and Pennsylvania State Police for the Radio Tower Project
14. Award Bid for Southern Portion of West Creek Road Pavement Overlay
15. Approve Technical Assistance Provided by ED&P Staff
16. Authorize the Submission of SFY2025 Next Generation 911 (NG911) Grant Program – Sheriff's Office
17. Amend Resolution No. 301-24; Approve Sole Source Purchase Motorola Solutions License Plate Recognition System – Sheriff's Office
18. Authorize Acceptance of Amended Funding from the NYS Office of Indigent Legal Services and Accept the Amended Funding for Hurrell-Harring Grant and Amend 2025 Budget
19. Authorize Acceptance of First Year Fourth Family Defense Grant from the NYS Office of Indigent Legal Services
20. Appropriation of Funds and Amend 2025 Budget Social Services
21. Amend 2025 Budget & Transfer of Funds for Law Department
22. Transfer of Funds Workers' Compensation
23. Re-Establish Prior Year 2024 ARPA Operating & Capital Appropriations in the 2025 Budget
24. Requesting Tioga County Veterans' Service Agency be Allowed to Exceed Food & Beverage Purchase Guidelines
25. Amend Resolution No. 49-24; Authorize Purchases Outside County Policies – Public Health
26. Authorization to Abolish One Vacant Engineering Technician Position, Create One Public Works Project Technician – Public Works

| | |
|--|--|
| | <ul style="list-style-type: none"> 27. Authorization to Create Full-Time Housing Development Specialist Position – Economic Development & Planning 28. Authorization to Appoint County Planning Director Trainee and Abolish One Full-Time Economic Development Specialist Position – Economic Development & Planning 29. Authorize Salary Increase for Assistant Public Defender for Family Court - Public Defender's Office 30. Authorize Salary Increase for Part-Time Assigned Counsel Administrator – Assigned Counsel Office 31. Standard Work Day and Reporting Resolution 32. Authorizing a (6) Six-Month Extension of the Tioga County Remote Work Policy-Pilot Program 33. Amend Employee Handbook: Add New Policy to Section III. Financial Rules; Subsection N. Entitled Gifts and Donations Policy |
| <p>SWEAR IN NEW DISTRICT #5 LEGISLATOR</p> | <p>County Clerk Klett will swear in the newly appointed District #5 Legislator Andrew F. Aronstam</p> |

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 17, 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 SAFETY COMMITTEE

RESOLUTION NO. -25

RESOLUTION RECOGNIZING
JOHN CORNWELL'S NEARLY 11 YEARS
OF DEDICATED SERVICE TO TIOGA COUNTY

WHEREAS: John Cornwell was appointed as a Deputy Sheriff on July 1, 2014; then promoted to his current position of Investigator on January 1, 2018; and

WHEREAS: John Cornwell has been dedicated and loyal in the performance of his duties and responsibilities during the nearly 11 years of service to Tioga County, thereby earning the respect of his colleagues and peers throughout Tioga County; and

WHEREAS: John Cornwell retired from the Tioga County Sheriff's Office on May 30, 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 John Cornwell for nearly 11 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, John Cornwell.

**COUNTY OF TIOGA
EXECUTIVE PROCLAMATION**

WHEREAS: Graduation is a significant milestone in the lives of high school seniors, marking years of academic effort, personal growth, and achievement; and

WHEREAS: This season of celebration brings together students, families, educators, and communities to honor the accomplishments of our youth; and

WHEREAS: Celebrations that include alcohol or other substances can lead to dangerous and sometimes tragic outcomes, particularly for underage individuals; and

WHEREAS: Underage drinking and cannabis use is illegal and poses serious risks to the health, safety, and well-being of our youth, including impaired judgement, accidents, and potentially legal consequences; and

WHEREAS: Parents, caregivers, community organizations, and law enforcement play vital roles in encouraging safe and healthy choices among youth; and

WHEREAS: By working together to promote substance-free celebrations, we can help ensure graduation season is remembered with joy, pride, and safety; and

WHEREAS: We recognize and commend the efforts of students who choose to celebrate responsibly and of families and communities that support their success through positive guidance and supervision; now therefore

THE TIOGA COUNTY LEGISLATURE, County of Tioga, does hereby proclaim the month of June 2025 as:

Safe Graduation Celebration Month

and urges all the citizens of our County to support and promote healthy, alcohol and substance free graduation celebrations, and to join together in preventing underage drinking and to ensure the safety of our youth during this special time.

**COUNTY OF TIOGA
EXECUTIVE PROCLAMATION**

WHEREAS: People who are elderly or have disabilities have contributed to the general welfare of Tioga County by helping to preserve customs, convictions, and traditions of many people from diverse backgrounds; and

WHEREAS: These residents are vital and integral members of our society, and their wisdom and experience have enriched our lives; and

WHEREAS: The health and well-being of disabled and elderly people in our county should be one of our highest priorities and of concern to all Americans; and

WHEREAS: People who are elderly or have disabilities are among the most important resources of our county, and it is fitting that we recognize the need to protect their health, safety, and rights; and

WHEREAS: Abuse of the elderly and people with disabilities in domestic and institutional settings is a wide-spread problem, affecting hundreds of thousands of people across the country; and

WHEREAS: Elder abuse is underreported because the elderly who are being abused find it very difficult to tell anyone and are usually ashamed and sometimes afraid; and

WHEREAS: Elder abuse happens to men and women of all income levels, all cultural and ethnic groups, whether they are in good health or incapacitated in some way, in poor neighborhoods and in suburbia; and

WHEREAS: Many of the cases investigated by Adult Protective Services in New York involve self-neglect or financial exploitation and it is our duty as citizens to reach out to people in need; now therefore

THE TIOGA COUNTY LEGISLATURE does hereby proclaim the month of June 2025 to be

Elder Abuse Awareness Month

in Tioga County and urge all citizens to work together to help reduce abuse and neglect of people who are elderly or have disabilities.

