

Office of the County Attorney



FINANCE, LEGAL AND SAFETY COMMITTEE

March 14, 2023

10:30 A.M.

ATTENDANCE:

Legislators: Chair Sauerbrey, Ciotoli, Flesher, Brown, Mullen, Monell, Standinger, and Roberts

Staff: Legislative Clerk Haskell, County Attorney DeWind, Treasurer McFadden, Deputy Treasurer Chandler, Chief Accountant Jerzak, Accountant Schurter, Safety Officer Holbrook, Public Health Director of Administration Services McCann, and Interim Director of Public Health Vroman

APPROVAL OF MINUTES: Legislator Ciotoli asked for a motion to approve the February 14, 2023 minutes. Legislator Mullen made the motion seconded by Legislator Monell and was unanimously carried.

FINANCIAL: Legal's budget is tracking well with no unexpected expenditures. Safety's budget will possibly need to be adjusted to ensure compliance with issues recently identified.

OLD BUSINESS:

- Litigation is moving forward. There have been no new claims and the County's insurance carrier is attempting to settle a third-party claim.
- The Ethics Board currently has two open positions for candidates from any political party other than Republican. The yearly board meeting is tentively scheduled for this summer however it can be pushed to a date later in the year to ensure quorum.
- Ads, pertaining to accessible parking, will be placed in the Pennysaver. These ads are funded by accessible parking fines.
- The Motorola Tower Project is moving forward however shelters are proving to be problematic creating the need to explore purchasing used shelters.
- The Liability Fund requires an influx of cash to offset recent increases in cyber and flood insurance, new vehicles and equipment additions, accidents, and potential litigation costs. ITCS's shared contract service MOUs with other municipalities and the impact it was having on the County's insurance rates was briefly discussed.

NEW BUSINESS:

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- County Attorney DeWind discussed due to the awarding of recent grant to the County numerous new plans and policies needed to be put in place such as Fair Housing and Section 3.
- The Annual Policy Review and Attestation has been pushed out to all County employees and Board members with a due date of March 31. The use of Neogov has allowed for the streamlining of tracking and better documentation for potential compliance audits.
- The Respiratory Program will possibly have some expenses and employee positions need to be identified within the policy. Safety Officer Holbrook is exploring entering a contract with Guthrie Occupational Medicine for annual physicals.
- The current AED devices are sunsetting due to programming. Safety Officer Holbrook has identified the need to replace batteries and pads in many of devices which is an unexpected expense not budgeted for this year. Going forward the Safety budget could potentially include the replacement of one to two AED units per year.
- PESH conducted a surprise inspection at Public Works yesterday. The County was cited however many were small infractions that were fixed immediately.
- The Evolve charging station agreement is moving forward, the contact with Securitas for security at 56 Main Street was fully executed and security is set to start April 9, 2023. Securitas would like to have a meeting with the 56 Main Street committee but has not provided any availability yet to do so.
- The RESOLUTION CALLING ON GOVERNOR HOCHUL TO REMOVE PART M OF THE ARTICLE VII REVENUE BILLS FROM THE 2024 EXECUTIVE BUDGET and the impact it could have on the need for additional staff was discussed.

PERSONNEL

- Erin Riddle started yesterday as the Secretary to the 1st Assistant County Attorney and Doreen Holbrook started three weeks ago as the Safety Officer.

RESOLUTIONS: AMEND EMPLOYEE HANDBOOK: ADD NEW POLICY TO NEW SECTION XIII. ENTITLED FAIR HOUSING PLAN; APPOINT FAIR HOUSING OFFICER; ENTER INTO A CONTRACT WITH CATAMOUNT CONSULTING FOR AUDIOGRAMS; AMEND EMPLOYEE HANDBOOK: SECTION VII. PURCHASING AND PAYMENT POLICY: SUBSECTION XII. PROCEDURE TO BE USED WHEN COPETITIVE BIDDING NOT REQUIRED, PARAGRAPH B. AND ADDITION OF NEW SUBSECTION XVII. SECTION 3

TIOGA COUNTY, NEW YORK

Office of the County Attorney

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PROQUREMENT POLICY; ESTABLISH NEW BUDGET LINE, REQUEST AND TRANSFER RESERVE FUNDS, AND MODIFY 2023 BUDGET SAFETY OFFICE; RE-APPOINT MEMBER TO BOARD OF ETHICS; RECOGNITION OF ANNE DAVIS' 34 YEARS OF DEDICATED SERVICE TO TIOGA COUNTY; APPOINT SECRETARY TO THE 1ST ASSISTANT COUNTY ATTORNEY LAW DEPARTMENT; AUTHORIZE EXECUTION OF COOPERATIVE AGREEMENS BETWEEN THE LAW DEPARTMENT, ITCS, SHERIFF, DSS, PUBLIC HELATH, AND MENTAL HYGIENE; and RESOLUTION CALLING ON GOVERNOR HOCHUL TO REMOVE PART M OF ARTICLE VII REVENUE BILLS FROM THE 2024 EXECUTIVE BUDGET: these resolutions were moved into full Legislative session without further questions.

PROCLAMTIONS: None

EXECUTIVE SESSION: None

ADJOURNMENT: Legislator Ciotoli adjourned the Finance, Legal, and Safety Committee meeting at 11:29 A.M.

Respectfully submitted,

Christine Freyvogel

Secretary to the County Attorney