

FINANCE, LEGAL & SAFETY

March 15, 2022

10:30 A.M.

- APPROVAL OF MINUTES: February 15, 2022

- FINANCIAL
 - Legal and Safety's budget

- OLD BUSINESS

- NEW BUSINESS
 - Loss Control
 - Employee Handbook updates
 - Safety Trainings
 - Tioga Tobacco Asset Securitization Corporation
 - 2019 In Rems
 - Annual Policy Review Attestations
 - Juvenile Delinquent Cases

- PERSONNEL

- RESOLUTIONS
 - CO1 Ethics Board Appointment
 - Cooperative Agreement
 - C12 Amend Employee Handbook

- PROCLAMATIONS

- ADJOURNMENT

FINANCE, LEGAL AND SAFETY

February 15, 2022

ATTENDANCE:

Legislators: Hollenbeck, Monell, Ciotoli, Davis, Weston, Standing, Roberts,
Mullen

Staff: Legislative Clerk Haskell, Deputy Clerk Eiklor, Treasurer McFadden,
Deputy Treasurer Chandler, Chief Accountant Jerzak,
County Attorney DeWind, (Secretary to the County Attorney
Freyvogel minutes)

Guests: none

APPROVAL OF MINUTES:

Legislator Monell asked for a motion to approve January's minutes.
Legislator Standing made the motion to approve, seconded by Legislator
Mullen and unanimously carried by all legislators.

FINANCIAL:

Budgets for Legal and Safety are tracking well for 2022. Legal recently
received two (2) 2021 invoices from Goldberg Segalla however these invoices
were accrued to 2021's budget. Outside legal counsel continues to be Legal's
largest budget expense.

OLD BUSINESS:

None

NEW BUSINESS:

The State Department of Taxation requested minor alterations to Local
Law 1 which would result with quarterly taxes starting and ending on a particular
date. Local Law Introductory No. C would repeal Local Law 1 and replace it

with Local Law 3. The State Department of Taxation is currently editing this local law to ensure compliance with the state taxation requirements.

A new In Rem policy will be presented at the March committee meeting. The new policy would allow owners to potentially buy back the property once the redemption date had passed. This policy would be beneficial to the Land Bank and municipalities wishing to purchase particular properties. In Rem is in process for 2019. Legislator Weston asked if the auction was just going to be the 2019 In Rem properties. County DeWind stated the county has held off filing on the In Rem 2020 properties due to some of the properties currently inhabited, however filings will start in March with the anticipation the County will take possession some thirty (30) days later.

Legislator Standinger asked if Litigation involving the Sheriff's Office had been settled. County Attorney DeWind stated the matter was ongoing.

PERSONNEL:

None

RESOLUTIONS/PROCLAMATIONS:

Authorize acceptance of year four funding from the NYS Office of Indigent Legal Services and accept year four funding for Hurrell-Harring Grant and amend 2022 budget: The resolution was briefly explained and was moved into full Legislative session without further questions.

Apply for Indigent Legal Services Grant: The resolution was briefly explained. The resolution was briefly explained and was moved into full Legislative session without further questions.

Authorizing and approving a settlement agreement with Allergan concerning claims related to the opioid crisis: This resolution, if approved, allows for Chair Sauerbrey to sign settlement paperwork, with Allergan, with an approximate value of one hundred eight thousand four hundred eighty six dollars and forty eight cents (\$108,486.48) in restricted and unrestricted funds. The resolution was briefly explained and was moved into full Legislative session without further questions.

Appoint Member to the Board of Ethics: The resolution was briefly explained and was moved into full Legislative session without further questions. Legislator Mullen asked if Legal had received the resume for his nomination to

the last open Ethics Board seat. County Attorney DeWind confirmed he had received the resume and would be presenting a resolution for nomination at the March committee meeting.

Local Law Filing: The local law was briefly explained and was moved into full Legislative session without further questions.

EXECUTIVE SESSION:

None

ADJOURMENT:

Legislator Mullen adjourned the meeting at 10:38 a.m.