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -25 APPOINT COUNTY LEGISLATOR

WHEREAS: District 5 Legislative position representing the Village of Waverly and Town of Barton has been vacant since May 2, 2025; and

WHEREAS: The term of office for Legislative District 5 runs until December 31, 2025; and

WHEREAS: Pursuant to Local Law 3 of 2016, Legislative District 5 vacancy may be filled by Legislative appointment by way of majority vote until such time as the office is filled as a result of a general election as provided by law; and

WHEREAS: The next upcoming general election is November 4, 2025; and

WHEREAS: The Legislature has found and determined that a qualified resident-electror residing in the Village of Waverly shall be appointed to discharge the duties of District 5 Legislator until December 31, 2025 with the understanding that continued service is contingent upon the results of the November 4, 2025 general election; therefore be it

RESOLVED: That Andrew F. Aronstam is hereby appointed District 5 Legislator effective June 10, 2025 to discharge the duties of District 5 Legislator until December 31, 2025.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. - 25

APPOINT MEMBER TO THE
BROOME-TIOGA WORKFORCE
DEVELOPMENT BOARD

WHEREAS: Robert Messler, representing the Private Sector, has resigned from the Broome-Tioga Workforce Development Board effective 12/31/24; and

WHEREAS: Carol Beckwith Strong has expressed her desire to serve on the Broome-Tioga Workforce Development Board and fill the remainder of the vacant three-year term; and

WHEREAS: The Broome-Tioga Workforce Development Board has found Carol Beckwith Strong willing and able to fill said vacancy; therefore be it

RESOLVED: That the Tioga County Legislature hereby appoint Carol Beckwith Strong to fill the remainder of the vacant three-year term on the Broome-Tioga Workforce Development Board June 10, 2025 through December 31, 2027.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -25 OMITTED TAX
TIOGA COUNTY
TOWN OF BARTON
BARTON FIRE DISTRICT
VILLAGE OF WAVERLY

WHEREAS: Parcel 166.11-1-55 located at 32 Lyman Avenue in the Village of Waverly was acquired by the Tioga County Property Development Corporation (Land Bank) in July of 2023 and was moved to the wholly exempt section of the assessment roll at that time; and

WHEREAS: This parcel was acquired from the Land Bank by Southern Tier Enterprise Group, Inc in October of 2024 and should have been moved back to the taxable section of the assessment roll at that time but was not; and

WHEREAS: Due to this error a 2025 Town & County tax bill should have been generated for the parcel but was not; and

WHEREAS: Due to this error a 2025 Village tax bill was issued but with only a water relevy and without a Village tax line; and

WHEREAS: This meets the criteria of an error in essential fact per RPTL 550 paragraph 3 (e); therefore be it

RESOLVED: That an omitted tax be levied on this parcel on the 2026 Town & County tax bill as follows:

| | |
|-------------|------------|
| County tax: | \$926.06 |
| Town tax: | \$225.27 |
| Fire tax: | \$99.65 |
| Total tax: | \$1,250.98 |

And be it further

RESOLVED: That an omitted tax be levied on this parcel on the 2026 Village tax bill for the amount of \$1,372.70.

REFERRED TO: FINANCE/LEGAL COMMITTEE
PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -25 EXECUTE LEASE AND EASEMENT AGREEMENT OF
PROPERTY LOCATED AT PROSPECT ROAD,
WAVERLY, NEW YORK TO MAINTAIN AN ACCESS
ROAD FOR THE RADIO TOWER PROJECT

WHEREAS: It is necessary for Tioga County to lease a portion of property, in connection with an existing easement, to construct, use, expand and maintain an access road for the Radio Tower Project; and

WHEREAS: Motorola Solutions, as part of the installation and upgrade of the Emergency Services Communication Network, has approved the use of Prospect Tower located at 494 Prospect Hill Road, Waverly, New York for the installation of upgrades to this communication tower; and

WHEREAS: The owners of the property, Leon and Cynthia Stevens, agreed to lease a portion of the property to Tioga County for an access road; therefore be it

RESOLVED: That the Chair of the Legislature is hereby authorized to sign a lease with Leon and Cynthia Stevens for the lease and easement of property located at Prospect Road, Waverly, New York which lease shall commence based on the date of the fully executed Lease Agreement.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -25 AUTHORIZE CONTRACT WITH
CATHOLIC CHARITIES OF
TOMPKINS/TIOGA COUNTIES
SOCIAL SERVICES

WHEREAS: The Department of Social Services contracts with Catholic Charities of Tompkins/Tioga Counties to coordinate a project within the Spencer and Newark Valley school districts that addresses specific cultural and behavioral issues among middle and high school aged children, particularly those who are considered to be "at risk"; and

WHEREAS: The Department of Social Services wishes to renew the contract for July 1, 2025 through June 30, 2026 in an amount not to exceed \$126,440; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with Catholic Charities of Tompkins/Tioga Counties for the period July 1, 2025 through June 30, 2026; and be it further

RESOLVED: That available funds on 12/31/25 of the original \$126,440 will be carried forward into the New Year.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -25 AUTHORIZE CONTRACT WITH
CATHOLIC CHARITIES OF
TOMPKINS/TIOGA COUNTIES
SOCIAL SERVICES

WHEREAS: The Department of Social Services contracts with Catholic Charities of Tompkins/Tioga Counties to provide emergency and diversion services to needy families of Tioga County at its Tioga Outreach Center; and

WHEREAS: The Department of Social Services wishes to renew the contract for July 1, 2025 through June 30, 2026 in an amount not to exceed \$92,469; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with Catholic Charities of Tompkins/Tioga Counties for the period July 1, 2025 through June 30, 2026; and be it further

RESOLVED: That available funds on 12/31/25 of the original \$92,469 will be carried forward into the New Year.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -25 AUTHORIZE CONTRACT WITH
TIOGA OPPORTUNITIES, INC
SOCIAL SERVICES

WHEREAS: The Department of Social Services contracts with Tioga Opportunities, Inc. for the provision of Intensive Case Management Services for the Disabled Population on Public Assistance; and

WHEREAS: The Department of Social Services wishes to renew the contract for July 1, 2025 through June 30, 2026 in an amount not to exceed \$40,522; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with Tioga Opportunities, Inc. for the period July 1, 2025 through June 30, 2026; and be it further

RESOLVED: That available funds on 12/31/25 of the original \$40,522 will be carried forward into the New Year.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. - 25 AUTHORIZE CONTRACT WITH
TOGETHER FOR YOUTH
SOCIAL SERVICES

WHEREAS: The Department of Social Services contracts with Together for Youth to provide alternatives to foster care and early intervention to serve parents and children of Tioga County; and

WHEREAS: The Department of Social Services wishes to renew the contract for July 1, 2025 through June 30, 2026 in an amount not to exceed \$134,600; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with Together for Youth for the period July 1, 2025 through June 30, 2026; and be it further

RESOLVED: That available funds on 12/31/25 of the original \$134,600 will be carried forward into the New Year.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -25 AUTHORIZE CONTRACT WITH
BROOME COUNTY
TIOGA CAREER CENTER

WHEREAS: The Tioga Career Center receives its annual funding from Broome County as a subgrantee of federal funds; and

WHEREAS: An annual agreement between Broome County and Tioga County must be in place for Tioga County to receive this funding; and

WHEREAS: Broome County has approved Tioga County's submitted budget for July 1, 2024 through June 30, 2026; therefore be it

RESOLVED: That the Chair of the Legislature is authorized to execute any such agreements, documents, or papers, approved as to form by the County Attorney, as may be necessary to implement the intent and purpose of this resolution.

