


<h1 style="font-size: 48px; margin: 0;">Agenda</h1> 	<h2 style="text-align: center; margin: 0;">TIOGA COUNTY LEGISLATURE</h2> <p style="text-align: right; margin: 0;">11/10/2015 12:00 PM EDWARD D. HUBBARD AUDITORIUM RONALD E. DOUGHERTY COUNTY OFFICE BUILDING 56 Main Street Owego NY 13827</p>		
Meeting called by:	Chair Martha Sauerbrey		
Type of meeting:	11 th Regular		
Attendees:	Legislator Case Legislator Hollenbeck Legislator Huttleston Legislator Monell Legislator Roberts Chair/Legislator Sauerbrey Legislator Standinger Legislator Sullivan Legislator Weston		
		<h3 style="margin: 0;">Agenda topics</h3>	
Invocation Pledge of Allegiance FMAS Presentation Privilege of the Floor Approval of Minutes Petitions, Communications & Notices Appointments/Reappointments Reports Standing/Special Committees	Legislator Roberts Legislator Roberts Maureen Dougherty, Project Manager October 13, 2015 Broome-Tioga Workforce Dev Board		
RESOLUTIONS:	1. Designation of Tioga County Local Development Corporation, D.B.A. Tioga County Tourism, as authorized		

Tourism Promotion Agency for 2016

2. Re-Appoint Member to the Tioga County Planning Board
3. Re-Appoint Member to the Tioga County Planning Board
4. Re-Appoint Member to the Tioga County Planning Board
5. Re-Appoint Member to the Tioga County Agricultural and Farmland Protection Board
6. Re-Appoint Member to the Tioga County Agricultural and Farmland Protection Board
7. Re-Appoint Member to the Tioga County Agricultural and Farmland Protection Board
8. Appoint Member to the Planning Board
9. Adopt State Equalization Reports
10. LOCAL LAW TO BE INTRODUCED – A Local Law making Gold Star Parents eligible for the Veterans' Alternative Exemption
11. Schedule Public Hearing to consider adoption of the Local Law making Gold Star Parents eligible for the Veterans' Alternative Exemption
12. Set Public Hearing 2016 Budget
13. Mortgage Tax Distribution
14. Authorize Reimbursement of FMAS Project Manager and Deputy Project Manager Salaries
15. Transfer Funds/Fund Self-Insurance Plan Reserve
16. Transfer of Funds Public Health
17. Appropriation of Funds Public Health
18. Contract Extension for Printing of Optical Scan Election Ballots and Election Related Material
19. Authorize Contract between Twin Tier Pathology Associates, PC and Tioga County
20. Authorization to Enter into First Amendment to Agreement with H2O Partners
21. Authorize Execution of Cooperative Agreement between the Dept. of Social Services and the Sheriff's Department
22. Abandon Oak Hill Road South to Town of Barton
23. Award Bid for Candor Fire Tower Access Road
24. Amend County Policy 3; Section 1; Orientation
25. Amend Policy 23 Purchasing and Payment Policy
26. Amend Policy 39-Assignment & Use of County Vehicles
27. Amend County Policy 44; Non-Union Benefits
28. Authorize Contract with the Hartford to Administer Medicare eligible Retiree Health Insurance
29. Authorize Purchase of Specific Excess and Employers' Liability

	<p>Insurance for Workers' Compensation Program</p> <p>30. Authorize Contract Renewal CSEA Employee Benefit Fund</p> <p>31. Authorize Contract for Background Checks (Personnel)</p> <p>32. Authorize Appointment of 2nd Assistant District Attorney-District Attorney's Office</p> <p>33. Authorize Salary Increase of 1st Assistant District Attorney-District Attorney's Office</p>
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REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -15 DESIGNATION OF TIOGA COUNTY
LOCAL DEVELOPMENT CORPORATION,
D.B.A. TIOGA COUNTY TOURISM, AS
AUTHORIZED TOURISM PROMOTION
AGENCY FOR 2016

WHEREAS: The Tioga County Local Development Corporation, d.b.a. the Tioga County Tourism Office, is the not-for-profit corporation that develops and implements a tourism promotion and marketing program for the county; and

WHEREAS: The Tioga County Tourism Office coordinates with the state in its tourism grants program; and

WHEREAS: The New York State tourism grants program is designed to encourage tourism promotion throughout the regions of New York State; and

WHEREAS: The guidelines for this local assistance program require counties to appoint an official Tourism Promotion Agency (TPA), therefore be it

RESOLVED: That the Tioga County Tourism Office be and hereby is designated by the Tioga County Legislature as their Tourism Promotion Agency for the 2016 budget year and authorized to make application for and receive grants on behalf of the county pursuant to the New York State Tourism Promotion Act.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -15

RE-APPOINT MEMBER TO THE TIOGA
COUNTY PLANNING BOARD

WHEREAS: John Current's position on the Tioga County Planning Board representing the Town of Owego expires on 12/31/2015; and

WHEREAS: The Town of Owego has nominated John Current to serve another three-year term as their representative, and he is willing and able to do so; therefore be it

RESOLVED: That the Tioga County Legislature hereby reappoint John Current to the Tioga County Planning Board for another three-year term of 1/1/2016 – 12/31/18.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -15

RE-APPOINT MEMBER TO THE TIOGA
COUNTY PLANNING BOARD

WHEREAS: Pam Moore's position on the Tioga County Planning Board representing the Town of Nichols expires on 12/31/2015; and

WHEREAS: The Town of Nichols has nominated Pam Moore to serve another three-year term as their representative, and she is willing and able to do so; therefore be it

RESOLVED: That the Tioga County Legislature hereby reappoint Pam Moore to the Tioga County Planning Board for another three-year term of 1/1/2016 – 12/31/18.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -15

RE-APPOINT MEMBER TO THE TIOGA
COUNTY PLANNING BOARD

WHEREAS: Jason Bellis' position on the Tioga County Planning Board as an at-large alternate expires on 12/31/2015; and

WHEREAS: Said member is willing to serve another three-year term in this capacity; therefore be it

RESOLVED: That the Tioga County Legislature hereby reappoint Jason Bellis to the Tioga County Planning Board for another three-year term of 1/1/2016 – 12/31/18.

