

# Agenda



## TIOGA COUNTY LEGISLATURE

3/12/2024

12:00 PM

EDWARD D. HUBBARD AUDITORIUM

Ronald E. Dougherty County Office Building

56 Main Street

Owego NY 13827

Meeting called by: Chair Martha Sauerbrey

Type of meeting: 3<sup>rd</sup> Regular

Attendees:  
 Legislator Brown  
 Legislator Ciotoli  
 Legislator Flesher  
 Legislator Monell  
 Legislator Mullen  
 Legislator Roberts  
 Legislator Sauerbrey  
 Legislator Standingger  
 Legislator Weston

### Agenda topics

Invocation  
 Pledge of Allegiance

Legislator Ciotoli  
 Legislator Ciotoli

Proclamations (2)

Bell of Sessions/Emma Sedore Day  
 Public Health Week (April 1-7, 2024)

Privilege of the Floor

Approval of Minutes  
 Petitions, Communications &  
 Notices

February 13 and 22, 2024

<p>Appointments/Reappointments Reports Standing Committees</p>		
<p>RESOLUTIONS</p>	<ol style="list-style-type: none"> <li>1. LOCAL LAW TO BE INTRODUCED: Local Law Introductory No. A of 2024 – A Local Law Authorizing Twelve (12) and Thirteen (13) Year Old Licensed Hunters to Hunt Deer with a Firearm or Crossbow During Hunting Season with the Supervision of an Adult Licensed Hunter</li> <li>2. Schedule Public Hearing Local Law Introductory No. A of 2024</li> <li>3. Re-Appoint Member to Board of Ethics</li> <li>4. Re-Appoint Member to Board of Ethics</li> <li>5. Authorize 2024 Requests for Inclusion of Lands in Agricultural Districts</li> <li>6. Authorize Increase in Administering Mortgage Tax by the Tioga County Clerk as Approved by New York State Department of Taxation and Finance</li> <li>7. Requesting Tioga County Veterans' Service Agency be Allowed to Exceed Food &amp; Beverage Purchase Guidelines</li> <li>8. Award Design Services to Delta Engineers for HVAC System at County Office Building</li> <li>9. Award Design Services to Delta Engineers for HVAC Controls at Annex Building</li> <li>10. Award Glenmary Drive Culvert PIN 9754.94 Construction Contract</li> <li>11. Award Construction Contracts for the Waverly Annex Project</li> <li>12. Authorize Contract with Liberty Resources – Social Services</li> <li>13. Authorize Execution of Cooperative Agreements between the Law Department, ITCS, Sheriff, DSS, Public Health, and Mental Hygiene</li> </ol>	

14. Resolution to Approve a Sole Source Contract and Maintenance Agreement between the Tioga County Probation Department and Catalis Courts & Land Records, LLC f/k/a Automon, LLC to Provide Software and Maintenance of the Caseload Explorer Product
15. ARPA Payment Authorization for Neighborhood Depot Project 2024 Budget Transfer & Appropriation – Economic Development & Planning
16. Execute Lease of Property Located at 32 Ithaca Street, Waverly, New York to House Mental Hygiene’s Waverly Office
17. Execute Addendum to Lease Agreement of Property Located at South Apalachin Road, Apalachin, New York to Install, House, and Maintain a Communications Tower
18. Execute Addendum to Lease Agreement of Property Located at 110 C Babcock Road, Nichols, New York to Install, House, and Maintain a Communications Tower
19. Execute Addendum to Lease Agreement of Property Located at 54 Dodge Road, Spencer, New York to install, House, and Maintain a Communications Tower
20. Execute Addendum to Lease Agreement of Property Located at 246 Davis Road, Town of Richford, New York to Install, House, and Maintain a Communications Tower
21. Authorizing Legislative Chair Signature on Farmer Brown Solar, LLC Payment in Lieu of Tax Agreement
22. Amend Resolution No. 447-23  
Authorize Acceptance of NYS 2023 PSAP Operations Grant
23. Amend Resolution No. 58-24  
2023-2024 NYS STOP DWI High Visibility Engagement Grant – STOP DWI
24. Approve Funding 2024 Youth Bureau Program Funding

25. Amend 2024 Budget & Transfer Funds – Public Health
26. Amend Budget & Appropriation of Funds – Public Health
27. Amend Budget & Appropriation of Funds – Public Health
28. Appropriation of Funds – Mental Hygiene
29. Appropriation of Funds and Amend 2024 Budget – Social Services
30. Appropriation of Funds and Amend 2024 Budget – Social Services
31. Modify 2024 Budget and Transfer Funds – ILS Grant
32. Authorize Transfer of Funds for Purchase of a Laptop and Docking Station for the Economic Development & Planning Department
33. Authorize to Temporarily Fund and Fill Economic Development Specialist Position
34. Appointment of Election Worker Part-Time – Board of Elections
35. Appointment of Election Worker Part-Time – Board of Elections
36. Appointment of Voting Machine Technician (PT) – Board of Elections
37. Create and Fill Temporary, Full-Time Clerk (Seasonal) Position – Treasurer's Office
38. Amend Employee Handbook: Section IV. Personnel Rules; Subsection J., Management/Confidential Benefits; Paragraph II. A. Leave Accruals, Vacation
39. Amend Employee Handbook: Abolish Section IX. Safety Rules, Subsection A. Entitled Contagious Diseases in its Entirety

**COUNTY OF TIOGA  
EXECUTIVE PROCLAMATION**

WHEREAS: The Tioga County Legislature recognizes the importance of preserving our County's historical artifacts to remember and honor those involved, as well as educate future generations; and

WHEREAS: Tioga County Historian Emma Sedore dedicated countless hours researching and locating one of Tioga County's notable historical artifacts; the Bell of Sessions; and

WHEREAS: In 1823, the first Tioga County Courthouse was built in Owego, New York and in 1855 improvements were made to the building including a cupola for a bell; and

WHEREAS: On November 16, 1855, the Board of Supervisors approved the sum of \$300.00 be raised for the purpose of procuring a suitable courthouse bell and the Clerk of the Board was authorized to purchase the bell to be properly hung in the cupola of the courthouse, as documented in the official Journal of Proceedings; and

WHEREAS: The actual cost of the bell was only \$200.00 due to the foundry granting a discount because of failure to enter the last digit of the year for a complete year date on the bell and only scribed 185 that should have been the year 1855 or 1856; and

WHEREAS: In 1868, the courthouse was declared unsuitable for legal business and in 1869 a committee was appointed to discuss building a new courthouse; and

WHEREAS: In 1871, the Village of Owego deeded a plot of land on the public square for Tioga County to build a new courthouse, which was erected in 1872-1873. After the construction of the new courthouse, the bell was removed from the first courthouse and installed in the southwest tower and used as the Bell of Sessions on November 25, 1873; and

WHEREAS: In 1877, the first courthouse was torn down, and the site was used to build the new Sheriff's residence; and

WHEREAS: In 1931, the Board of Supervisors determined the towers on the 1872 courthouse were in disrepair and too costly to rebuild back to their original design, therefore, the towers were lowered; and

WHEREAS: The Village of Owego Board of Trustees requested the Bell of Sessions be loaned to the Village of Owego and placed in the Croton Hose Co. No. 3 fire station on Talcott Street to be used as the fire bell with the stipulation that it is to be returned to the County of Tioga, upon request of the Tioga County Board of Supervisors, or at such time the Croton Hose Co. No. 3 fire station deemed the bell was no longer needed; and