REFERRED TO: ITCS COMMITTEE

RESOLUTION NO. -25 AUTHORIZE AGREEMENT WITH
PYRAMID BUSINESS SYSTEMS FOR
CYBER SECURITY AS A SERVICE (CSaaS)

WHEREAS: The Chief Information Officer and the Deputy Director of ITCS have completed a search for qualified organizations to provide cyber security services; and

WHEREAS: The Chief Information Officer and the Deputy Director of ITCS are recommending an agreement with Pyramid Business Systems to provide the following cyber security services to the County (24x365 Firewall maintenance and monitoring with Next Business Day Response, up to four hours per month); and

WHEREAS: These cyber security services will be billed at a monthly rate of \$1,295.00, totaling \$7,770 for 2025; and

WHEREAS: Additional cyber security support services outside of this scope will be billed at a rate of \$125.00 per hour; and

WHEREAS: The period of this agreement will be from July 1, 2025, ending December 31, 2025; and

WHEREAS: Funding will be provided for using Information Technology and Communication Services funds A1680 540140 Contracting Services; therefore be it

RESOLVED: That the Chair of the County Legislature is authorized to execute an agreement between Tioga County and Pyramid Business Systems in the amount of \$7,770 to provide cyber security services, upon review by the County Attorney.

REFERRED TO:

LEGAL/FINANCE COMMITTEE

RESOLUTION NO. -25

AUTHORIZATION TO CONTINUE CONTRACT WITH
THOMSON REUTERS (WESTLAW) FOR A
TWO YEAR SUBSCRIPTION TO WEST PROFLEX

WHEREAS: The County is desirous to continue a contract with Thomson Reuters (Westlaw) for a subscription to their legal research service starting July 1, 2025, through June 30, 2027 at a cost of \$26,527.68; and

WHEREAS: The services provided through this subscription will be utilized by personnel in the County Attorney's office, Public Defender's office, District Attorney's office, and Department of Social Services; therefore be it

RESOLVED: That the County Attorney is authorized to continue a contract with Thomson Reuters for a two-year subscription to WEST PROFLEX legal research services for the period of July 1, 2025, through June 30, 2027 at a cost of \$26,527.68.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -25

MEMORANDUM OF UNDERSTANDING (MOU)
IMPLEMENTATION OF eCORNELL
ON-DEMAND CONTINUING EDUCATION
SERVICES

WHEREAS: The Institute for Advancement Committee (I4A) has secured the ability to register Tioga County local government employees for eCornell On-Demand online coursework offered by Cornell University free of charge; and

WHEREAS: This initiative aims to provide professional development and career growth opportunities for county employees, aligning with the leadership's commitment to workforce enhancement; and

WHEREAS: Phase 1 of the initial rollout to eCornell access on-demand services will be initially restricted to graduates of the I4A program. This phase will serve as a pilot program to assess the effectiveness and user experience of the eCornell platform; and

WHEREAS: Phase 2 will expand access following a positive assessment of the initial rollout, the program will be expanded to include all Tioga County personnel, and will be integrated as a personnel benefit, accessible upon hire; and

WHEREAS: Cornell University will administer the online accounts for registered Tioga County employees, and will provide access to the on-demand online coursework content upon signing of the Memorandum of Understanding (MOU); therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Institute for Advancement (I4A) to enter into a Memorandum of Understanding (MOU) with Cornell University (eCornell); and be it further

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to sign said MOU, upon approval by the County Attorney.

REFERRED TO: FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 RESOLUTION AUTHORIZING A
MEMORANDUM OF UNDERSTANDING
BETWEEN TIOGA COUNTY AND
PENNSYLVANIA STATE POLICE FOR THE
RADIO TOWER PROJECT

WHEREAS: The Director of Emergency Services requests authorization for a Memorandum of Understanding between Tioga County and Pennsylvania State Police to co-locate, install antennas and a new shelter, and expand the compound at a communications tower currently owned by Pennsylvania State Police; and

WHEREAS: The Pennsylvania State Police agrees to allow Tioga County to install and operate a UHF trunked radio site for the purpose of public safety voice communications at the Round Top Tower site located at 2384 Round Top Road, Athens, Pennsylvania in Bradford County; and

WHEREAS: The Pennsylvania State Police will provide access for Tioga County personnel and vendors to said facility on an as needed basis for equipment installation, maintenance and repair; and

WHEREAS: Tioga County agrees to adhere to all standards and protocols set forth by the Pennsylvania State Police communications officer in charge of said facility; and

WHEREAS: The Memorandum of Understanding of said property is for a period of five (5) years with two (2) additional five-year (5) renewals; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes a Memorandum of Understanding between Tioga County and the Pennsylvania State Police to co-locate, install antennas and a new shelter, and expand the compound at a communications tower currently owned by Pennsylvania State Police; and be it further

RESOLVED: That the Chair of the Legislature or her duly authorized representative is hereby empowered to execute any such agreements, documents, or papers approved as to form by the County Attorney, as may be necessary to implement the intent and purpose of this Resolution.

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: ED&P COMMITTEE

RESOLUTION NO. -25 APPROVE TECHNICAL ASSISTANCE
PROVIDED BY ED&P STAFF

WHEREAS: A resolution is required by County policy to disclose matching cash and or in-kind contributions from the County for grant applications written for the County and/or by the County on behalf of a municipality or entity; and

WHEREAS: The Tioga County Economic Development and Planning staff provided technical assistance for the following:

| <u>Organization</u> | <u>Source</u> | <u>Amount</u> | <u>Purpose</u> |
|---------------------|---|---------------|--|
| Town of Nichols | NYS Dept of State Community Smart Growth Planning & Zoning Grant Program | \$111,000.00 | Develop a Comprehensive Plan for the Town of Nichols |

And

WHEREAS: There is no further obligation by the County; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes the technical assistance provided as noted above.

