


<p>Agenda</p> 	<p style="text-align: center;">TIOGA COUNTY LEGISLATURE</p> <p style="text-align: right;">8/9/2022 12:00 PM EDWARD D. HUBBARD AUDITORIUM Ronald E. Dougherty County Office Building 56 Main Street Owego NY 13827</p>	
<p>Meeting called by:</p>	<p>Chair Martha Sauerbrey</p>	
<p>Type of meeting:</p>	<p>8th Regular</p>	
<p>Attendees:</p>	<p>Legislator Brown Legislator Ciotoli Legislator Hollenbeck Legislator Monell Legislator Mullen Legislator Roberts Legislator Sauerbrey Legislator Standinger Legislator Weston</p>	
<p>Agenda topics</p>		
<p>Invocation Pledge of Allegiance Recognition Resolution (1) Proclamation (1) Privilege of the Floor Approval of Minutes Petitions, Communications & Notices</p>	<p>Legislator/Chair Sauerbrey Legislator/Chair Sauerbrey Elizabeth Struble, Sheriff's Office Immunization Awareness Month July 12 and 21, 2022</p>	

Appointments/Reappointments Reports Standing Committees		
RESOLUTIONS:	<ol style="list-style-type: none"> 1. Amend Resolution No. 33-20 Transfer General Operating Funds to Annually Designated Reserves or Funds 2. Amend Resolution No. 152-22 Authorize Amended Agreement with Motorola Solutions Change Order #3 – Emergency Management 3. Accept Indigent Legal Services Award and Amend 2022 Budget 4. Amend 2022 Budget and Transfer Funds – Department of Motor Vehicles 5. Amend Budget & Appropriate Funds – Public Health 6. Transfer of Funds Budget Modification – Mental Hygiene 7. Amend 2022 Budget and Transfer Funds – Public Works 8. Amend 2022 Budget, Transfer of Funds, and Approve change Order for Park Settlement Bridge 9. 2022 Budget Modification – Veterans Service Agency 10. Authorize Transfer of Funds for Purchase of Office Chair for the Personnel Department 11. Appointment of Part-Time Election Worker (Republican) – Board of Elections 12. Authorize Appointment of Director of Assets and Records Management – County Clerk 13. Authorization to Reclassify One (1) Vacant Principal Social Welfare Examiner Position as Case Supervisor Grade A – Social Services 14. Authorization to Create and Fill Full-Time Veterans Service Assistant – Veterans Service Agency 15. Authorization to Create and Fill Full-Time Benefits Manager Trainee Position – Personnel Department 16. Authorization to Abolish One Vacant Civil Service Administrator Position, Create and Fill One Civil Service Technician Position – Personnel Department 	

RESOLUTION NO. -22

RESOLUTION RECOGNIZING
ELIZABETH STRUBLE'S 18 YEARS OF
DEDICATED SERVICE TO TIOGA COUNTY
SHERIFF'S OFFICE

WHEREAS: Elizabeth Struble was hired as a Public Safety Dispatcher on May 19, 2002 through September 3, 2004; and from October 29, 2006 until present; and

WHEREAS: Elizabeth Struble has been dedicated and loyal in the performance of her duties and responsibilities during her 18 years of service, thereby earning the respect of her colleagues and peers throughout Tioga County; and

WHEREAS: Elizabeth Struble retired from the Tioga County Sheriff's Office on July 31, 2022; 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 Elizabeth Struble for her 18 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, Elizabeth Struble.

**COUNTY OF TIOGA
EXECUTIVE PROCLAMATION**

WHEREAS: August is National Immunization Awareness Month with immunizations representing one of the greatest public health accomplishments of the 20th century; and

WHEREAS: If following the recommended immunization schedule, immunizations give parents the safe, proven power to protect their children from serious communicable diseases. However in 2020, less than 50% of children in Tioga County aged 24-35 months received their recommended vaccine series, compared to over 60% of New York State; and

WHEREAS: Child care facilities, preschool programs, schools and colleges are prone to outbreaks of infectious diseases due to poor hand washing, not covering coughs, and other factors such as interacting in crowded environments; and

WHEREAS: The release of immunizations for COVID-19 has reiterated the importance of educating the public on the benefits of vaccination to reduce rates of missed school and work, and rates of severe illness and/or death from the novel coronavirus; and

WHEREAS: Immunizations are an important part of a healthy pregnancy and allow the mother to pass some protection on to her baby. Women should be up to date on their immunizations before becoming pregnant and should receive immunizations against both flu and whooping cough during pregnancy; and

WHEREAS: All adults should get immunizations to protect their health. Even healthy adults can become seriously ill and pass diseases on to others. Everyone should have their immunization needs assessed at their primary care provider's office; therefore

The TIOGA COUNTY LEGISLATURE, County of Tioga, does hereby proclaim the month of August 2022 as:

IMMUNIZATION AWARENESS MONTH

and urges the citizens of our County to educate themselves on the recommended immunizations for themselves and their children to prevent the spread of preventable diseases.