WHEREAS: On October 15, 1952, the Lounsberry Methodist Church in Nichols, New York was destroyed by fire; and

WHEREAS: On December 17, 1952, Croton Hose Co. No. 3 approved the removal of the bell with a replacement siren; and

WHEREAS: The Croton Hose Co. No. 3 meeting minutes of April 29, 1953 indicated the fire station recommended donating the bell to a worthy church who does not have a bell; and

WHEREAS: The Croton Hose Co. No. 3 meeting minutes of May 27, 1953 indicated the bell was offered to and accepted by the Lounsberry Church in Nichols, New York for the rebuilding of their church that was completed in 1955. The Lounsberry Church held its opening in the rebuilt church on April 3, 1955 and the souvenir booklet recognized the Owego Fire Department for the donation of the church bell; and

WHEREAS: Due to the tenacious efforts of County Historian Sedore in researching the historical path of the bell and the Tioga County Public Works Department for removing and transferring the bell, the Bell of Sessions was returned home to Tioga County on February 5, 2024 and is now displayed at the Ronald E. Dougherty County Office Building, 56 Main Street, Owego, NY; and

WHEREAS: The Legislature is extremely pleased the Bell of Sessions has not only been found, but returned to the County; and

WHEREAS: The Legislature wishes to express their appreciation to Emma Sedore for her unending determination and research that located the Bell of Sessions; therefore as an act of honor and appreciation

THE TIOGA COUNTY LEGISLATURE does hereby proclaim March 12, 2024 as **Emma Sedore Day** in recognition of her 23 years of steadfast dedication to Tioga County and her passion for preserving Tioga County's history.

**COUNTY OF TIOGA  
EXECUTIVE PROCLAMATION**

WHEREAS: The residents of Tioga County benefit every day from the efforts of the public health workforce when eating at restaurants, drinking tap water, and learning about prevention of diseases; and

WHEREAS: Public Health efforts alone cannot accomplish the goal of a healthier Tioga County. Everyone has an important role to play in our efforts to achieve healthier, safer, and stronger communities; and

WHEREAS: Members of the community can make a difference and show their support for important public health topics by encouraging their friends and family to vote, taking steps to reduce waste, and utilizing credible sources for health information; and

WHEREAS: Each one of us needs to do our part by taking personal responsibility to improve behaviors by following public health recommendations, such as: abstaining from tobacco use; staying up to date on vaccinations; making time for regular, safe physical activity; and eating more fruits and vegetables in order to prevent disease; and

WHEREAS: National Public Health Week provides an opportunity for our county to learn about public health concerns and success stories that are vital to healthy communities, such as immunizing against infectious disease, providing services for children with developmental delays, ensuring safe living conditions, enforcing environmental health regulations, and providing dental services to underserved families; therefore

THE TIOGA COUNTY LEGISLATURE, County of Tioga, does hereby proclaim the week of April 1 – 7, 2024 as:

**PUBLIC HEALTH WEEK**

and urges all residents to take an active role in Public Health efforts within their community through advocacy, education, and collaboration.

**TO BE INTRODUCED**

Local Law Filing

New York State Department of State  
41 State Street, Albany, NY 12231

County of Tioga

Local Law No. XX of the Year 2024.

A Local Law authorizing twelve (12) and thirteen (13) year old licensed hunters to hunt deer with a firearm or crossbow during hunting season with the supervision of an adult licensed hunter.

Be It Enacted by the Legislature of the County of Tioga as follows:

SECTION 1: LEGISLATIVE INTENT

New York State Department of Environmental Conservation's (NYSDEC) Youth Deer Hunting Pilot Program (Environmental Conservation Law Section 11-0935) has been extended from December 31, 2023 to December 31, 2025. Tioga County previously participated in this pilot program by way of Local Law No. 3 of 2021 with a sunset date of December 31, 2023. It is the intent of this Local Law to authorize Tioga County to permit twelve (12) and thirteen (13) year old individuals to participate in the extension of the NYSDEC Youth Deer Hunting pilot program in accordance with Environmental Conservation Law §11-0935. NYSDEC's Report to the New York State Senate and Assembly *Deer Hunting by 12-and 13-Year-Old Hunters dated February 1, 2024*, found the statewide program to be a success with 52 out of NYS's 54 eligible counties participating during the first three years of the pilot program. During the two-year program, over 9,600 youth hunters participated. On safety, the report states, "no hunting-related shooting incidents, violations, or license revocations involving 12- and 13-year-old hunters were reported/occurred during the first two years of the pilot program" further determining that "youth hunters are the safest group of hunters."

The enacted 2023-2024 New York State Budget extended the pilot program allowing counties to opt-in by way of Local Law to provide an opportunity for young hunters, ages twelve (12) and thirteen (13), to continue to hunt deer with firearms and crossbow through 2025 if a county authorizes such action within their municipality. Tioga County is passing this Local Law, as hunting is a valued tradition for many families and this continued opportunity allows experienced, adult hunters to introduce the value of hunting to the next



generation. Furthermore, teaching young people safe, responsible, and ethical hunting practices will ensure a rewarding experience for the youth, while providing quality food to families and contributing to important deer management population control practices.

#### SECTION 2: PILOT PROGRAM AUTHORIZATION

Pursuant to Environmental Conservation Law, ECL §11-0935, Tioga County elects to participate in the extended pilot program to allow for young hunters, ages twelve (12) and thirteen (13), to hunt deer with a firearm, to include rifles, shotguns, and muzzle loaded firearms or crossbow through 2025.

#### SECTION 3: STATE REQUIREMENTS TO ADHERE ONCE AUTHORIZED

Twelve (12) and thirteen (13) year old licensed hunters shall be allowed to hunt deer with the following requirements to be followed:

- A. Twelve (12) and thirteen (13) year old licensed hunters shall be under the supervision of a licensed adult hunter, age twenty-one (21) years or older, with a rifle, shotgun, or muzzle loading firearm in areas where and during the hunting season in which such firearms may be used; and
- B. Twelve (12) and thirteen (13) year old licensed hunters shall be allowed to hunt under the supervision of a licensed adult hunter, age twenty-one (21) years or older, with a crossbow during the times when other hunters may use crossbows; and
- C. Supervision of a licensed adult hunter, age twenty-one (21) years or older, with at least three (3) years of experience who exercises dominion and control over the youth hunter at all times is required; and
- D. All licensed twelve (12) and thirteen (13) year old hunters, as well as their adult supervisors, shall be required to wear fluorescent orange or pink clothing while engaged in hunting to an extent and covering so designated pursuant to the law, rules, and regulations promulgated by the State of New York; and
- E. All licensed twelve (12) and thirteen (13) year old hunters shall remain at ground level while hunting deer with a crossbow, rifle, shotgun, or muzzleloader; and

- F. Notwithstanding any State or Federal Law to the contrary, this local law shall not authorize the hunting of bear by twelve (12) and thirteen (13) year olds with a firearm or crossbow.

SECTION 4: LOCAL LAW FILING REQUIREMENTS

A copy of this Local Law shall be sent to the New York State Department of Conservation as well as the New York State Department of State.