REFERRED TO: PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -25 AUTHORIZE THE SUBMISSION OF
SFY2025 NEXT GENERATION 911 (NG911)
GRANT PROGRAM
SHERIFF'S OFFICE

WHEREAS: The NYS Division of Homeland Security and Emergency Services (DHSES) has issued the SFY2025 Next Generation 911 (NG911) grant in the amount of \$1,266,796; and

WHEREAS: This grant is to be used towards the interfaces, equipment and software applications necessary to support the Primary Public Safety Answering Point (PSAP) and backup center to ready it to accept NG911 calls; and

WHEREAS: County Policy requires that a resolution be approved before any such grant application is submitted; and

WHEREAS: The grant application deadline was June 4, 2025; therefore be it

RESOLVED: That the Tioga County Sheriff's Office be given authorization to apply for the SFY2025 Next Generation 911 (NG911) grant, after the fact, and authorizes the Chair of the Legislature to sign such application.

REFERRED TO: PUBLIC SAFETY COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -25 AMEND RESOLUTION NO. 301-24;
APPROVE SOLE SOURCE PURCHASE
MOTOROLA SOLUTIONS LICENSE PLATE
RECOGNITION SYSTEM
SHERIFF'S OFFICE

WHEREAS: Resolution No. 301-24 adopted on September 12, 2024 authorized the sole source purchase of a License Plate Recognition System with Motorola Solutions in the amount of \$17,425; and

WHEREAS: The total purchase amount should have been \$17,925; therefore be it

RESOLVED: That Resolution No. 301-24 be amended to reflect the sole source purchase amount of \$17,925, which will be paid from Account A3361.520130.SHS22.

REFERRED TO: FINANCE/LEGAL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. - 25 AUTHORIZE ACCEPTANCE OF AMENDED
FUNDING FROM THE NYS OFFICE OF INDIGENT
LEGAL SERVICES AND ACCEPT THE AMENDED
FUNDING FOR HURRELL-HARRING GRANT AND
AMEND 2025 BUDGET

WHEREAS: By Resolution No. 432-23 adopted on November 14, 2023, Tioga County entered into a three-year agreement with the New York State Office of Indigent Legal Services for distribution of Hurrell-Harring funds to provide representation to persons legally entitled to counsel but unable to hire an attorney; and

WHEREAS: The Office of Indigent Legal Services has amended the Hurrell-Harring Grant Contract adding an additional \$438,971.81; and

WHEREAS: The amended amount to Tioga County from NYS Office of Indigent Legal Services for the fiscal year April 2025 – March 2026 is \$438,971.81; and

WHEREAS: It is necessary for Tioga County to adopt the amended funding to the budget in said amount of \$438,971.81; and

WHEREAS: Said funding in the amount of \$438,971.81 needs to be appropriated and the 2025 budget be amended; therefore be it

RESOLVED: That the Tioga County Legislature hereby approves the Amendment to the Budget in the amount of \$438,971.81; and be it further

RESOLVED: That upon execution of the contract amendment, the ILS HH Grant of \$438,971.81 be appropriated and the 2025 Budget be amended as follows:

Revenue Account: A1174 430260 AC State Aid Indigent Grant \$ 165,971.81
A1174 430260 PD State Aid Indigent Grant \$ 273,000.00

| | | | |
|------------------|--|----|-----------|
| Expense Account: | A 1174 510010 Full Time Salary | \$ | 99,000.00 |
| | A 1174 510020 Part Time Salary | \$ | 20,000.00 |
| | A 1174 520200 PD Office Equipment | \$ | 2,000.00 |
| | A 1174 520210 PD Other Furniture | \$ | 2,000.00 |
| | A 1174 540040 PD Books/Online Research | \$ | 1,000.00 |
| | A 1174 540140 PD Contracting Services | \$ | 60,000.00 |
| | A 1174 540180 PD Dues | \$ | 1,000.00 |
| | A 1174 540280 PD Investigations | \$ | 25,000.00 |

| | | |
|---|----|-----------|
| A 1174 540420 PD Office Supplies | \$ | 3,000.00 |
| A 1174 540733 PD Training/CLE | \$ | 5,000.00 |
| A 1174 540030 AC Assigned Counsel | \$ | 50,000.00 |
| A 1174 540040 AC Books/Online Research | \$ | 10,000.00 |
| A 1174 540140 AC Contracting Services | \$ | 26,985.90 |
| A 1174 540280 AC Investigations | \$ | 36,985.91 |
| A 1174 540420 AC Office Supplies | \$ | 5,000.00 |
| A 1174 540620 AC Software Expense | \$ | 2,000.00 |
| A 1174 540640 AC Other Supplies(Not Office) | \$ | 5,000.00 |
| A 1174 540733 AC Training/CLE | \$ | 10,000.00 |
| A 1174 581088 State Retirement Fringe | \$ | 5,000.00 |
| A 1174 583088 Social Security Fringe | \$ | 25,000.00 |
| A 1174 583088 Medicare | \$ | 6,750.00 |
| A 1174 585588 Disability Insurance Fringe | \$ | 200.00 |
| A 1174 584088 Workers Comp Fringe | \$ | 3,000.00 |
| A 1174 586088 Health Insurance Fringe | \$ | 30,000.00 |
| A 1174 586088 HRA | \$ | 5,000.00 |
| A 1174 588988 EAP Fringe | \$ | 50.00 |

And be it further

RESOLVED: That available funds at year-end of the original \$438,971.81 be carried forward into future years until used.

REFERRED TO: FINANCE/LEGAL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. - 25 AUTHORIZE ACCEPTANCE OF FIRST YEAR
FOURTH FAMILY DEFENSE GRANT FROM THE
NYS OFFICE OF INDIGENT LEGAL SERVICES

WHEREAS: By Resolution No. 150-25 adopted on April 15, 2025, Tioga County entered into a three-year agreement with the New York State Office of Indigent Legal Services for distribution of Fourth Family Defense Grant funds to provide representation and case manager services to persons legally entitled to counsel but unable to hire an attorney; and

WHEREAS: The Office of Indigent Legal Services has approved a total three-year amount of \$750,000.00 beginning January 1, 2025 through December 31, 2027; and

WHEREAS: It is necessary for Tioga County to adopt the first year of this three-year grant for said distribution amount of \$256,840.00; and

WHEREAS: Said funding in the amount of \$256,840.00 needs to be appropriated and the 2025 budget be amended; therefore be it

RESOLVED: That the Tioga County Legislature hereby approves the first year of the Fourth Family Defense Grant budget amendment of said distribution in the amount of \$256,840.00; and be it further