REFERRED TO: LEGISLATIVE WORKSESSION
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22 AMEND RESOLUTION NO. 33-20
TRANSFER GENERAL OPERATING FUNDS
TO ANNUALLY DESIGNATED RESERVES
OR FUNDS

WHEREAS: Resolution No. 33-20 authorized the Tioga County Treasurer to transfer State Aid Casino Revenue funds from the General Operating Fund up to the allowable \$1,000,000.00 to the Capital Fund to provide additional funds to the Capital Land, Equipment and Infrastructure Reserve on an annual basis; and

WHEREAS: The Tioga County Legislature would like to amend Resolution No. 33-20 to allow for the option of annually determining the designated reserve funds or accounts without restriction to one reserve fund; and

WHEREAS: The Tioga County Legislature would like to further amend Resolution No. 33-20 by reserving the right to allocate all or part of the State Aid Casino Revenue on an annual basis; and

WHEREAS: It is the intention of the Tioga County Legislature not to include State Aid Casino Revenue allocated to the Reserve funds in the General Operating Budget or Capital Budget of the County; therefore be it

RESOLVED: That the Tioga County Legislature reserves the right to determine the appropriate funds or reserves and allocated amount of State Aid Casino Revenue on an annual basis and that all transfers require Legislative approval by way of a resolution.

REFERRED TO: PUBLIC SAFETY COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22 AMEND RESOLUTION NO. 152-22
AUTHORIZE AMENDED AGREEMENT WITH
MOTOROLA SOLUTIONS CHANGE ORDER #3
EMERGENCY MANAGEMENT

WHEREAS: Resolution No. 152-22 authorized the additional cost of \$133,020.84 for the following additions to the Computer Aided Dispatch (CAD) Project: add Owego Police to the CAD; Digital Evidence Module for Owego; Pictometry for Mapping; Rapid Notification Module and Data Transfer Costs; and

WHEREAS: Resolution No. 152-22 erroneously stated available grant funding would be utilized for the additional expenses; and

WHEREAS: E911 Surcharge money should be utilized for this expense as it pertains to the E911 Computer Aided Dispatch (CAD) Project; therefore be it

RESOLVED: That Resolution No. 152-22 be amended to appropriate \$133,020.84 from the Reserve for E911 as follows:

FROM:	A388903	Reserve for E911	\$133,020.84
TO:	A3021.520130	Equipment (not car)	\$133,020.84

REFERRED TO: FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22 ACCEPT INDIGENT LEGAL SERVICES AWARD
AND AMEND 2022 BUDGET

WHEREAS: The Assigned Counsel Administrator's Office has been awarded an Indigent Legal Services Grant (C120049) in the amount of \$61,902.00; and

WHEREAS: The Tioga County ILS was awarded \$61,902.00 from 01/01/22 through 12/31/24; and this funding now needs to be appropriated; therefore be it

RESOLVED: That the ILS Grant of \$61,902.00 be appropriated and the 2022 Budget be amended as follows:

Revenue Account: A1173 430260 State Aid Indigent \$61,902.00

Expense Account: A 1173 510010 Full Time Salary	\$ 40,000.00
A 1173 510020 Part Time Salary	\$ 9,800.00
A 1173 540040 Books/Westlaw	\$ 2,300.00
A 1173 540280 Investigations	\$ 3,652.00
A 1173 540420 Office Supplies	\$ 2,000.00
A 1173 540620 Software	\$ 2,500.00
A 1173 540700 Transcripts	\$ 1,000.00
A 1173 540733 Training	\$ 650.00

And be it further

RESOLVED: That available funds on year end of the original \$61,902.00 will be carried forward into future years until used.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -22 AMEND 2022 BUDGET AND TRANSFER FUNDS
DEPARTMENT OF MOTOR VEHICLES

