

**Legal/Safety Committee**  
**Meeting Agenda**

November 9, 2021

10:30am

**MINUTES**

- Approval of minutes from October 12, 2021 meeting

**YTD Budget**

- Safety
- Law Outside (legal fees line status)

**NEW BUSINESS**

- County Insurance Renewal
  - Renewal policy for 2022 in process
  - Flood insurance has been processed (memo attached)
- Auction
  - Currently handling three years or work with 2020 and 2019 In Rem paperwork while conducting 2018 closings
- Tax Foreclosure redemption process
- Claims and Litigation:
  - Sheriff, Human Rights, Opioid, Juvenile cases
- Contracts
  - Processed thirty (30) new contracts
- Census Redistricting Project
- ILS Year 4 Budget for approval (spreadsheet attached)
- Meeting/Trainings
  - Family First, Youth Assessment Team, MUNIS, Executive Policy, Child Advocacy Center, Leaders, Shared Services, Solar Farm/IDA

## **SAFETY**

- Workplace Violence Claims lower in October with one incident against staff
- Joined investigation into WV complaint with multiple interviews
- Worked to finalize approved driver list/ training enrollment
- Conducted required DOT random Drug Testing
- Held regular safety meetings with public works
- Presented at the DSS Joint Services Staff Meeting on Workplace Violence program

## **EXECUTIVE**

- Discuss personnel complaint



TIOGA COUNTY, NEW YORK

Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2021 01

Table with columns: ACCOUNTS FOR: CI, ORIGINAL APPROP, TRANSFRS/ADJSTMTS, REVISED BUDGET, YTD ACTUAL, ENCUMBRANCES, AVAILABLE BUDGET, PCT USE/COL. Rows include various insurance and fund categories like Interest And Earn, Part Time/Tempora, Contracting Servi, etc.



TIOGA COUNTY, NEW YORK

**Tioga County  
YEAR-TO-DATE BUDGET REPORT**

FOR 2021 01

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	42,520	0	42,520	32.97	.00	42,487.03	.1%

\*\* END OF REPORT - Generated by Dewind, Peter \*\*



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2021.01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJ STMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
<b>A1420 Law</b>							
A1420 412706 Shared Services-At	-50,079	0	-50,079	.00	.00	-50,079.00	.0%*
A1420 510010 Full Time	198,475	0	198,475	8,364.48	.00	190,110.52	4.2%
A1420 520200 Office Equipment	200	0	200	.00	.00	200.00	.0%
A1420 520210 Other Furniture	100	0	100	.00	.00	200.00	.0%
A1420 540010 Advertising	550	0	550	.00	.00	100.00	.0%
A1420 540040 Books	1,245	0	1,245	644.00	.00	550.00	.0%
A1420 540180 Dues	100	0	100	1.03	.00	601.00	51.7%
A1420 540320 Leased/Service Equ	45,500	0	45,500	3,350.00	36,850.00	5,300.00	88.4%
A1420 540330 Legal Fees	475	0	475	48.14	.00	98.97	10.1%
A1420 540420 Office Supplies	200	0	200	.00	.00	200.00	.0%
A1420 540480 Postage	400	0	400	.00	.00	400.00	.0%
A1420 540731 Training/State Req	17,620	0	17,620	1,378.34	.00	16,241.66	7.8%
A1420 581088 State Retirement F	15,183	0	15,183	1,116.63	.00	14,066.37	7.4%
A1420 583088 Social Security Fr	3,675	0	3,675	282.54	.00	3,392.46	7.7%
A1420 584088 Workers Compensati	204	0	204	15.66	.00	188.34	7.7%
A1420 585588 Disability Insuran	47,335	0	47,335	3,656.26	.00	43,678.74	7.7%
A1420 586088 Health Insurance F	45	0	45	3.36	.00	41.64	7.5%
A1420 588988 Eap Fringe							
<b>TOTAL Law</b>	<b>281,428</b>	<b>0</b>	<b>281,428</b>	<b>18,860.44</b>	<b>36,850.00</b>	<b>225,717.56</b>	<b>19.8%</b>
<b>TOTAL General Fund</b>	<b>281,428</b>	<b>0</b>	<b>281,428</b>	<b>18,860.44</b>	<b>36,850.00</b>	<b>225,717.56</b>	<b>19.8%</b>
<b>TOTAL REVENUES</b>	<b>-50,079</b>	<b>0</b>	<b>-50,079</b>	<b>.00</b>	<b>.00</b>	<b>-50,079.00</b>	
<b>TOTAL EXPENSES</b>	<b>331,507</b>	<b>0</b>	<b>331,507</b>	<b>18,860.44</b>	<b>36,850.00</b>	<b>275,796.56</b>	