RESOLVED: That upon execution of the first year of the three-year contract, the Fourth Family Defense Grant of \$256,840.00 be appropriated and the 2025 Budget be amended as follows:

| | |
|---|---------------|
| Revenue Account: A1171 430260 AC State Aid Indigent | \$ 164,170.00 |
| A1171 430260 PD State Aid Indigent | \$ 92,670.00 |

| | |
|---|---------------|
| Expense Account: A 1171 510010 Full Time Salary | \$ 20,000.00 |
| A 1171 510020 Part Time Salary | \$ 120,000.00 |

| | |
|---|-------------|
| A 1171 520200 PD Office Equipment | \$ 4,000.00 |
| A 1171 520210 PD Furniture | \$ 1,000.00 |
| A 1171 540420 PD Office Supplies | \$ 1,000.00 |
| A 1171 540390 PD Mileage | \$ 3,630.00 |
| A 1171 540620 PD Software/Shared Services | \$ 1,500.00 |

| | | |
|---|----|-----------|
| A 1171 540030 AC Assigned Counsel | \$ | 67,000.00 |
| A 1171 540140 AC Contracted Serv/Printing | \$ | 4,000.00 |
| A 1171 540485 AC Printing/Paper | \$ | 1,000.00 |
| A 1171 520200 AC Equipment | \$ | 5,000.00 |
| A 1171 520210 AC Furniture | \$ | 1,000.00 |
| A 1171 540420 AC Office Supplies | \$ | 1,000.00 |
| A 1171 540390 AC Mileage | \$ | 3,630.00 |
| A 1171 540620 AC Software/Shared Services | \$ | 1,000.00 |
| | | |
| A 1171 581088 Retirement | \$ | 7,440.00 |
| A 1171 583088 Social Security | \$ | 9,700.00 |
| A 1171 583088 Medicare | \$ | 2,200.00 |
| A 1171 584088 Workers Comp | \$ | 2,700.00 |
| A 1171 588988 EAP | \$ | 40.00 |

And be it further

RESOLVED: That available funds at year-end of the original \$750,000.00 be carried forward into future years until used.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. - 25 APPROPRIATION OF FUNDS AND
AMEND 2025 BUDGET
SOCIAL SERVICES

WHEREAS: Tioga County Department of Social Services has received a Rental Supplement Program (RSP) allocation to provide rental supplements to individuals and families, both with and without children, who are experiencing homelessness or are facing an imminent loss of housing, regardless of immigration status; and

WHEREAS: Appropriation of funds and budget modification requires Legislative approval; therefore be it

RESOLVED: That funding be appropriated as follows:

| | |
|---|------------|
| From: A6010.436100 State Aid: Social Services Admin | \$ 124,850 |
|---|------------|

| | |
|----------------------------------|------------|
| To: A6010.540487 Program Expense | \$ 124,850 |
|----------------------------------|------------|

And be it further

RESOLVED: That available funds on 12/31/25 of the original \$124,850 will be carried forward into the New Year.

REFERRED TO: LEGISLATIVE WORKSESSION
FINANCE, LEGAL AND SAFETY COMMITTEE

RESOLUTION NO. -25 AMEND 2025 BUDGET & TRANSFER OF FUNDS
FOR LAW DEPARTMENT

WHEREAS: The Tioga County Law Department has indicated a need to the Tioga County Legislature for lodging accommodation as it relates to the need for the County Attorney to attend a trial in person outside of the County for an undetermined amount of time; and

WHEREAS: The County Attorney has expressed that the current available appropriations in the A1420 Law budget are not able to cover the unforeseen costs; and

WHEREAS: The County Treasurer has identified available funds in the A1362 Tax Advertising & Expense budget that can be transferred for use by the County Attorney; and

WHEREAS: Transferring of funds that amends the current year budget require Legislative approval; therefore be it

RESOLVED: That appropriations be transferred and re-appropriated as follows:

| | | |
|-------|-------------------------|------------|
| FROM: | A1362 540330 LEGAL FEES | \$3,000.00 |
| TO: | A1420 540330 LEGAL FEES | \$3,000.00 |

REFERRED TO: PERSONNEL COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 TRANSFER OF FUNDS
WORKERS' COMPENSATION

WHEREAS: The Tioga County Self-Insurance Plan has received notification from Midwest Employers Casualty Company that an audit of the payroll figures for the period of January 1, 2024 through January 1, 2025 submitted for our workers' compensation Specific Excess Insurance has resulted in additional premium due in the amount of \$15,977.00; and

WHEREAS: There is currently a zero (\$0) balance in S1722(540270) Insurance - Liability; therefore be it

RESOLVED: That the following sum be transferred:

| | | |
|----------------------|-----------------------|-------------|
| From: S1720 (540101) | Compensation Awards | \$15,977.00 |
| To: S1722 (540270) | Insurance – Liability | \$15,977.00 |

REFERRED TO: LEGISLATIVE WORKSESSION
FINANCE, LEGAL, AND SAFETY COMMITTEE

RESOLUTION NO. -25 RE-ESTABLISH PRIOR YEAR 2024 ARPA
OPERATING & CAPITAL APPROPRIATIONS IN THE
2025 BUDGET

WHEREAS: American Rescue Plan Act "ARPA" Funds have been granted to Tioga County by the US Treasury in 2021 in the total amount of \$9,362,868; and

WHEREAS: As of 12/31/2024 there is approximately \$1,729,321 in unspent ARPA funds; and

WHEREAS: It has been determined by the US Treasury that ARPA funds granted are to be considered obligated by calendar year end 2024, and be expended by the end of calendar year 2026; and

WHEREAS: On January 14th, 2025, the County Legislature adopted Resolution No. 29-25 which only appropriated \$5,000.00 of the \$25,000.00 allotted to the Veterans' Service Agency by the Legislature in the absence of a Director of Veterans' Service Agency; and

WHEREAS: On April 15th, 2025, the County Legislature adopted Resolution No. 176-25 appointing a full-time Director of Veterans' Service Agency; and

WHEREAS: Amending of the current year budget and appropriation of ARPA funds require Legislative approval; therefore be it

RESOLVED: That the 2025 Budget be amended and re-appropriate the following amounts:

Operational Appropriations

| | |
|--|-------------|
| A6510 540640 M7674 SUPPLIES (NOT OFFICE) | \$20,000.00 |
| Remaining 2024 Appropriations | |

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -25 REQUESTING TIOGA COUNTY
VETERANS' SERVICE AGENCY BE ALLOWED
TO EXCEED FOOD & BEVERAGE
PURCHASE GUIDELINES