WHEREAS: The Department of Motor Vehicles has a need for a Customer Facing Device for the new workstation in the office; and

WHEREAS: The New York State DMV requires that any computer hardware used for DMV transactions be purchased from them and has set the price for the new equipment at \$4094.00; and

WHEREAS: The County Clerk budgeted \$3000.00 for the CFD on line A1411 520090 using the price quoted for devices bought previously; and

WHEREAS: There remains \$49.41 on line A1411 520070 which will be transferred to A1411 520090 leaving a shortfall of \$1044.59; and

WHEREAS: The County Clerk has budgeted funds available to cover the shortfall in various budget lines which will remain unused; and

WHEREAS: Budget Amendments require Legislative approval; therefore be it

RESOLVED: That the following funds be transferred as follows:

From:

A1411 540485	Paper	\$ 74.69
A1411 540390	Mileage	\$ 50.00
A1411 540733	Training	\$ 383.00
A1411 540480	Postage	<u>\$ 536.90</u>
		\$1044.59

To: A1411 520090 Computer \$1044.59

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -22 AMEND BUDGET & APPROPRIATE FUNDS
PUBLIC HEALTH

WHEREAS: Tioga County Public Health (TCPH) has been awarded funding from NYS Department of Health; and

WHEREAS: The funding originated from the Centers for Disease Control and is being distributed through Health Research Inc.; and

WHEREAS: The funding is for the "Pilot Program for Protecting Vulnerable Private Wells and Smaller Water Systems"; and

WHEREAS: The funding period is through August 31, 2023; and

WHEREAS: Amending of Budget and Appropriation of Funds requires Legislative approval; therefore be it

RESOLVED: That funding be appropriated as follows:

From:	A4090 434500-Well	Environmental Health: State Aid	\$ 19,400
To:	A4090 540595-Well	Environmental Health: Services	\$ 19,400

And be it further

RESOLVED: That the balance of the funding on 12/31/2022 be carried forward into the 2023 budget in the same budget lines.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -22 TRANSFER OF FUNDS
BUDGET MODIFICATION
MENTAL HYGIENE

WHEREAS: Tioga County Mental Hygiene (TCMH) received a Workforce Enhancement Grant from both the Office of Alcohol and Substance Abuse (OASAS) and the Office of Mental Health (OMH) that has already been appropriated; and

WHEREAS: In order to maximize grant expenditures, TCMH has determined that funds need to be transferred; and

WHEREAS: Transfer of funds and/or budget modifications require Legislative approval; therefore be it

RESOLVED: That the Mental Hygiene 2022 budget be modified and funds be transferred as follows:

From: A4310 583088	WEG1 SS-WEG	\$ 115.67
To: A4310 540733	WEG1 Train-WEG	\$ 115.67

REFERRED TO: PUBLIC WORKS COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22 AMEND 2022 BUDGET AND TRANSFER FUNDS
PUBLIC WORKS

WHEREAS: Tioga County has budgeted for replacement of carpeting at the HHS Building; and

WHEREAS: The Commissioner has received a quote for the carpeting replacement and there are insufficient funds for this project in the current budget; and

WHEREAS: Budget Amendments require Legislative approval; therefore be it

RESOLVED: That funding be transferred as follows:

From:	H1620.520994.BG001	Truck Wash Building	\$30,000
To:	H1621.520931	Carpeting – HHS Building	\$30,000

REFERRED TO: PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -22 AMEND 2022 BUDGET, TRANSFER FUNDS,
AND APPROVE CHANGE ORDER FOR
PARK SETTLEMENT BRIDGE

WHEREAS: Tioga County has a bridge in need of repair due to an inspection by NYSDOT; and

WHEREAS: Economy Paving Corp. was awarded the construction contract per Resolution # 176-22, dated 6/14/22; and

WHEREAS: A change order was submitted due to additional work that was unforeseen; and

WHEREAS: Budget Amendments require Legislative approval; therefore be it

RESOLVED: That funding be transferred as follows:

From:	H390900	Fund Balance-Unrestricted	\$90,000
To:	H51 10.540002.H1504	Park Settlement Bridge	\$90,000

And be it further

RESOLVED: That the Tioga County Legislature authorize additional funds to be appropriated for this change order not to exceed \$90,000 to be paid out of the Park Settlement Bridge Account H51 10.540002.H1504.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22 2022 BUDGET MODIFICATION
VETERANS' SERVICE AGENCY