SECTION 5: SEVERABILITY

If any clause, sentence, paragraph, subdivision, section or part of this law, or the application thereof to any person, individual, corporation, firm, partnership, entity or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgement shall not affect, impair, effect, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this law or in its application to the person, individual, corporation, firm, partnership, entity or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

SECTION 6: EFFECTIVE DATE

This Local Law shall take effect immediately upon filing and publication in accordance with Section 27 of the Municipal Home Rule.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -24

SCHEDULE PUBLIC HEARING

LOCAL LAW INTRODUCTORY NO. A OF 2024

RESOLVED: That a Public Hearing shall be held on Thursday, March 21, 2024 at 10:00 A.M. in the Legislative Conference Room of the Ronald E. Dougherty County Office Building, 56 Main Street, Owego, NY 13827 on Local Law Introductory No. A of 2024 A Local Law Authorizing Twelve (12) and Thirteen (13) Year Old Licensed Hunters to Hunt Deer with a Firearm or Crossbow During Hunting Season with the Supervision of an Adult Licensed Hunter. All persons desiring to present written or oral comments may do so at said time.

REFERRED TO: LEGISLATIVE WORKSESSION  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -24 RE-APPOINT MEMBER TO BOARD OF ETHICS

WHEREAS: Charles Davis's first term on the Ethics Board expires as of March 31, 2024; and

WHEREAS: Charles Davis, a resident of Tioga County, has expressed an interest and willingness to serve another term on the Board of Ethics; therefore be it

RESOLVED: That Charles Davis is hereby re-appointed to the Board of Ethics for a second term beginning April 1, 2024 through March 31, 2027.

REFERRED TO: LEGISLATIVE WORKSESSION  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -24 RE-APPOINT MEMBER TO BOARD OF ETHICS

WHEREAS: Clifford Balliet Jr.'s first term on the Ethics Board expires as of March 31, 2024; and

WHEREAS: Clifford Balliet Jr., a resident of Tioga County, has expressed an interest and willingness to serve another term on the Board of Ethics; therefore be it

RESOLVED: That Clifford Balliet Jr. is hereby re-appointed to the Board of Ethics for a second term beginning April 1, 2024 through March 31, 2027.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -24 AUTHORIZE 2024 REQUESTS FOR INCLUSION OF LANDS IN AGRICULTURAL DISTRICTS

WHEREAS: In accordance with §303-B of the NYS Agricultural and Markets Law 25-AA, the Tioga County Planning Department has solicited agricultural landowners to request inclusion of lands in agricultural districts; and

WHEREAS: Tioga County Planning has received two requests for inclusion of land in agricultural districts; one located within the Spencer Agricultural District #1 for addition of 25.02 acres and one located within the Owego/Nichols Agricultural District #2 for addition of 25.87 acres totaling 50.89 acres, and prepared the required report listing these requests; and

WHEREAS: The County Legislature has indicated its desire to be designated lead agency for SEQR (State Environmental Quality Review) requirements; and

WHEREAS: Tioga County Planning has found this modification plan will not result in any significant adverse environmental impacts via completion of the New York State Agriculture & Markets SEQR Short Environmental Assessment Form for Agricultural Districts, which is consistent with the programmatic review of environmental effects of agricultural districting by the New York State Department of Agriculture & Markets; and

WHEREAS: The Tioga County Agricultural and Farmland Protection Board has reviewed said report and determined that the land to be included consists of viable agricultural land and its inclusion will serve the public interest by helping to maintain a viable agricultural industry within the Districts and therefore recommends County Legislature approval of inclusion of lands into their respective agricultural districts; and

WHEREAS: The Tioga County Legislature has held the required public hearing and no opposition was heard; therefore be it

RESOLVED: That the Tioga County Legislature makes a SEQR Negative Declaration and approves the 2024 requests for inclusion of land listed in said report into the Spencer Agricultural District #1 and Owego/Nichols Agricultural District #2; and be it further

RESOLVED: That the Tioga County Legislature directs the Tioga County Planning Department to submit said report to the Commissioner of NYS Department of Agriculture and Markets for final certification; and be it further

RESOLVED: That it is the intent of this body, upon approval by the Commissioner of NYS Department of Agriculture & Markets, to make these inclusions to the Spencer Agricultural District #1 and Owego/Nichols Agricultural District #2 effective immediately.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -24 AUTHORIZE INCREASE IN ADMINISTERING  
MORTGAGE TAX BY THE TIOGA COUNTY CLERK  
AS APPROVED BY NEW YORK STATE  
DEPARTMENT OF TAXATION AND FINANCE

WHEREAS: Section 262 (Article 11) of the New York State tax law mandates that recording officers are entitled to receive for the county all necessary expenses for the purpose of administration of the mortgage tax in their office and approved allowance by the New York State Department of Taxation and Finance; and

WHEREAS: The Tioga County Clerk has requested proper compensation that are reasonable and necessary allowances to cover county expenditures for collection, disbursements of the mortgage tax; and

WHEREAS: The Tioga County Clerk's office has submitted to the New York State Department of Taxation and Finance a mortgage expense request of \$151,948.20 per year; and

WHEREAS: The Tioga County Clerk has been authorized by New York State Department of Taxation and Finance to increase the mortgage expense to be \$151,948.20 for the period of April 1, 2023 – March 31, 2024; therefore be it

RESOLVED: That the County Clerk be authorized to collect or withhold from its disbursements in twelve (12) equal monthly installments of \$12,662.35 at a total annum amount of \$151,948.20.



REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -24 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 per event; and

WHEREAS: The TCVSA will be holding the following events in March, 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:

March 23 – Women's Veteran, Military & Caregiver Breakfast: Dwyer - \$2,000.00

March 26 – Grocery Giveaway: Dwyer - \$3,000.00

March 29 – Welcome Home Vietnam Veterans Day: Dwyer - \$3,500.00

Therefore be it

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: PUBLIC WORKS COMMITTEE

RESOLUTION NO. -24 AWARD DESIGN SERVICES TO  
DELTA ENGINEERS FOR HVAC  
SYSTEM AT COUNTY OFFICE BUILDING

WHEREAS: Tioga County has budgeted for the replacement of a portion of the HVAC system at the County Office Building at 56 Main Street; and

WHEREAS: The Commissioner of Public Works received a proposal for design services for this project from Delta Engineers, Endwell, NY; and

WHEREAS: The proposal for the design phase of the project is \$29,619; therefore be it

RESOLVED: That the Tioga County Legislature approve the proposal for design services of the partial HVAC System Replacement at the County Office Building for Delta Engineers not to exceed \$29,619 to be paid out of the following account:

H1620.520911 Renovations 56 Main Street

REFERRED TO: PUBLIC WORKS COMMITTEE

RESOLUTION NO. -24 AWARD DESIGN SERVICES TO  
DELTA ENGINEERS FOR HVAC CONTROLS  
AT ANNEX BUILDING

WHEREAS: Tioga County has budgeted for replacement of the HVAC controls at the East Wing of the Annex Building; and

WHEREAS: The Commissioner of Public Works received a proposal for design services for this project from Delta Engineers, Endwell, NY; and

WHEREAS: The proposal for the design phase of the project is \$26,433; therefore be it

RESOLVED: That the Tioga County Legislature approve the proposal for design services of the HVAC Controls Replacement at the Annex Building for Delta Engineers not to exceed \$26,433 to be paid out of the following account:

H1620.520927 Court Annex

REFERRED TO: PUBLIC WORKS COMMITTEE

RESOLUTION NO. -24 AWARD GLENMARY DRIVE CULVERT PIN 9754.94  
CONSTRUCTION CONTRACT

WHEREAS: Tioga County was awarded funding for this project through NYSDOT;  
and

WHEREAS: Funding is available for this portion of the project; and

WHEREAS: The Commissioner of Public Works received sealed bids on  
February 7, 2024 and the bid results were as follows:

<b>Procon Contracting, LLC</b>	<b>\$ 308,803.00</b>
Silverline Construction	\$ 387,593.50
Bothar Construction	\$ 387,991.00
JP Dugon Construction	\$ 396,550.00
Slate Hill Construction	\$ 419,816.00
R. DeVincentis Construction	\$ 454,000.00
Elliot Construction	\$ 468,979.00
ING Civil, Inc	\$ 477,400.00
Vector Construction	\$ 503,470.00
Byler Construction	\$ 629,830.00
And	

WHEREAS: Tioga County DPW has completed the review of the bids and finds  
the low bidder Procon Contracting LLC, Vestal NY, meets all of the  
qualifications of the bid specifications; therefore be it

RESOLVED: That the Tioga County Legislature authorize awarding the bid to  
Procon Contracting LLC, Vestal NY, not to exceed \$308,803.00 to be paid out  
of the following account: H5110.520003.H1008 – Culvert Replacement.

REFERRED TO: PUBLIC WORKS COMMITTEE  
HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE, LEGAL AND SAFETY COMMITTEE

RESOLUTION NO. -24 AWARD CONSTRUCTION CONTRACTS  
FOR THE WAVERLY ANNEX PROJECT

WHEREAS: The Commissioner of Public Works received sealed bids on February 7, 2024 for the Waverly Annex Office Renovations and the bid results were as follows:

General Trades:

<b>F E Jones</b>	<b>\$502,000.00</b>
Elmira Structures	\$523,000.00
Edger Enterprises	\$535,000.00
Daniel Lynch	\$609,000.00
Streeter Associates	\$618,000.00
Bionco Builders	\$653,910.00

Plumbing:

<b>N J Graham Inc.</b>	<b>\$ 54,000.00</b>
AFT Mechanical	\$ 56,875.00
Slavik & Co.	\$ 92,900.00
Kimble Inc.	\$ 98,800.00
Piccirilli Mechanical Inc.	\$132,000.00

HVAC Mechanical:

<b>AFT Mechanical</b>	<b>\$374,142.00</b>
Kimble Inc.	\$414,700.00
Slavik & Co.	\$450,900.00
Piccirilli Mechanical Inc.	\$452,000.00

Electrical:

<b>John Mills</b>	<b>\$148,400.00</b>
Schuler-Haas Electric Corp.	\$161,450.00
Blanding Electric Inc	\$188,500.00
Matco Electric Corp.	\$219,000.00

And

WHEREAS: Hunt Engineers has completed the review of the bids and has given their recommendations as follows:

For General Trades finds the low bidder F E Jones Construction, Inc., Binghamton, NY meets all of the qualifications of the bid specifications;

For Plumbing finds the low bidder N J Graham, Inc., Endicott, NY meets all of the qualifications of the bid specifications;

For HVAC Mechanical finds the low bidder AFT Mechanical LLC, Elmira, NY meets all of the qualifications of the bid specifications;

For Electrical finds the low bidder John Mills Electric, Inc., Elmira Heights, NY meets all of the qualifications of the bid specifications;

Therefore be it

RESOLVED: That the Tioga County Legislature authorizes awarding the bids as follows:

General Trades to F E Jones Construction, Inc., Binghamton, NY not to exceed \$502,000.00

Plumbing to N J Graham, Inc., Endicott, NY not to exceed \$54,000.00

HVAC Mechanical to AFT Mechanical LLC, Elmira, NY not to exceed \$374,142.00

Electrical to John Mills Electric, Inc., Elmira Heights, NY not to exceed \$148,400.00

And be it further

RESOLVED: That these contracts will be paid out of the following account:

H4310 520994 WVRLY	Building Construction	\$1,000,000.00
H4310 520004 ABATE	Leasehold Improvements	\$ 153,604.00
H4310 520994 ABATE	Building Construction	\$ 186,396.00

REFERRED TO

HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24

AUTHORIZE CONTRACT WITH LIBERTY RESOURCES  
SOCIAL SERVICES

WHEREAS: The Department of Social Services contracts with Liberty Resources for Multi-systemic Therapy Services; and

WHEREAS: The Department of Social Services wishes to renew the contract for April 1, 2024 through March 31, 2025 in an amount not to exceed \$275,611; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with Liberty Resources for Multi-systemic Therapy Services for the period April 1, 2024 through March 31, 2025; and be it further

RESOLVED: That available funds on 12/31/24 of the original \$275,611 will be carried forward into the New Year.

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

RESOLUTION NO. -24 AUTHORIZE EXECUTION OF COOPERATIVE  
AGREEMENTS BETWEEN THE LAW DEPARTMENT,  
ITCS, SHERIFF, DSS, PUBLIC HEALTH, 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: PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -24 RESOLUTION TO APPROVE A SOLE SOURCE CONTRACT AND MAINTENANCE AGREEMENT BETWEEN THE TIOGA COUNTY PROBATION DEPARTMENT AND CATALIS COURTS & LAND RECORDS, LLC f/k/a AUTOMON LLC TO PROVIDE SOFTWARE AND MAINTENANCE OF THE CASELOAD EXPLORER PRODUCT

WHEREAS: The Tioga County Legislature has approved contracts between Tioga County Probation Department and Catalis Court & Land Records, LLC f/k/a AutoMon LLC since 2008; and

WHEREAS: Catalis Court & Land Records, LLC f/k/a AutoMon LLC has changed their contract status with New York State, therefore the Tioga County Legislature is approving that the Probation Department can contract with Catalis Courts & Land Records, LLC f/k/a AutoMon LLC as a sole source provider of Caseload Explorer, a software program that meets the qualifications of 9 NYCRR 345, which mandates Probation Departments to use a software program that automatically sends Presentence Investigation completed in the software program to the DCJS PSI Repository in Albany, NY. Caseload Explorer software is the only software in New York State that meets this criteria; and

WHEREAS: Catalis Courts & Land Records, LLC f/k/a AutoMon, LLC has submitted their yearly Maintenance Agreement to Tioga County Probation which consists of the base charge of \$5,298.34, plus a fee of \$259.47 per user. Probation has 17 registered users of the software, so the total cost for basic software maintenance for contract period of 3/25/2024 to 3/24/2025 is \$9,709.33; therefore be it

RESOLVED: That the Probation Director is approved to contract with Catalis Courts & Land Records, LLC f/k/a AutoMon, LLC as a sole source provider for software and maintenance costs in 2024 for Caseload Explorer and Ce Assessments in the amount of \$9,709.33.