WHEREAS: The Tioga County Veterans' Service Agency (TCVSA) conducts multiple community outreach events monthly and at these events provides food, beverages, and supplies to those in attendance as well as information on resources, benefits, and services available to veterans, military, and their families; and

WHEREAS: County Policy – Section III; Subsection H. Purchase of Food, Beverages, and Supplies limit expenses to \$150.00 per event; and

WHEREAS: The TCVSA will be holding the following events in July, with grant funds being used, that will exceed the \$150.00 per event limit, and requests to exceed the event limit must be made by resolution and require the approval of the County Legislature:

July 4th – Candy for the Parade (ARPA)- \$600.00

RESOLVED: That the Tioga County Legislature allow the Tioga County Veterans' Service Agency to exceed the per event limit using grant funding as identified, noting that TCVSA will not exceed the total amount mentioned for each event above.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -25 AMEND RESOLUTION NO. 49-24;
AUTHORIZE PURCHASES OUTSIDE
COUNTY POLICIES
PUBLIC HEALTH

WHEREAS: Legislative Resolution No. 49-24 authorized Tioga County Public Health (TCPH) to make purchases outside of County Policies for approved events; and

WHEREAS: TCPH has need to amend Resolution No. 49-24, specifically the list of approved events; and

WHEREAS: There are two types of lists in Resolution No. 49-24, one being the programs/events and the other for those that may go over the \$150 County Policy threshold due to the number of people involved in the programs/events; and

WHEREAS: The additional programs TCPH is seeking to be added to both authorized lists in Resolution No. 49-24 are:

- Early Intervention
- Preschool School Supportive Health Services
- Community Health Assessment
- Advocacy, Support & Prevention Coalition (ASAP)

And

WHEREAS: Authorization outside of County Policies requires Legislative approval; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the amendment of Resolution No. 49-24 in regard to the addition of the above-mentioned program's events to allow TCPH to purchase food/beverages and potentially facility fees and exceed \$150 per event.

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.

REFERRED TO:

ED&P COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25

AUTHORIZATION TO CREATE FULL-TIME
HOUSING DEVELOPMENT SPECIALIST POSITION
ECONOMIC DEVELOPMENT & PLANNING

WHEREAS: The Director of Economic Development and Planning would like to create a full-time Housing Development Specialist position; and

WHEREAS: Legislative approval is required for the creation of any position within a Tioga County department; and

WHEREAS: The Personnel Officer has met with the Director of Economic Development and Planning and has reviewed the description of work duties for the proposed full-time Housing Development Specialist position; therefore be it

RESOLVED: That a full-time position titled Housing Development Specialist be created at an annual Management/Confidential salary (\$56,640 – \$66,640) effective June 10, 2025; and be it further

RESOLVED: The Director of Economic Development & Planning is authorized to fill said full-time vacancy provisionally pending successful completion of civil service examination requirements.

REFERRED TO: ED&P COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25 AUTHORIZATION TO APPOINT
COUNTY PLANNING DIRECTOR TRAINEE AND
ABOLISH ONE FULL-TIME ECONOMIC
DEVELOPMENT SPECIALIST POSITION
ECONOMIC DEVELOPMENT & PLANNING

WHEREAS: Resolution No. 461-24 authorized the creation of a full-time County Planning Director Trainee position and the Director of Economic Development and Planning received authorization to fill said position; and

WHEREAS: The Director of Economic Development and Planning identified current Economic Development Specialist, Sara Zubalsky-Peer as a qualified candidate that has over 10 years of planning and community development experience; and

WHEREAS: Sara Zubalsky-Peer will be vacating the Economic Development Specialist position and will be appointed to the County Planning Director Trainee position effective August 9, 2025; and

WHEREAS: The Economic Development and Planning Department has two full-time Economic Development Specialist positions; and

WHEREAS: The Director of Economic Development and Planning would like to abolish one of the full-time Economic Development Specialist positions; and

WHEREAS: Legislative approval is required for the abolishment of and appointment to any position within a Tioga County department; therefore be it

RESOLVED: That the Director of Economic Development and Planning is hereby authorized to appoint Sara Zubalsky-Peer provisionally to the position of full-time County Planning Director Trainee pending successful completion of civil service requirements at an annual Management/Confidential salary of \$65,000 effective August 9, 2025; and be it further

RESOLVED: That the full-time Economic Development Specialist position currently filled by Ms. Zubalsky Peer will be abolished effective August 9, 2025.

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25 AUTHORIZE SALARY INCREASE FOR
ASSISTANT PUBLIC DEFENDER FOR
FAMILY COURT PUBLIC DEFENDER'S OFFICE

WHEREAS: Legislative approval is required for any salary increases for a Management/Confidential position; and

WHEREAS: The County has been awarded a Grant from NYS Office of Indigent Legal Services for assistance with Family Court Article 10 cases; and

WHEREAS: The Grant as budgeted by the State specifically appropriates funding in the amount of \$20,000 to raise the salary of the Family Court Assistant Public Defender to compensate for the increase in supervisory and case responsibility for the position; and

WHEREAS: The Grant has fully funded the increase over the course of three years for the position; therefore be it

RESOLVED: That the Public Defender is hereby authorized to increase the salary of Sarah Schrader, Family Court Assistant Public Defender an additional \$20,000 to be offset by the Fourth Family Defense Grant for the three-year contract period of January 1, 2025 through December 31, 2027; and be it further

RESOLVED: That Sarah Schrader's annual salary will be increased to \$95,879 effective June 14, 2025; and be it further

RESOLVED: That this resolution will be null and void in the event that the Grant is withdrawn or is not renewed after the three-year period.

REFERRED TO: PERSONNEL COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 AUTHORIZE SALARY INCREASE FOR
PART-TIME ASSIGNED COUNSEL ADMINISTRATOR
ASSIGNED COUNSEL OFFICE

WHEREAS: By Resolution No. 150-25 adopted on April 15, 2025, Tioga County entered into a three-year agreement with the New York State Office of Indigent Legal Services for distribution of Fourth Family Defense Grant funds to provide representation and case manager services to persons legally entitled to counsel but unable to hire an attorney; and

WHEREAS: The continued expansion of the Indigent Legal Services Program to include the Fourth Family Defense Grant provides for a three-year contract totaling \$750,000.00; and

WHEREAS: The increased supervisory duties for the Fourth Family Defense Grant provides a salary increase for the Assigned Counsel Administrator, Irene C. Graven, in the additional amount of \$20,000.00 each year through December 31, 2027, effective June 14, 2025; therefore be it

RESOLVED: That the Assigned Counsel Administrator, Irene C. Graven's salary is increased an additional \$20,000.00 to be offset by the Fourth Family Defense Grant for the three-year contract period of January 1, 2025, through December 31, 2027; and be it further

RESOLVED: That Irene Graven's annual salary will be increased to \$68,998 effective June 14, 2025; and be it further

RESOLVED: That this resolution will be null and void in the event that the Grant is withdrawn.