WHEREAS: The Tioga County Veteran Services' Agency (TCVSA) has received new State-Aid for the Dwyer Program; and

WHEREAS: The TCVSA has a need to hire a full-time (35 hours/week) Veterans Service Assistant to provide administrative assistance to the Director and act as a backup to the agency's Veteran Service Officers; and

WHEREAS: TCVSA has already allocated this funding in its 2022 budget; yet this will require a 2022 budget modification and appropriation with a transfer of funds within TCSVA to cover the expenses resulting from the creation of this new position; and

WHEREAS: Budget Modification and Appropriation of Funds requires Legislative approval; therefore be it

RESOLVED: That 2022 budget modification/transfer be approved as follows:

From: A6510 540487 DP22	Dwyer Program Expenses	\$13,121.00
To: A6510 510010 DP22	Full Time Payroll	\$13,121.00

And be it further

RESOLVED: That a 2022 budget appropriation be approved as follows:

From: A6510 540487 DP22	Dwyer Program Expenses	\$10,773.00
To: A6510 581088 DP22	State Retirement Fringe	\$ 394.00
To: A6510 585588 DP22	Disability Insurance Fringe	\$ 24.00
To: A6510 583088 DP22	Social Security Fringe	\$ 1004.00
To: A6510 584088 DP22	Workers Compensation	\$ 441.00
To: A6510 586088 DP22	Health Insurance Fringe	\$ 8,904.00
To: A6510 588988 DP22	EAP Fringe	\$ 6.00

REFERRED TO: PERSONNEL COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22 AUTHORIZE TRANSFER OF FUNDS FOR
PURCHASE OF OFFICE CHAIR FOR THE
PERSONNEL DEPARTMENT

WHEREAS: The Personnel Department has an office chair that is in need of replacement; and

WHEREAS: The Personnel Department has recommended replacement; and

WHEREAS: The Personnel Department's chair expense account #A1430 520070 has no funds available at this time; therefore be it

RESOLVED: That the Personnel Officer be authorized to purchase the chair for the Personnel Department and that the following sums be transferred for this purchase:

From: Personnel Account A1430 540420 \$227.08

To: Personnel Account A1430 520070 \$227.08

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22 APPOINTMENT OF PART-TIME
ELECTION WORKER (REPUBLICAN)
BOARD OF ELECTIONS

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the management/ confidential listing; and

WHEREAS: Of the two recently filled part-time Election Worker positions only one appointee attended orientation; and

WHEREAS: The Republican Election Commissioner has selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Jean Flynn shall be appointed as Election Worker (PT) effective August 17, 2022, at the rate of \$13.85/hr.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO.-22 AUTHORIZE APPOINTMENT OF DIRECTOR OF
ASSETS AND RECORDS MANAGEMENT
COUNTY CLERK

WHEREAS: Legislative approval is required for any appointment to a management/confidential position within Tioga County; and

WHEREAS: Due to a recent resignation, the Director of Assets and Records Management (M/C \$31,869 - \$41,869) became vacant as of July 22, 2022; and

WHEREAS: Following recruitment efforts, the Tioga County Clerk has identified a well-qualified candidate which she would like to appoint to said title; therefore be it

RESOLVED: That the Tioga County Clerk is authorized to provisionally appoint Janis Hopkins as Director of Assets and Records Management at an annual salary of \$40,000 effective August 29, 2022, pending successful completion of civil service examination requirements.

REFERRED TO: HEALTH & HUMAN SERVICES
PERSONNEL COMMITTEE

RESOLUTION NO. -22 AUTHORIZATION TO RECLASSIFY
ONE (1) VACANT PRINCIPAL SOCIAL
WELFARE EXAMINER POSITION AS CASE
SUPERVISOR GRADE A
SOCIAL SERVICES

WHEREAS: Legislative approval is required for the creation of any new or the reclassification of any position within Tioga County; and

WHEREAS: Upon review of current work assignments, staffing plan, and ongoing needs of the department, the Commissioner of Social Services would like to reclassify one (1) vacant Principal Social Welfare Examiner position with a title that will serve as an administrative supervisor to assist the Director of Social Services; and

WHEREAS: Following review of the new position duties statement, the Personnel Officer has determined the appropriate classification and has recommended salary allocation for said title; therefore be it