TIOGA COUNTY, NEW YORK

**Tioga County  
YEAR-TO-DATE BUDGET REPORT**

FOR 2021\_01

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	281,428	0	281,428	18,860,44	36,850.00	225,717.56	19.8%

\*\* END OF REPORT - Generated by Dewind, Peter \*\*

TIOGA COUNTY, NEW YORK

## Office of the County Attorney

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

Peter J. DeWind County Attorney ☎ 607 687 8253 📠 607 223 7003 🌐 www.TiogaCountyNY.com



Date: October 4, 2021

To: Tioga County Treasurer

From: Peter DeWind

A handwritten signature in black ink, appearing to be "P.D.", is written over the printed name "Peter DeWind".

Re: Flood Insurance Premiums for: 1 Court Street, 24 Court Street, 62 Temple Street, 477 Route 96 and 16 Court Street

Enclosed please find the invoiced for the 2021-2022 flood insurance premiums for the above referenced buildings. Please note that the entity we are now paying has recently changed. Payment should be sent to Hartford Fire Insurance Company PO BOX 913385 Denver, CO 80291-3385. Payment is due by October 30, 2022.

1 Court Street \$3,891.00 (option A)  
24 Court Street \$1,125.00 (option A)  
62 Temple Street \$14,013 (option A)  
477 Route 96 \$2,833 (option A)  
16 Court Street \$3,891 (option A)



Torrent Technologies, Inc  
1935 3RD AVE EAST, STE 100  
KALISPELL, MT 59901



Mail To :



COUNTY OF TIOGA  
56 MAIN ST  
OWEGO, NY 13827

Agent : SMITH BROTHERS INSURANCE LLC  
SMITH BROTHERS INSURANCE LLC  
68 NATIONAL DR  
GLASTONBURY, CT 06033  
(860) 652-3235

**RENEWAL NOTICE**

Your flood insurance policy will expire on 10/30/2021. Please follow renewal instructions on the remittance coupon below.



Policy Number : 6500131493  
Policy Expiration Date : 10/30/2021  
Loan Number : N/A  
Billing Date : 08/10/2021  
Payor : Insured  
Insured Property Location :  
1 COURT STREET  
OWEGO, NY 13827

**SPECIAL INSTRUCTIONS**

This renewal offer is made at the request of SMITH BROTHERS INSURANCE LLC. SMITH BROTHERS INSURANCE LLC plans to place this policy at the time of renewal with Hartford Fire Insurance Company. This change does not affect your current coverage or premium via the NFIP in any way. This change supports the SMITH BROTHERS INSURANCE LLC strategy to automate and streamline its processes.

Coverage Options	Coverage Amounts		Deductibles		Premium
	Building	Contents	Building	Contents	
A. Current coverage	500,000.00	50,000.00	1,250.00	1,250.00	3,891.00
B. Increased coverage	500,000.00	100,000.00	1,250.00	1,250.00	4,299.00

This renewal offer is being made on behalf of Hartford Fire Insurance Company  
Follow the instructions below to pay your renewal premium online with a credit card or electronic check.

- Visit <https://TheHartford.ManageFlood.com> and select "Pay Renewal Online".
- Enter your policy information and follow the instructions to select your payment type and available coverage amounts if applicable.
- You will immediately receive a copy of your renewal declarations page.