REFERRED TO: LEGISLATIVE WORKSESSION  
FINANCE COMMITTEE

RESOLUTION NO. -24 ARPA PAYMENT AUTHORIZATION FOR  
NEIGHBORHOOD DEPOT PROJECT  
2024 BUDGET TRANSFER & APPROPRIATION  
ECONOMIC DEVELOPMENT & PLANNING

WHEREAS: The Tioga County Legislature was presented with a need for funding from the Neighborhood Depot Project, a construction project located at 143 North Avenue in the Village of Owego (VOO) that will build a facility to house several non-profit agencies including Tioga United Way, Tioga County Rural Ministry, Catholic Charities of Tompkins Tioga, and the Racker Center; and

WHEREAS: Resolution No. 156-23 adopted on 04/11/2023 approved the available funds to be transferred and appropriated as needed by the Tioga County Legislature for the Neighborhood Depot project; and

WHEREAS: The Tioga County Legislature shall oversee and authorize all ARPA expenditures whether budgeted or not; and

WHEREAS: Upon the successful receipt and review of the One-Time ARPA request form, with both the Legislative Chair and the ARPA Fund Administrator granting their approval of the form, and the final review and approval being completed by the Tioga County Legislature via Certified Resolution; therefore be it

RESOLVED: That the 2024 Budget be modified, and funds be transferred and appropriated as follows; and be it further

RESOLVED: That a one-time payment be processed and paid by the Treasurer's Office to VID: 7924 Neighborhood Depot, Inc. from the following account:

**FROM: A1680 540140 M7674 CONTRACTING SERVICES \$325,000**

**TO: A1340 540429 M7674 OUTSIDE SUPPORT \$325,000**

REFERRED TO: FINANCE/LEGAL COMMITTEE  
HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24 EXECUTE LEASE OF PROPERTY LOCATED AT  
32 ITHACA STREET, WAVERLY, NEW YORK TO  
HOUSE MENTAL HYGIENE'S WAVERLY OFFICE

WHEREAS: Tioga County wishes to lease office space within the Village of Waverly to house offices of the Tioga County Mental Hygiene Department and provide services to the western part of the County; and

WHEREAS: The County was unable to continue using its prior Waverly location and has now identified suitable space for these offices within the south wing of the Village of Waverly Hall located at 32 Ithaca Street; and

WHEREAS: The Village of Waverly is willing to lease the south wing to Tioga County for an initial period of fifteen years at the rate of \$12,000 per year paid monthly with said term to commence after the County completes interior renovations at its own expense; therefore be it

RESOLVED: That the Chair of the Legislature is hereby authorized to sign a lease with the Village of Waverly for the lease of said office space located at 32 Ithaca Street, Waverly, New York.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -24 EXECUTE ADDENDUM TO LEASE AGREEMENT OF  
PROPERTY LOCATED AT SOUTH APALACHIN  
ROAD, APALACHIN, NEW YORK TO INSTALL,  
HOUSE, AND MAINTAIN A COMMUNICATIONS  
TOWER

WHEREAS: It is necessary for Tioga County to lease a portion of property (Leased Premises) to install, house, and maintain a communications tower and access road; and

WHEREAS: Timothy and Catherine Card, as Property Owners, entered into a Lease Agreement, per Resolution No. 312-23, with Tioga County effective the twenty-first day of September 2023, to lease a portion of their property to Tioga County; and

WHEREAS: Pursuant to the terms of the parties Lease Agreement the parties need to sign and accept an addendum to the lease agreement acknowledging receipt, review, and approval of professionally created surveys and descriptions representing the scope of work, installation, construction and maintenance of a fence, communications shelter, generator and access road on the leased premises; therefore be it

RESOLVED: That the Chair of the Legislature is hereby authorized to sign a lease addendum with Timothy and Catherine Card for the property located at South Apalachin Road, Apalachin, New York.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -24 EXECUTE ADDENDUM TO LEASE AGREEMENT OF  
PROPERTY LOCATED AT 110 C BABCOCK ROAD,  
NICHOLS, NEW YORK TO INSTALL, HOUSE, AND  
MAINTAIN A COMMUNICATIONS TOWER

WHEREAS: It is necessary for Tioga County to lease a portion of property (Leased Premises) to install, house, and maintain a communications tower and access road; and

WHEREAS: Chet Babcock, as Property Owner, entered into a Lease Agreement, per Resolution No. 315-23, with Tioga County effective the twenty-second day of September 2023, to lease a portion of their property to Tioga County; and

WHEREAS: Pursuant to the terms of the parties Lease Agreement the parties need to sign and accept an addendum to the lease agreement acknowledging receipt, review, and approval of professionally created surveys and descriptions representing the scope of work, installation, construction and maintenance of a fence, communications shelter, generator and access road on the leased premises; therefore be it

RESOLVED: That the Chair of the Legislature is hereby authorized to sign a lease addendum with Chet Babcock for the property located at 110 C Babcock Road, Nichols, New York.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -24 EXECUTE ADDENDUM TO LEASE AGREEMENT OF  
PROPERTY LOCATED AT 54 DODGE ROAD,  
SPENCER, NEW YORK TO INSTALL, HOUSE, AND  
MAINTAIN A COMMUNICATIONS TOWER

WHEREAS: It is necessary for Tioga County to lease a portion of property (Leased Premises) to install, house, and maintain a communications tower and access road; and

WHEREAS: Douglas Brock, as Property Owner, entered into a Lease Agreement, per Resolution No. 313-23, with Tioga County effective March 2024, to lease a portion of their property to Tioga County; and

WHEREAS: Pursuant to the terms of the parties Lease Agreement the parties need to sign and accept an addendum to the lease agreement acknowledging receipt, review, and approval of professionally created surveys and descriptions representing the scope of work, installation, construction and maintenance of a fence, communications shelter, generator and access road on the leased premises; therefore be it

RESOLVED: That the Chair of the Legislature is hereby authorized to sign a lease addendum with Douglas Brock for the property located at 54 Dodge Road, Spencer, New York.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -24 EXECUTE ADDENDUM TO LEASE AGREEMENT OF  
PROPERTY LOCATED AT 246 DAVIS ROAD, TOWN  
OF RICHFORD, NEW YORK TO INSTALL, HOUSE,  
AND MAINTAIN A COMMUNICATIONS TOWER

WHEREAS: It is necessary for Tioga County to lease a portion of property (Leased Premises) to install, house, and maintain a communications tower and access road; and

WHEREAS: Andrew Hanson, as Property Owner, entered into a Lease Agreement, per Resolution No. 314-23, with Tioga County effective the twentieth day of September 2023, to lease a portion of their property to Tioga County; and

WHEREAS: Pursuant to the terms of the parties Lease Agreement the parties need to sign and accept an addendum to the lease agreement acknowledging receipt, review, and approval of professionally created surveys and descriptions representing the scope of work, installation, construction and maintenance of a fence, communications shelter, generator and access road on the leased premises; therefore be it

RESOLVED: That the Chair of the Legislature is hereby authorized to sign a lease addendum with Andrew Hanson for the property located at 246 Davis Road, Town of Richford, New York.