TIOGA COUNTY, NEW YORK

Tioga County 2022 MARCH BUDGET REPORT LEGAL

FOR 2022 03

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A. General Fund							
A1420 Law							
A1420 412706 Shared Services-At	-50,079	0	-50,079	.00	.00	-50,079.00	.0%
A1420 510010 Full Time	196,606	0	196,606	31,189.21	.00	165,416.79	15.9%
A1420 520200 Office Equipment	200	0	200	.00	.00	200.00	.0%
A1420 520210 Other Furniture	250	0	250	.00	.00	250.00	.0%
A1420 540010 Advertising	200	0	200	.00	.00	200.00	.0%
A1420 540040 Books	800	0	800	.00	.00	800.00	.0%
A1420 540180 Dues	1,100	0	1,100	429.00	.00	671.00	39.0%
A1420 540320 Leased/Service Equ	400	0	400	.00	.00	400.00	.0%
A1420 540330 Legal Fees	50,000	0	50,000	9,287.75	34,000.00	6,712.25	86.6%
A1420 540390 Mil/Leage Expense	100	0	100	.00	.00	100.00	.0%
A1420 540420 Office Supplies	475	0	475	123.51	.00	351.49	26.0%
A1420 540480 Postage	200	0	200	.00	.00	200.00	.0%
A1420 540485 Printing/Paper	100	0	100	.00	.00	100.00	.0%
A1420 540731 Training/State Req	600	0	600	100.00	.00	500.00	16.7%
A1420 581088 State Retirement F	17,918	0	17,918	3,353.75	.00	14,564.67	18.7%
A1420 583088 Social Security Fr	15,182	0	15,182	2,766.52	.00	12,415.66	18.2%
A1420 584088 Workers Compensati	3,673	0	3,673	734.55	.00	2,938.47	20.0%
A1420 585588 Disability Insuran	204	0	204	39.15	.00	164.43	19.2%
A1420 586088 Health Insurance F	49,507	0	49,507	11,773.60	.00	37,733.78	23.8%
A1420 588988 Eap Fringe	44	0	44	8.40	.00	35.28	19.2%
TOTAL Law	287,480	0	287,480	59,805.44	34,000.00	193,674.82	32.6%
TOTAL General Fund	287,480	0	287,480	59,805.44	34,000.00	193,674.82	32.6%
TOTAL REVENUES	-50,079	0	-50,079	.00	.00	-50,079.00	
TOTAL EXPENSES	337,559	0	337,559	59,805.44	34,000.00	243,753.82	
GRAND TOTAL	287,480	0	287,480	59,805.44	34,000.00	193,674.82	32.6%

** END OF REPORT - Generated by Freyvogel, Christine **



TIOGA COUNTY, NEW YORK

Tioga County 2022 MARCH BUDGET REPORT SAFETY

FOR 2022_04

	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
CI Liability Insurance Fund							
CI8042 504 Coordinator/Safety							
CI8042 424010 Interest And Earn	0	0	0	-1.04	.00	1.04	100.0%
CI8042 510010 Fulltime	50,500	0	50,500	8,192.39	.00	42,307.61	16.2%
CI8042 540140 Contracting Servi	2,350	0	2,350	.00	1,000.00	1,350.00	42.6%
CI8042 540320 Leased/Service Eq	50	-75	175	.00	.00	175.00	.0%
CI8042 540340 Literature	50	0	50	.00	.00	50.00	.0%
CI8042 540410 Nursing Supplies	1,000	0	1,000	199.12	.00	800.88	19.9%
CI8042 540420 Office Supplies	600	0	600	65.25	.00	534.75	10.9%
CI8042 540480 Postage	150	0	150	.00	.00	150.00	.0%
CI8042 540640 Supplies (Not Off	600	0	600	56.27	.00	543.73	9.4%
CI8042 540660 Telephone	0	75	75	21.16	.00	53.84	28.2%
CI8042 540733 Training/All Othe	3,500	0	3,500	40.00	.00	3,460.00	1.1%
CI8042 581088 State Retirement	2,744	0	2,744	806.35	.00	1,937.43	29.4%
CI8042 583088 Social Security F	2,232	0	2,232	689.52	.00	1,542.58	30.9%
CI8042 584088 Workers Compensat	1,224	0	1,224	244.85	.00	979.49	20.0%
CI8042 585588 Disability Insura	0	0	0	10.44	.00	-10.44	100.0%
CI8042 586088 Health Insurance	0	0	0	2,060.40	.00	-2,060.40	100.0%
CI8042 588988 Eap Fringe	15	0	15	2.80	.00	11.76	19.2%
TOTAL 504 Coordinator/Safety	65,215	0	65,215	12,387.51	1,000.00	51,827.27	20.5%
TOTAL Liability Insurance Fund	65,215	0	65,215	12,387.51	1,000.00	51,827.27	20.5%
TOTAL REVENUES	0	0	0	-1.04	.00	1.04	
TOTAL EXPENSES	65,215	0	65,215	12,388.55	1,000.00	51,826.23	
GRAND TOTAL	65,215	0	65,215	12,387.51	1,000.00	51,827.27	20.5%