See reverse of this notice for important additional information

IF PAYING BY CHECK OR MONEY ORDER PLEASE DETACH HERE AND SEND THIS PORTION WITH YOUR PAYMENT.



**To pay by check or money order :**

- Make payment for the exact amount of the coverage option you selected.
- Full payment is required for the option selected.
- Write your policy number on your check or money order.
- Return this portion in the attached return envelope.

Insured Name : COUNTY OF TIOGA  
Renewal Date : 10/30/2021  
Policy No : 6500131493  
Bill ID : 17826636-146795713  
Select One:  Option A  Option B  
  \$3,891  \$4,299

Amount Enclosed: \$ 

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.00

Make check or money order payable to :

Hartford Fire Insurance Company  
PO BOX 913385  
DENVER, CO 80291-3385





Torrent Technologies, Inc  
1935 3RD AVE EAST, STE 100  
KALISPELL, MT 59901



Mail To :



TIOGA COUNTY  
COURT STORAGE  
56 MAIN ST  
OWEGO, NY 13827

Agent : SMITH BROTHERS INSURANCE LLC  
SMITH BROTHERS INSURANCE LLC  
68 NATIONAL DR  
GLASTONBURY, CT 06033  
(860) 652-3235

**RENEWAL NOTICE**

Your flood insurance policy will expire on 11/10/2021. Please follow renewal instructions on the remittance coupon below.



Policy Number : 6500131513  
Policy Expiration Date : 11/10/2021  
Loan Number : N/A  
Billing Date : 08/12/2021  
Payor : Insured  
Insured Property Location :  
24 COURT ST  
OWEGO, NY 13827

**SPECIAL INSTRUCTIONS**

This renewal offer is made at the request of SMITH BROTHERS INSURANCE LLC. SMITH BROTHERS INSURANCE LLC plans to place this policy at the time of renewal with Hartford Fire Insurance Company. This change does not affect your current coverage or premium via the NFIP in any way. This change supports the SMITH BROTHERS INSURANCE LLC strategy to automate and streamline its processes.

Coverage Options	Coverage Amounts		Deductibles		Premium
	Building	Contents	Building	Contents	
A. Current coverage	50,000.00	50,000.00	1,000.00	1,000.00	1,125.00
B. Increased coverage	100,000.00	100,000.00	1,000.00	1,000.00	1,651.00

This renewal offer is being made on behalf of Hartford Fire Insurance Company  
Follow the instructions below to pay your renewal premium online with a credit card or electronic check.

- Visit <https://TheHartford.ManageFlood.com> and select "Pay Renewal Online".
- Enter your policy information and follow the instructions to select your payment type and available coverage amounts if applicable.
- You will immediately receive a copy of your renewal declarations page.

See reverse of this notice for important additional information

IF PAYING BY CHECK OR MONEY ORDER PLEASE DETACH HERE AND SEND THIS PORTION WITH YOUR PAYMENT.



**To pay by check or money order :**

- Make payment for the exact amount of the coverage option you selected.
- Full payment is required for the option selected.
- Write your policy number on your check or money order.
- Return this portion in the attached return envelope.

Make check or money order payable to :

Insured Name : TIOGA COUNTY

Renewal Date : 11/10/2021

Policy No : 6500131513

Bill ID : 17826471-146887024

Select One:  Option A \$1,125  Option B \$1,651

Amount Enclosed: \$        .00

Hartford Fire Insurance Company  
PO BOX 913385  
DENVER, CO 80291-3385

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**QUALITY IMPROVEMENT**

**NON ATTORNEY PROFESSIONAL SUPPORT: Experts!**

\$150 to \$300. per hr./Investigators (\$100 to \$200 per hr./Interpreters (\$75 to \$125. per hr./Social Workers! \$100 to \$250. per hr.), Transcriptionist (\$3 to \$5.25 per page) Mitigation Specialist (\$1000. per PSI) Mental Health Drug/Alcohol Services (\$100 to \$250 per hr) Digital Document Specialist/Legal Records Clerk (\$16 to \$17.50 per hr ) Attorney Mentors (\$150 to \$200 per hr) etc.