REFERRED TO: ED&P COMMITTEE  
LEGISLATIVE WORKSESSION

RESOLUTION NO. -24 AUTHORIZING LEGISLATIVE CHAIR SIGNATURE  
ON FARMER BROWN SOLAR, LLC PAYMENT IN  
LIEU OF TAX AGREEMENT

WHEREAS: Farmer Brown Solar, LLC has submitted a Notice of Intent to the Town of Owego that it plans to build and operate a "Solar Energy System" with an expected total capacity of approximately 4.95 Megawatts AC; and

WHEREAS: The project location is situated on a portion of the property located at State Route 434, tax map # 130.00-2-66.111, Town of Owego, County of Tioga, State of New York; and

WHEREAS: The Taxing Jurisdiction is defined as the Town of Owego and the County of Tioga; and

WHEREAS: The Taxing Jurisdiction has not opted out of Real Property Tax Law (RPTL) Section 487; and

WHEREAS: The Taxing Jurisdiction has indicated its intent to require Payment in Lieu of Tax (PILOT) Agreements with Farmer Brown Solar, LLC; and

WHEREAS: Pursuant to RPTL 487, the Taxing Jurisdiction has agreed to place the project as exempt upon the assessment rolls of the Taxing Jurisdiction; and

WHEREAS: Farmer Brown Solar, LLC has agreed to make annual lump sum payments to the Taxing Jurisdiction in lieu of real property taxes for a period of fifteen (15) consecutive fiscal tax years; and

WHEREAS: Such fifteen (15) year term shall commence on the first taxable status date selected by Farmer Brown Solar, LLC following the commencement of the construction of the project, and shall end by the fifteenth fiscal year following; and

WHEREAS: The first annual payment shall be in the aggregate amount of \$7,000 per built out Megawatt AC of capacity, and thereafter annual payments shall escalate by two (2.0 %) percent per year; and

WHEREAS: The annual payments for the Taxing Jurisdiction shall be made payable to the Town of Owego and mailed to the Town of Owego and are due no later than January 15<sup>th</sup> of each year; and

WHEREAS: The Town of Owego shall be responsible for distributing the annual payments to the County of Tioga; and

WHEREAS: The Taxing Jurisdictions have agreed that the said payments shall be disbursed to the Town of Owego and County of Tioga in equal portions; therefore be it

RESOLVED: That the Tioga County Legislature agrees to authorize the Legislative Chair to sign the Payment in Lieu of Tax Agreement between Farmer Brown Solar, LLC, the Town of Owego, and Tioga County.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -24 AMEND RESOLUTION NO. 447-23  
AUTHORIZE ACCEPTANCE OF  
NYS 2023 PSAP OPERATIONS GRANT

WHEREAS: Resolution No. 447-23 adopted on November 14, 2023 authorized the acceptance of Interoperable and Emergency Communications PSAP Operations grant in the amount of \$109,805; and

WHEREAS: There was an error in the amount to be receipted to Revenue Account A3020.433310; therefore be it

RESOLVED: That the 2023 budget be modified to reflect this state aid and that this funding be receipted with the following revenue account.

Revenue Account:	A3020 433310	\$109,805
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REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -24 AMEND RESOLUTION NO. 58-24  
2023-2024 NYS STOP DWI HIGH VISIBILITY  
ENGAGEMENT GRANT  
STOP DWI

WHEREAS: The appropriations for the 2023-2024 NYS STOP DWI High Visibility Engagement grant in Resolution No. 58-24 were incorrect due to missing general bills in Munis for claims placed in 2023; and

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

RESOLVED: That the 2023-2024 NYS STOP DWI High Visibility Engagement grant appropriations be corrected as follows:

2023:

FROM: A3315-445890-CRK23 Federal Aid-Other Transportation \$6,824.51

TO: A3315-540590-CRK23 Services Rendered \$6,824.51

2024:

FROM: A3315-445890-CRK23 Federal Aid-Other Transportation \$17,175.49

TO: A3315-540590-CRK23 Services Rendered \$17,175.49

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24 APPROVE FUNDING 2024  
YOUTH BUREAU PROGRAM FUNDING

WHEREAS: The Tioga County Legislature approves Youth Bureau program funding which is 100% reimbursable from the New York State Office of Children and Family Services; and

WHEREAS: The Tioga County Youth Board has reviewed 2024 applications for funding which are consistent with guidelines previously presented to the Legislative Committee; therefore be it

RESOLVED: That the following programs recommended by the Tioga County Youth Board for program year October 1, 2023 – September 30, 2024 be approved by the Tioga County Legislature in the amounts indicated:

Catholic Charities	\$5,000
Cornell Cooperative Extension At-Risk Youth Apprenticeship	\$9,400
Cornell Cooperative Extension Family Resource Center	\$1,160
Kali's Klub House 7 Keys to Success	\$4,600
Lions Camp Badger	\$5,600
Northern Tioga Summer Recreation	\$4,340
Spencer-VanEtten PAVE	\$1,200
Tioga County Council on the Arts	\$3,700
Tioga Opportunities	\$5,000
Town of Owego Summer Recreation	\$6,500
Tioga County Youth Bureau dues (required)	\$ 100

**Total Youth Development Program Funds \$46,600**

Lions Camp Badger	\$6,200
Northern Tioga Summer Recreation	\$2,660
Tioga County Boys & Girls Club – Youth Sports & Education Funds	\$7,433
Waverly Recreation	\$4,000

**Total Youth Sports & Education Opportunity Funds \$20,293**

Tioga Central Field Hockey Club	\$10,344
<b>Total YSEF Infrastructure Funds</b>	<b>\$10,344</b>
Tioga Central Field Hockey Club	\$6,518
Tioga County Boys & Girls Club	\$12,309
Waverly Recreation	\$5,000
<b>Total Youth Team Sports Funds</b>	<b>\$23,827</b>
<b>GRAND TOTAL</b>	<b>\$101,064</b>

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -24 AMEND 2024 BUDGET & TRANSFER FUNDS  
PUBLIC HEALTH

WHEREAS: Tioga County Public Health (TCPH) uses a Lead Paint Analyzer in their Lead Poisoning Prevention Program; and

WHEREAS: The Lead Paint Analyzer is used to identify the source of elevated blood levels in children; and

WHEREAS: TCPH has recently learned their existing Lead Paint Analyzer no longer meets the required standards and is not able to be recertified; and

WHEREAS: TCPH has identified a replacement Analyzer that it wishes to purchase; and

WHEREAS: TCPH has funds available in their 2024 Capital budget, yet requires transfer to appropriate budget lines; and

WHEREAS: TCPH will be eligible for State Aid reimbursement; and

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

RESOLVED: That funding be transferred and appropriated as follows;

From:	H4011 520060	Car/Truck	\$ 17,380
To:	H4011 520130	Equipment (not car)	\$ 17,380

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -24 AMEND BUDGET & APPROPRIATE FUNDS  
PUBLIC HEALTH

WHEREAS: Tioga County Public Health (TCPH) has been awarded funding for their Medical Reserve Corps (MRC); and

WHEREAS: The funding is titled *MRC Strong*, and originates from federal funds (Administration for Strategic Preparedness and Response) which New York State Department of Health passes-through to TCPH; and

WHEREAS: The funding is for the strengthening of the MRC within Tioga County; and

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

RESOLVED: That funding be appropriated as follows:

From:	A4011 444010-MRC	Federal Aid-PH MRC	\$ 12,100
To:	A4011 540487-MRC	Program Expense	\$ 12,100

And be it further

RESOLVED: That the balance of this funding on 12/31/2024 be carried forward into the 2025 budget in the same budget lines.