** END OF REPORT - Generated by Freyvogel, Christine **

REFERRED TO: LEGISLATIVE WORKSESSION

RESOLUTION NO. APPOINT MEMBER TO BOARD OF ETHICS

WHEREAS: Tioga County Ethics Policy, Section II, Subsection VI (B) – Ethics Board Membership states members who have served two full three-year terms may not be reappointed for at least one year after the expiration of their last term; and

WHEREAS: A vacancy exists on the Board of Ethics due to Reverend James Stevens term ending; and

WHEREAS: Thomas Mullen, a resident of Tioga County, NY has agreed to serve on the Board of Ethics; therefore be it

RESOLVED: That Thomas Mullen be and hereby is appointed to the Board of Ethics for a term beginning April 1, 2022 through March 31, 2025.

REFERRED TO: LEGAL/FINANCE COMMITTEE
INFORMATION TECHNOLOGY COMMITTEE
PUBLIC SAFETY COMMITTEE
HEALTH AND HUMAN SERVICES COMMITTEE

RESOLUTION NO. -22 AUTHORIZE EXECUTION OF COOPERATIVE
AGREEMENTS BETWEEN THE LAW DEPARTMENT,
ITCS, SHERIFF, PUBLIC HEALTH, DSS, AND
MENTAL HYGIENE

WHEREAS: Tioga County has implemented a Direct Charge Pilot Program that will maximize State reimbursement for legal and IT expenses while eliminating the administrative burden of charging all departments for those expenses; and

WHEREAS: The Law Department and ITCS will directly charge the Department of Social Services, Public Health and Mental Hygiene for its services and support pursuant to Cooperative Agreements; and

WHEREAS: The Sheriff's Department will directly charge the Department of Social Services for security services, escort, protection and transport services; and

WHEREAS: It may be necessary for the Budget Officer to make budget adjustments to reflect the budgeted amounts and year end actuals in the cooperative agreements between ITCS and DSS, Public Health and Mental Hygiene and to reflect the budgeted amount in the cooperative agreement between the Sheriff and DSS; therefore be it

RESOLVED: That the Legislature authorizes and directs the Chair to execute Cooperative Agreements between the Law Department and DSS, Public Health and Mental Hygiene; and be it further

RESOLVED: That the Legislature authorizes and directs the Chair to execute Cooperative Agreements between the ITCS Department and DSS, Public Health and Mental Hygiene; and be it further

RESOLVED: That the Legislature authorizes and directs the Chair to execute a Cooperative Agreement between the Sheriff's Department and DSS; and be it further

RESOLVED: That the Cooperative Agreements between DSS and the Law Department, ITCS and Sheriff shall be submitted to the New York State Office

of Temporary and Disability Assistance and the Office of Children and Family Services for approval; and be it further

RESOLVED: That the Budget Officer is authorized to make budget adjustments to reflect the budgeted amounts and year end actuals in the cooperative agreements between ITCS and DSS, Public Health and Mental Hygiene and to reflect the budgeted amount in the cooperative agreement between the Sheriff and DSS.