REFERRED TO:

LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -25

STANDARD WORK DAY AND
REPORTING RESOLUTION

WHEREAS: The New York State Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials and a resolution stating such at the onset of each term; therefore be it

RESOLVED: That the County of Tioga hereby establishes the following as standard work days for elected and appointed officials, and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the following officials to the Clerk of this body;

| Title | Name | Standard Work Day (Hrs/day) | Term Begins/Ends | Days/Month (based on Record of Activities) | Pay Frequency | Not Submitted |
|------------------------------|---------------|-----------------------------------|---------------------------|---|------------------|------------------|
| Appointed Officials | | | | | | |
| Assistant Public Defender | Thomas Saitta | 7 | 1/13/2025 – 12/31/2025 | 11.04 | Biweekly | |

I, Cathy Haskell, Secretary/Clerk of the governing board of the County of Tioga, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the XXth day of XXXX, 2025 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Tioga County Legislature on this XXth day of XXXX 2025.

 Tioga County Legislative Clerk

Affidavit of Posting: I, Cathy Haskell, being duly sworn, depose and say that the posting of the resolution began on XXXX XX, 2025 and continued for at least 30 days. That the resolution was available to the public on the

Employer's website at www.tiogacountyny.gov
 Official sign board at Tioga County Legislative Office.
 Main Entrance Clerk's Office at 56 Main Street, Owego, NY 13827

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -25 AUTHORIZING A (6) SIX-MONTH EXTENSION
OF THE TIOGA COUNTY REMOTE WORK
POLICY- PILOT PROGRAM

WHEREAS: The Tioga County Legislature adopted Resolution No. 265-21 on November 9, 2021, establishing a new policy entitled Tioga County Remote Work supporting the use of remote worksites for a portion of the standard workweek and allowing Department Heads to implement Remote Work Arrangements for eligible Management/Confidential employees, where appropriate; and

WHEREAS: The Tioga County Legislature adopted Resolution No. 47-23 on January 10, 2023, revising the Tioga County Remote Work Policy-Pilot Program in its entirety to include eligible CSEA staff as deemed appropriate by their Department Head; and

WHEREAS: The Tioga County Legislature adopted Resolution No. 94-23 on February 14, 2023, revising the Employee Handbook: Section IV. Personnel Rules; Subsection T. entitled Tioga County Remote Work Policy-Pilot Program, Subsection IV. Policy C. Hardware, Software, and Supplies; and

WHEREAS: The Tioga County Legislature adopted Resolution No. 534-23 on December 12, 2023, authorizing a (1) one-year extension of the Tioga County Remote Work Policy-Pilot Program, making the policy effective January 1, 2023 – December 31, 2024; and

WHEREAS: The Tioga County Legislature adopted Resolution No. 467-24 on December 10, 2024, authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program, making the current policy effective January 1, 2025 – June 30, 2025; and

WHEREAS: Tioga County Department Heads have expressed an interest in the Legislature considering continuation of this program based on successful results and aiding in recruitment and retention efforts; therefore be it

RESOLVED: That the Legislature is authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program with a new expiration date of December 31, 2025; and be it further

RESOLVED: That the Remote Work Policy-Pilot Program remains unchanged.

REFERRED TO: LEGISLATIVE WORKSESSION
FINANCE, LEGAL AND SAFETY COMMITTEE

RESOLUTION NO. -25 AMEND EMPLOYEE HANDBOOK:
ADD NEW POLICY TO SECTION III.
FINANCIAL RULES; SUBSECTION N.
ENTITLED GIFTS AND DONATIONS POLICY

WHEREAS: The acceptance of gifts and donations by Tioga County departments, officials, or employees may raise ethical, legal, and transparency concerns if not properly governed; and

WHEREAS: A clearly defined Gifts and Donations Policy ensures that all contributions – whether monetary, in-kind, or services – are received, documented, and utilized in a manner that upholds public trust and aligns with the County's mission and statutory obligations; and

WHEREAS: Such a policy promotes accountability, prevents conflicts of interest or the appearance of impropriety, and provides consistent procedures for the solicitation, acceptance, acknowledgement, and reporting of gifts and donations; and

WHEREAS: Establishing this policy protects both the County and its officials from potential misuse or misinterpretation of charitable support, and ensures compliance with applicable state and local laws, including procurement and ethics regulations; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the adoption of the Gifts and Donations Policy as brought forth by the County Policy Review Committee and reviewed by the Legislative Chair, County Administrator, Legislative Clerk, County Attorney, and Personnel Officer to guide the responsible management of all contributions received by County entities; and be it further

RESOLVED: That the Employee Handbook is hereby amended to add a new policy to Section III Financial Rules, Subsection n. entitled Gifts and Donations Policy.

n. GIFTS AND DONATIONS

GIFTS AND DONATIONS POLICY

I. PURPOSE

Establish clear guidelines for the overall management of gifts and donations to the Tioga County government by ensuring that all donations align with Tioga County's mission and services while maintaining transparency, ethical standards, and legal compliance.

II. SCOPE

This policy applies to all Tioga County departments, employees, volunteers, and appointed or elected officials of Tioga County regarding the acceptance of gifts, donations, or in-kind contributions from individuals, corporations, organizations, or other entities.

III. DEFINITIONS

"County" refers to any department, employee, volunteer, and/or appointed or elected official of Tioga County.

"Charitable Gift" is any item of value, including but not limited to money, bonds, assets, services, equipment, real estate, or personal property, voluntarily transferred to a cause without compensation.

"Donation" is a voluntary transfer of a charitable gift made by a donor to the County for a specific or general purpose. This term may be used interchangeably with "gift" (see: "Gift").

"Donor" is any person, estate, business, or legal entity that executes, attempts to execute, or reveals the intention to transfer the value of a gift to the County.

"Gift" is the value of any item, including but not limited to money, bonds, assets, services, equipment, real estate, or personal property, voluntarily transferred to an individual without compensation.

"In-Kind Donations" refer to non-monetary gifts, such as goods, services, or expertise, given in lieu of cash.