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REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -24 AMEND BUDGET & APPROPRIATION OF FUNDS  
PUBLIC HEALTH

WHEREAS: Legislative Resolution No. 518-23 authorized Tioga County Public Health (TCPH) to apply for a New York State Association of County Health Officials (NYSACHO) grant; and

WHEREAS: TCPH has been awarded the grant; and

WHEREAS: The funding is designated for the TCPH Tick-Borne Diseases program related expenses; and

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

RESOLVED: That funding be appropriated as follows:

From: A4053 422800-TICK Grant -PH TICK \$3,000

To: A4053 540487-TICK Program Expense- PH TICK \$3,000

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -24 APPROPRIATION OF FUNDS  
MENTAL HYGIENE

WHEREAS: The Office of Addiction Services and Supports (OASAS) has awarded the Local Government Unit (LGU) for Tioga County with dollars for the LGU to procure at its discretion based on the allowable use of funds per Settlement and Statute, funding from the Opioid Settlement Fund; and

WHEREAS: The funding is specifically designated for the purpose of Opioid Abatement; and

WHEREAS: Tioga County LGU has identified appropriate use of funds, the construction of a licensed OASAS clinic in Waverly, NY; and

WHEREAS: A4210 416300 will be funded from deferred revenue A 269100 DR104; and

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

RESOLVED: That funding be appropriated as follows:

From: A4210 416300 ABATE	Narcotic Program Charges	\$340,000
To: H4310 520004 ABATE	Leasehold Improvements	\$153,604
To: H4310 520994 ABATE	Building Construction	\$186,396

And be it further

RESOLVED: That the following interfund transfer be approved:

From: A9950 593715	Interfund Transfers	\$340,000
To: H1340 450310	Interfund Transfers	\$340,000

And be it further

RESOLVED: That in accordance with Opioid Settlement Funding Statute, any unused portion of this funding be returned to the LGU to be used for other approved Opioid Abatement deliverables within Tioga County.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. - 24 APPROPRIATION OF FUNDS AND  
AMEND 2024 BUDGET  
SOCIAL SERVICES

WHEREAS: Tioga County Department of Social Services has received a Code Blue allocation to implement emergency measures for the homeless during inclement winter weather; 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 \$ 5,000

To: A6010.540487 Program Expense \$ 5,000

And be it further

RESOLVED: That available funds on 12/31/24 of the original \$5,000 will be carried forward into the New Year.

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REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. - 24 APPROPRIATION OF FUNDS AND  
AMEND 2024 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 12/31/24 of the original \$124,850 will be carried forward into the New Year.

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REFERRED TO: FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -24 MODIFY 2024 BUDGET AND TRANSFER FUNDS  
ILS GRANT

WHEREAS: The Family Court Public Defender has a need for a new printer; and

WHEREAS: The Printer selected by the Public Defender costs \$1100; and

WHEREAS: The ILS Grant has sufficient funds for this purchase; and

WHEREAS: Legislative approval is required for budget modifications; therefore  
be it

RESOLVED: That the following funds be transferred for said purchase with  
excess funds available, if necessary.

From:	A1173.540420	Office Supplies	\$1200.00
To:	A1173.520200	Office Equipment	\$1200.00

REFERRED TO: ED&P COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -24 AUTHORIZE TRANSFER OF FUNDS FOR PURCHASE  
OF A LAPTOP AND DOCKING STATION FOR THE  
ECONOMIC DEVELOPMENT & PLANNING  
DEPARTMENT

WHEREAS: The Economic Development & Planning Department has a need for a laptop and docking station; and

WHEREAS: The Economic Development & Planning Department would like to purchase a laptop and docking station and has received the recommended quote from the ITCS Department; and

WHEREAS: The Economic Development computer expense account, A6422 520090 does not have the funds available; and

WHEREAS: The Amending of Budget and Transfer of Funds from a contractual line to an equipment line requires Legislative approval; therefore be it

RESOLVED: That the Director of Economic Development & Planning be authorized to purchase the laptop and docking station and complete the following budget transfer as follows:

From:	A6422 540733	Training/All Other	\$930.00
To:	A6422 520090	Computer	\$930.00

REFERRED TO: ED&P COMMITTEE  
PERSONNEL COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -24 AUTHORIZE TO TEMPORARILY FUND AND FILL  
ECONOMIC DEVELOPMENT SPECIALIST POSITION

WHEREAS: Legislative approval is required for the appropriation of unfunded positions within Tioga County; and

WHEREAS: Due to the announced retirement of the current Director of Economic Development and Planning (ED&P) as of May 4, 2024, subsequent appointments will be made for a new Director and Deputy Director; and

WHEREAS: The ED&P Director has implemented a succession plan which includes the current Economic Development Specialist (EDS) training her replacement for a period to transition duties; and

WHEREAS: The ED&P's 2024 authorized full-time head count is nine (9), of which there is a vacant and unfunded EDS position noted; and

WHEREAS: To recruit, hire, and train for EDS replacement, the Director of ED&P would like to temporarily increase the Economic Development budget salary appropriation to include the salary and employee benefits for this position; therefore be it

RESOLVED: That one full-time Economic Development Specialist position shall be temporarily funded effective March 12, 2024, at an annual salary range of \$54,725.00 to \$64,725.00 (Management/Confidential); and be it further

RESOLVED: That the appropriation increase for the Economic Development Department budget shall end once the new Director and Deputy Director appointments are made.



REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -24 APPOINTMENT OF ELECTION WORKER PART-TIME  
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: The position of Election Worker, Part-Time (Republican), has been vacant since October 25, 2023; and

WHEREAS: Authorization to backfill the vacancy was approved on November 21, 2023; and

WHEREAS: The Election Commissioners have selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Diane B. Murphy be appointed as Election Worker, Part-Time effective March 25, 2024 at the 2024 rate of \$15.00/hr.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -24 APPOINTMENT OF ELECTION WORKER PART-TIME  
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: The position of Election Worker, Part-Time (Democratic), has been vacant since February 16, 2024; and

WHEREAS: Authorization to backfill the vacancy was approved on February 22, 2024; and

WHEREAS: The Election Commissioners have selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Amy L. Ross be appointed as Election Worker, Part-Time effective March 25, 2024 at the 2024 rate of \$15.00/hr.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -24 APPOINTMENT OF  
VOTING MACHINE TECHNICIAN (PT)  
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: The position of the Democratic Voting Machine Technician (PT) has been vacant since December 12, 2023; and

WHEREAS: Authorization to backfill the vacancy was approved on December 15, 2023; and

WHEREAS: The Election Commissioners have selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Michaela Nelson be appointed as Democratic Voting Machine Technician (PT) effective March 13, 2024 at the 2024 rate of \$22.82/hr.

REFERRED TO: FINANCE COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -24 CREATE AND FILL TEMPORARY,  
FULL-TIME CLERK (SEASONAL) POSITION  
TREASURER'S OFFICE

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

WHEREAS: The Treasurer's Office has a need to hire a temporary, full-time Clerk to work during the summer season to provide clerical support within the office; and

WHEREAS: The Treasurer appropriately budgeted for said position in the approved 2024 budget; therefore be it

RESOLVED: That one (1) temporary, full-time Clerk (Seasonal) position is created at the hourly rate of \$15.00 in accordance with Resolution 196-09, effective April 8, 2024; and be it further

RESOLVED: That the Treasurer shall be allowed to fill said position for a duration not to exceed beyond September 30, 2024.