REFERRED TO: LEGISLATIVE WORKSESSION
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22 AMEND EMPLOYEE HANDBOOK; SECTION X:
BUILDING AND VEHICLE PROCEDURES –
SUBSECTION C. ASSIGNMENT & USE OF COUNTY
VEHICLES

WHEREAS: During the revamping of the required driver safety training by the County Safety Officer, it has been determined it is in the best interest of the County to replace the full-day driver safety training course with a driver safety training course identified by the County Safety Officer effective April 1, 2022; and

WHEREAS: The change in driver safety training warrants revisions in several areas of the Building and Vehicle Procedures policy; therefore be it

RESOLVED: That Section IV: APPROVED DRIVER LIST, paragraphs B, C, D, and E be revised to read as follows:

B. All employees who operate a County vehicle and/or personal vehicle for County business and who are on an approved driver list shall be required to certify by attending the County's driver training course. The driver training course shall be identified by the County Safety Officer with the approval of the Finance, Legal, and Safety Legislative Standing Committee. The employee must initially complete the course within 60 days of having been approved as a County driver. There will be a recertification date every three years. All drivers must thereafter recertify by the recertification date. The first recertification date shall be June 1, 2022 and occur every three years thereafter.

C. The County Safety Officer shall monitor the driver's license status of each person on the Approved Driver List through the New York State Department of Motor Vehicles License Event Notification System (LENS). In the event the driving privileges of an individual on the list is suspended or revoked, the County Safety Officer shall immediately notify the individual and Department Head, and that individual shall be removed immediately from the Approved Driver List. In NO EVENT shall said individual operate a County vehicle or personal vehicle for County business until driving privileges are restored and verified through the LENS system.

D. All employees and Legislators who receive reimbursement for using their personal vehicle for County business shall be required to complete the Tioga County Driver Safety Training within 60 days of assuming their duties and

must retake the course on the same schedule as referenced in Section (B) above.

E. Employees who have been involved in an accident where they were at fault may be required to recertify or take other training as directed by their supervisor or Department Head with the advice of the County Safety Officer.

And be it further

RESOLVED: That Section V: POLICY, paragraphs F.1. and G.2. be revised to read as follows:

F.1. The first two letters preceding the serial number will identify County departments (e.g., PW: Public Works; SH: Sheriff's Office; MH: Mental Hygiene; PH: Public Health; FC: Fire Coordinator; PR: Probation; SS: Social Services; TR: Treasurer; EPD and EPA: Economic Development & Planning).

G.2. Vehicles are assigned to the following individuals:

- a. Commissioner of Public Works
- b. Deputy Commissioner of Public Works
- c. Commissioner of Social Services
- d. Director of Public Health
- e. Sheriff
- f. Undersheriff

And be it further

RESOLVED: That Section VI. RESTRICTIONS ON USE OF VEHICLES, paragraphs A.5. and A.6. be revised to read as follows:

5. Stopping while in transit to purchase items for personal and/or family use that are not required for the purpose of the trip. (Except for "de Minimis" use of vehicles [e.g., stopping for lunch or dinner on the way home]).

6. Transporting family members or any other non-County employee while the employee is on/or off-duty. The exception, when on duty, is the transportation of DSS clients who have an open case with Services.

And be it further

RESOLVED: That Section VIII. MAINTENANCE, paragraph H be deleted in its entirety.

And be it further

RESOLVED: That Section IX. ACCIDENT REPORTING, paragraphs A and B be revised to read as follows:

- A. Law enforcement must be notified for all accidents involving County vehicles, regardless of severity or fault, except minor accidents only involving Public Works vehicles with damages of less than \$1,000, which occurred entirely on County property. When reporting an accident, obtain the name of the investigating officer, agency, and the report number.
- B. Employees are also to report the nature and extent of all vehicle accidents, acts of vandalism, burglary, and or theft to their direct supervisor and Department Head immediately. Such information shall also be reported to the County Law Department and County mechanic as shall all vehicle accidents involving Department Heads and elected officials. An Incident Report, which can be obtained on the Tioga County Intranet under County Attorney forms, must be filed with the Tioga County Attorney's Office as soon as possible, but no later than the close of the next business day. All invoices must be sent to the County Law Department as soon as they are received for review.

And be it further

RESOLVED: That Section X. GENERAL INFORMATION, paragraph B. be revised to read as follows:

- B. Operation of vehicles while under the influence of drugs or alcohol, or consumption of alcohol and/or drugs when in County vehicles, is strictly prohibited. Smoking, vaping and/or marijuana usage is prohibited in all County-owned vehicles.

And be it further

RESOLVED: That the remainder of the Building and Vehicle Procedures policy remains unchanged