"Restricted Donations" refer to monies or any other financial instruments donated that are permanently regulated for specific allocation.

"Solicited Donations" are gifts received in response to active fundraising (internet, fliers, letters, radio, etc.).

"Unrestricted Donations" refer to monies or any other financial instruments donated that the County may use for any purpose and often go toward operating expenses.

“Unsolicited Donations” are gifts received freely by an individual or group wishing to donate, not in response to active fundraising.

IV. GENERAL POLICY

a. Types of Gifts and Donations

i. Solicited Donations

1. Tioga County does not permit the acceptance of solicited donations and prohibits the active solicitation of donations except for the following:
 - a. Rabies Clinic(s) donations.
 - b. Grant related in-kind contributions.
 - c. Pass-through in-kind social welfare efforts (coat drives, toys, backpacks, holiday gifts for foster children, etc.)
 - d. Any donation provided that does not directly benefit County operations but is provided directly to a member of the community in need.

ii. Unsolicited Donations

1. The County may accept unsolicited donations if there is no conflict of interest or risk of undue influence.
2. Such donations must be reviewed by the Department Head
3. Donors must provide their name, address, and phone number on the donation receipt for internal compliance and must select “This is an anonymous donation” to have their donation kept anonymous.

iii. Gifts

1. Gifts of nominal value directed to individuals, less than or equal to \$75 as per the County Ethics Policy, may be accepted if they do not create a conflict of interest.

iv. In-Kind Donations

1. The County may accept in-kind donations such as equipment, supplies, or services if they meet the same criteria as monetary gifts.

2. Such donations must also be evaluated by the Department Head responsible prior to acceptance.

v. Real Estate Donations

1. As a best practice, any offer of real property should undergo legal and environmental review before acceptance to ensure the property is free of legal encumbrance, environmental hazards, and any other liabilities.
2. All property acquisition communications shall be conducted via executive session.

vi. Restricted Donations

1. Department Heads may choose to accept a donation that is restricted to a defined purpose or timeframe with consideration of the County's ability to appropriately use the funds for the intended purpose and the amount of administration that would be required.
2. Restrictions must be specified on the **Tioga County Receipt for Donation** form and communicated to the Treasurer's Office to ensure proper accounting processes are followed.
3. "Tail End" gifts (i.e. an individual gifts the County a historical flag with the intention that the County will not discard or destroy the flag) may be considered and are to be documented on the Tioga County Receipt for Donation form.

V. EXECUTION

a. Acceptance

- i. All charitable gifts and donations are to be submitted for review by the Department Head with all documentation as required by the Tioga County Treasurer's Office.
- ii. Gifts and donations of less than \$1,000 in value are to be approved by the County Treasurer or County Administrator.
 1. The County Legislative Chair may approve donations in the absence of either official.

- iii. Gifts and donations equal to or greater than \$1,000 in value shall be approved by the County Legislature via Resolution.
- iv. Either the Treasurer, County Administrator, Legislative Chair or the Department Head responsible may defer the consideration of any donation to the County Attorney for further review with the County Board of Ethics.

b. Rejection

- i. Any gift received by the County cannot create a liability greater than the value of the gift.
- ii. Any gift received by the County must not require burdensome maintenance.
- iii. The County reserves the absolute right to refuse and return any donation.

VI. MAINTENANCE

a. Accounting Records

- i. Receipts and the allocation of the donations shall be accomplished through Tioga County's Financial Management System (FMAS).
- ii. All donation revenue shall be documented in the proper accounts according to the Treasurer's Office.

b. Records

- i. All donations regardless of value must be properly documented, including the name of the donor, the nature and value of the gifts, and any conditions or restrictions placed on their use.
- ii. The Treasurer's Office shall be the office of record for all donation related documents.
- iii. All gifts and donations are subject to be reviewed and audited by the County Treasurer's Office to ensure proper use and compliance with this policy.

c. Transparency

- i. The County shall publicly disclose all donations valued at \$1,000 or more on the County website or by other means unless otherwise stipulated by the terms and conditions of the donor in concurrence with the Department Head responsible.

- ii. Reports on all donations are to be provided to the County Legislature upon request.
- iii. The identity of anonymous donors is considered to be “need to know” information and cannot be revealed by the County to the public or any individual employed by the County without written consent by the donor.

VII. PROHIBITED DONATIONS AND ACTIVITIES

- a. Any gifts from individuals or organizations where such gifts could reasonably be interpreted as an attempt to influence the County's operations, decisions, or policies.
- b. Donations that damage the public reputation of the County or create a perceived conflict of interest.
- c. Restricted donations that are too limiting or too difficult to administer.
- d. Gifts to individuals over \$75 per the **Tioga County Ethics Policy and Public Officers Law 73(5)**.

VIII. CONSIDERATIONS

- a. Before accepting any gift or donations, the County shall evaluate:
 - i. Whether the donation **supports the County's mission** and aligns with its policies and objectives.
 - ii. If the donation **upholds the County's core values**.
 - iii. Whether the donor's intent **matches the County's intended use** of the gifts.
 - iv. Whether acceptance of the donations **avoids conflict of interest and the appearance of impropriety**.
 - v. If the donation **complies with federal, state, and local laws**.

IX. POLICY REVIEW

This policy will be reviewed and updated every two years, or as necessary, to ensure compliance with evolving laws, regulations, and best practices.

X. EFFECTIVE DATE

This policy shall be effective immediately upon approval by the County Legislature and will remain in effect until amended or repealed.

XI. PROCEDURE

- a.** A department must receive a cash donation before a purchase or program expenditure is made using the cash donation.
 - i. Should a Department Head want to spend the proceeds of an unsolicited donation in addition to their existing budget, a resolution is required to amend and modify the budget.
- b.** All donors shall be issued a receipt incorporating specific information which must include:
 - i. Verification that no goods or services were provided in exchange, in whole or in part, for the donation.
 - ii. The cash receipt should reflect the amount of the cash donation.
 - iii. The receipt shall include a clear description of the land, goods, materials, or services donated. Do NOT affix a cash value to the land, goods, materials, or services donated.
- c.** After any donation is received, the County department who secured the donation must complete the **Tioga County Receipt for Donation** form. The completed receipt should follow the appropriate workflow.
- d.** The donor, responsible Department, and Treasurer's Office shall retain a copy of the receipt.
- e.** Cash donations shall be deposited by the Tioga County Treasurer's Office.

XII. FORMS

- a. Tioga County Receipt for Donation**