REFERRED TO: PERSONNEL COMMITTEE

RESOLUTION NO. -24 AMEND EMPLOYEE HANDBOOK:  
SECTION IV. PERSONNEL RULES; SUBSECTION j.,  
MANAGEMENT/CONFIDENTIAL BENEFITS;  
PARAGRAPH II. A. LEAVE ACCRUALS, VACATION

WHEREAS: Resolution No. 535-23 dated December 12, 2023, amended the Employee Handbook: Section IV. Personnel Rules; Subsection j., Management/Confidential Benefits; Paragraph II. A Leave Accruals, Vacation; and

WHEREAS: The granting of the additional five (5) days of vacation for employees with 20 years or more of Tioga County service also effects Chart 2 Prior Year Experience; and

WHEREAS: Munis only has the capability to recognize one (1) anniversary date; therefore be it

RESOLVED: That the Employee Handbook; Section IV. Personnel Rules; Subsection j., Management/Confidential Benefits; Paragraph II. A. Leave Accruals, Vacation is hereby amended to read as follows:

## **II. Leave Accruals**

All full-time Management/Confidential employees (except elected officials) are eligible for the following:

### **A. VACATION**

- Accounting for vacation time shall be done by the Treasurer's Office through the County central computer on a per-pay period basis, as reported to the Treasurer's Office by the various departments.
- Vacation days are accrued on each employee's anniversary date, which is maintained by the Treasurer's Office. Anniversary dates are adjusted on a day for day basis for any unpaid absence that has not been previously approved. No adjustment of the anniversary date shall occur if an unpaid medical leave is pre-approved and does not exceed one cumulative year (260 working days) in duration. Once pre-approved medical leave(s) exceeds one cumulative year, the anniversary date shall be adjusted on a day for day basis for all days in excess of 260. An unpaid leave of absence for non-

Family/Medical Leaves reasons which is approved in advance shall result in adjustment of the employee's anniversary date as of day one.

- Vacation days cannot be used until they are actually accrued. Vacation time may be used in one-hour increments. If a half-day is used, 3 ½ hours will be charged.
- For employees hired without credit for relevant prior work experience, the following chart shall apply:

**CHART 1:**

<b><u>Years of Tioga County Service:</u></b>	<b><u>Vacation Days:</u></b>
Upon hire	0
6-month anniversary	5 days
1 year anniversary	10 days (minus any used between 6 months and one year)
2 year - 5-year anniversary	10 days
6 year - 12-year anniversary	15 days
13 year -19-year anniversary	20 days
20 years and over	25 days

- For those employees hired with credit for five or more years of relevant prior work experience who have not yet reached (as of December 1, 2000) the anniversaries indicated below, vacation will be accrued based upon the sum of the prior relevant work experience plus the total relevant Tioga County experience, as follows:

**CHART 2:**

<b><u>Prior Years Experience plus Tioga County Experience Upon Date of Hire:</u></b>	<b><u>Vacation Days:</u></b>
5*	10 days
6-12	15 days
13-19	20 days
20 years and over	25 days

(\*Employees with less than five years of prior relevant experience shall be considered to have no prior relevant experience, and therefore covered by Chart 1).

- Years of relevant prior experience shall be determined at the time of employment with Tioga County (within the Management/Confidential plan) by the Personnel Department and

shall take into account all of an employee's relevant prior work experience. The judgment of the County in this matter shall be at its sole discretion and shall be final and binding on all parties concerned.

- Department Heads shall notify the Chair of the Legislature and Legislative Standing Committee Chair a minimum of ten (10) days in advance of their intent to use vacation time, per Section IV. Personnel Rules, Subsection a. Positions/Leave Time/Vacancies, Paragraph V. Leave Time, B.; this notification shall be in writing, for which email is acceptable.

The Department Head and second in command (as designated by the Department Head) shall not be on vacation at the same time for more than three (3) workdays without advance authorization from the Chair of the Legislature and Legislative Standing Committee Chair. It is the Department Head's responsibility to submit such requests in writing.

Any vacation leaves in excess of ten (10) workdays require prior approval of the Legislative Chair.

- All Other Management/Confidential Employees must file a written request for vacation a minimum of ten (10) working days in advance of the requested leave with the Department Head for all leaves over five (5) days in length. Leave of less than five (5) days duration may be granted within 24 hours' notice. Exceptions to this may be granted by the Department Head, however, all requests for vacation leave must be approved by the Department Head.
- In no case shall an employee accrue more than 25 days' vacation on his/her anniversary date.
- No employee shall carry more than 45 days' vacation at any time. Therefore, the amount of vacation days an employee has on the books the day before his/her anniversary plus the number of days s/he is to accrue on his/her anniversary should equal 45 or less. Any days over 45 shall be immediately lost on the employee's anniversary.
- Exception: In the event unforeseen and unanticipated circumstances may cause an employee to have more than 25 days of vacation upon the day before his/her anniversary, a request to carry-over more than 25 days may be submitted by the employee to the Personnel Officer for review prior to the employee's anniversary date. In reviewing the request, the

Personnel Officer shall consider what may have caused the situation (for example: staffing, special projects, and the employee's efforts to take vacation time during the preceding 12 months). In the event such request is approved, the employee will be allowed to carry more than 25 days over but will be required to use the extra days by the date 6 months after his/her anniversary. Any extra days remaining 6 months after the anniversary date will be lost. In the event the request is denied or if an employee has more than 25 days' vacation on the day before his/her anniversary and has not submitted a request, the balance will be reduced to 25 days as indicated in Section III.2. Requests received by Personnel on or after the employee's anniversary date will be denied.

- There will be no payment in lieu of vacation while the incumbent is employed by Tioga County.
- Any unused vacation time plus a portion of the coming year's accrual shall be paid for upon separation from the County. Employees granted vacation upon hire based upon qualifying prior work experience must work a minimum of twelve (12) months for Tioga County in order to be eligible for payment of the pro-rated portion of the coming year's vacation accrual.
- Employees are required to give at least 10 working days advance notice of their resignation or retirement or forfeit any and all pay for earned vacation time. In determining whether this requirement is met, it will be assumed that all employees work Monday through Friday schedule. The Personnel Officer, upon consultation with the Department Head, may make an exception.
- An employee who leaves employment and is rehired more than six (6) months after separation shall be considered a new hire and payment of accrued vacation upon initial separation will be taken into account when determining vacation allowance upon rehire.
- An employee who leaves and is rehired within six (6) months shall have his/her anniversary date adjusted to account for the time not employed by Tioga County.

And be it further

RESOLVED: That the remainder of Section IV. Personnel Rules; Subsection j., Management/Confidential Benefits remains unchanged.



REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -24 AMEND EMPLOYEE HANDBOOK:  
ABOLISH SECTION IX. SAFETY RULES,  
SUBSECTION A. ENTITLED CONTAGIOUS DISEASES  
IN ITS ENTIRETY

WHEREAS: Public Health has reviewed the Employee Handbook and recommends that a contagious disease policy is not necessary, as every event is situational, and the existing policy is not reflective of current recommendations; and

WHEREAS: The Safety Officer is in favor of Public Health's recommendation for abolishment of the Contagious Disease policy in the Employee Handbook; and  
WHEREAS: Legislative approval is required for changes to County policy; therefore be it

RESOLVED: That the Employee Handbook is hereby amended to reflect the abolishment of Section IX. Safety Rules, Subsection A. entitled Contagious Diseases in its entirety without replacement.