per hr ) Attorney Mentors (\$150 to \$200 per hr) etc.	\$2,961.61	\$2,575.75	\$385.86	\$ 15,688.35	\$ 16,074.21	\$ 10,000.00	\$ -	\$ 35,593.54	\$ -	\$45,593.54
<b>Subtotal Contracted Services</b>	<b>\$2,961.61</b>	<b>\$2,575.75</b>	<b>\$385.86</b>	<b>\$15,688.35</b>	<b>\$ 16,074.21</b>	<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ 35,593.54</b>	<b>\$ -</b>	<b>\$45,593.54</b>
<b>OTPs:</b>										
ACCMS System	\$9,580.00	\$0.00	\$9,580.00	\$ 30,000.00	\$ 18,000.00	\$ 9,500.00	\$ -	\$ 9,500.00	\$ -	\$40,580.00
Contracted Services (Attorney Stipend) AC Mentoring / \$125.00 Per hour										\$10,000.00
Continuing Legal Education (CLE)/Trainings	\$2,961.61	\$0.00	\$2,961.61	\$ 4,000.00	\$ 205.00	\$ -	\$ -	\$ 4,000.00	\$ -	\$10,756.61
Administrative Expenses(Copies)Etc										\$3,730.03
IT Service Agreement (Help Desk, Desktop Computers, Telephones/Fax, Internet, Server Lines)				\$ 2,000.00	\$ 252.44	\$ 1,000.00	\$ 1,298.94	\$ 1,400.00	\$ 1,400.00	\$1,501.06
AC Office Supplies (Files, Paper, Postage, other general Office supplies)						\$ 2,500.00	\$ 44.13	\$ 1,000.00	\$ 1,000.00	\$3,455.87
IT Equipment						\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	\$2,000.00
Office Equipment				\$ 5,500.00	\$ 920.87	\$ 1,034.85		\$ 1,000.00	\$ 1,000.00	\$5,613.98
<b>Subtotal OTPs</b>	<b>\$12,541.61</b>	<b>\$0.00</b>	<b>\$12,541.61</b>	<b>\$41,500.00</b>	<b>\$18,457.44</b>	<b>\$16,434.85</b>	<b>\$1,360.60</b>	<b>\$27,900.00</b>	<b>\$78,558.42</b>	
<b>Quality Improvement - Subtotal</b>	<b>\$385.86</b>	<b>\$2,575.75</b>	<b>\$385.86</b>	<b>\$15,688.35</b>	<b>\$16,995.08</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$35,593.54</b>	<b>\$44,672.67</b>	
<b>ASSIGNED COUNSEL PLAN - TOTAL</b>	<b>\$15,503.22</b>	<b>\$0.00</b>	<b>\$12,927.47</b>	<b>\$94,838.35</b>	<b>\$35,452.52</b>	<b>\$69,834.85</b>	<b>\$32,723.71</b>	<b>\$109,493.54</b>	<b>\$218,917.98</b>	
<b>Total</b>	<b>\$154,202.88</b>	<b>\$25,128.08</b>	<b>\$129,074.80</b>	<b>\$ 308,405.77</b>	<b>\$ 179,028.24</b>	<b>\$ 467,608.65</b>	<b>\$ 305,108.68</b>	<b>\$ 616,811.54</b>	<b>\$1,032,763.84</b>	

Updated 11/1/2021





Needed to Cover till 12/31/20

George Salary	\$ 21,180.00
Fringe	\$ -
Cathy Salary	\$ 30,000.00
Fringe	\$ 12,437.13
Tom Salary	\$ 18,164.00
Fringe	\$ -
Irene Fringe	\$ 1,025.00
Janice Fringe	\$ 100.00
Rent	<u>\$ 11,250.00</u>

Total \$ 94,156.13

Fringe			FICA		Medicare		Total
Cathy	5000		300		170		470
Brad	2000		110		26		136
Tom	5000		295		70		365
Todd	5000		280		65		345
Stacy	5000		275		65		340