RESOLVED: That one (1) vacant full-time Principal Social Welfare Examiner position (CSEA SG X \$44,246-\$45,246) shall be reclassified as a full-time Case Supervisor Grade A and allocated within CSEA salary grade XV (\$57,874-\$58,874), effective August 10, 2022; and be it further

RESOLVED: That the Commissioner of Social services shall be allowed to fill said position provisionally, pending an incumbent's successful completion of civil service requirements, effective August 15, 2022 or in accordance with payroll requirements.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22 AUTHORIZATION TO CREATE AND FILL
FULL-TIME VETERANS SERVICE ASSISTANT
VETERANS SERVICE AGENCY

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

WHEREAS: The Director of Veterans' Services has a need to hire a full-time (35 hours/week) position to provide administrative assistance to the Director and act as a backup to the agency's Veterans' Service Officers; and

WHEREAS: The Director of Veterans' Services has appropriate funding for an additional full-time position in his 2022 budget; and

WHEREAS: The Personnel Officer has reviewed documentation provided by the Director and has made a determination on the classification and the salary allocation; therefore be it

RESOLVED: That one (1) full-time (35 hours/week) Veterans Service Assistant position is created at the annual rate of \$37,904 (CSEA Salary Grade VII), effective August 10, 2022; and be it further

RESOLVED: That the Director of Veterans' Services shall be allowed to fill said position provisionally, pending an incumbent's successful completion of civil service requirements, effective August 15, 2022 or in accordance with payroll requirements; and be it further

RESOLVED: That the authorized full-time head count for the Veterans Service Agency shall increase from 2 to 3.

REFERRED TO: PERSONNEL COMMITTEE

RESOLUTION NO. -22 AUTHORIZATION TO CREATE AND FILL
FULL-TIME BENEFITS MANAGER TRAINEE POSITION
PERSONNEL DEPARTMENT

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

WHEREAS: Due to the announced retirement of the current Benefits Manager in June 2023, and in order to provide consistency in service to Tioga County employees, retirees, and municipal agencies served by this position the Personnel Officer would like to recruit and train for said replacement in advance by creating an additional position within her department; and

WHEREAS: Upon review of current work assignments and future needs, the Personnel Officer has made a determination on the classification and salary allocation for such a position; therefore be it

RESOLVED: That one (1) full-time Benefits Manager Trainee position is created within the Management/Confidential annual salary range of \$46,094-\$56,094, effective August 10, 2022; and be it further

RESOLVED: That the Personnel Officer shall be allowed to fill said position provisionally, pending an incumbent's successful completion of civil service requirements, effective August 15, 2022 or in accordance with payroll requirements; and be it further

RESOLVED: That upon the Benefits Manager's retirement, a future resolution will be submitted to reflect the appropriate appointment of replacement and reflect the reclassification of the Benefits Manager Trainee position by downgrading the position and salary while maintaining a succession plan within the department; and be it further

RESOLVED: That the authorized full-time head count for the Personnel Department shall increase from 6 to 7.

REFERRED TO: PERSONNEL COMMITTEE

RESOLUTION NO. -22 AUTHORIZATION TO ABOLISH ONE VACANT
CIVIL SERVICE ADMINISTRATOR POSITION,
CREATE AND FILL ONE CIVIL SERVICE
TECHNICIAN POSITION
PERSONNEL DEPARTMENT

WHEREAS: Legislative approval is required to abolish and create positions within Tioga County; and

WHEREAS: Due to the announced retirement of the current Civil Service Administrator (M/C \$46,094-\$56,094) effective September 10, 2022, the Personnel Officer has reviewed work assignments, staffing structure, and future succession training needs within her department; and

WHEREAS: In order to address said issues, the Personnel Officer has determined that abolishing the Civil Service Administrator position upon it becoming vacant will help in those efforts; therefore be it

RESOLVED: That one (1) vacant, full-time Civil Service Administrator position shall be abolished effective September 12, 2022, and one (1) Civil Service Technician position (M/C \$37,878-\$47,878) shall be created effective September 12, 2022; and be it further

RESOLVED: That Kelly Quick shall be provisionally appointed, pending successful completion of civil service examination requirement, to the title of Civil Service Technician at an annual salary of \$38,343 effective September 12, 2022; and be it further

RESOLVED: That due to the structure of the Tioga County Personnel Department, the title of Civil Service Administrator will not be used in the future and will be deleted from the appendix of its Civil Service Rules in the next rules resolution submitted to the NYS Department of Civil Service Commission.