REFERRED TO: AGRICULTURE COMMITTEE

RESOLUTION NO. -15 RE-APPOINT MEMBER TO THE TIOGA
COUNTY AGRICULTURAL AND FARMLAND
PROTECTION BOARD

WHEREAS: Ben Whittemore's term on the Agricultural and Farmland Protection Board as an Active Farmer expires as of 12/31/2015; and

WHEREAS: The Agricultural and Farmland Protection Board is desirous of filling this position and said Board member is willing and able to serve another term; therefore be it

RESOLVED: That the Tioga County Legislature hereby reappoint Ben Whittemore to the Agricultural and Farmland Protection Board, for the four-year term of 1/1/16 – 12/31/19.

REFERRED TO: AGRICULTURE COMMITTEE

RESOLUTION NO. -15 RE-APPOINT MEMBER TO THE TIOGA
COUNTY AGRICULTURAL AND FARMLAND
PROTECTION BOARD

WHEREAS: Lisa Bloodnick's term on the Agricultural and Farmland Protection Board as an Active Farmer expires as of 12/31/2015; and

WHEREAS: The Agricultural and Farmland Protection Board is desirous of filling this position and said Board member is willing and able to serve another term; therefore be it

RESOLVED: That the Tioga County Legislature hereby reappoint Lisa Bloodnick to the Agricultural and Farmland Protection Board, for the four-year term of 1/1/16 – 12/31/19.

REFERRED TO: AGRICULTURE COMMITTEE

RESOLUTION NO. -15 RE-APPOINT MEMBER TO THE TIOGA
COUNTY AGRICULTURAL AND FARMLAND
PROTECTION BOARD

WHEREAS: Tim Lawton's term on the Agricultural and Farmland Protection Board as an Active Farmer expires as of 12/31/2015; and

WHEREAS: The Agricultural and Farmland Protection Board is desirous of filling this position and said Board member is willing and able to serve another term; therefore be it

RESOLVED: That the Tioga County Legislature hereby reappoint Tim Lawton to the Agricultural and Farmland Protection Board, for the four-year term of 1/1/16 – 12/31/19.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -15

APPOINT MEMBER TO THE
TIOGA COUNTY PLANNING
BOARD

WHEREAS: The Town of Newark Valley position on the Tioga County Planning Board has been vacant since Hans Peeters moved out of Tioga County earlier this year; and

WHEREAS: The Newark Valley Town Board has found Sarah Titus willing and able to fulfill the unexpired term of Hans Peeters and has nominated her to serve in this capacity; therefore be it

RESOLVED: That the Tioga County Legislature appoints Sarah Titus to the Tioga County Planning Board, to fulfill Hans Peeters' unexpired 3-year term of 1/1/15 – 12/31/17.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -15 ADOPT STATE EQUALIZATION REPORTS

RESOLVED: That the State Equalization Reports for County Tax be and the same hereby are approved, and that the County tax rates be the rates used in computing taxes in the several Towns.

County of Tioga

Local Law No. of the Year 2015.

A LOCAL LAW MAKING GOLD STAR PARENTS ELIGIBLE FOR THE VETERANS' ALTERNATIVE EXEMPTION

BE IT ENACTED by the Tioga County Legislature of the County of Tioga, State of New York, as follows:

Section 1. **Enabling Legislation.** Pursuant to Section 458-a of the New York State Real Property Tax Law, a municipality can elect to grant a real property tax veteran's exemption to qualifying residential real property owners who are veterans of the military service, discharged under honorable conditions.

Section 2. **Purpose.** This Local Law provides for Gold Star Parents to be eligible for the Alternative Veterans Exemption under Real Property Tax Law 458-a and shall apply to County real property taxes levied by the County of Tioga.

Section 3. **Definitions.** A Gold Star Parent, as defined in Real Property Tax Law 458-a(7)(a), shall mean the parent or parents of a child who died in the line of duty while serving in the United States armed forces during a period of war. Gold Star Parents shall be included in the definition of "qualified owner", as provided in Real Property Tax Law 458-a(1)(c) and the property owned by a Gold Star Parent shall be included within the definition of a "qualifying residential real property" as set forth in the Real Property Tax Law 458-a(1)(d), provided that such real property shall be the primary residence of the Gold Star Parent.

Section 4. **Application.** For County real property taxes levied by the County of Tioga, A Gold Star Parent, as herein defined, shall be eligible to receive the maximum veteran's exemption allowable pursuant to Real Property Tax Law 458-a(2)(a) and Real Property Tax Law 458-a(2)(b).

Section 5. **Severability.** If any part of this Local Law shall be found invalid, such invalidity shall apply only to such part, and the remainder of this Local Law shall remain valid and effective.

Section 6. **Effective Date.** This Local Law shall take effect upon filing with the Secretary of State

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -15

SCHEDULE PUBLIC HEARING
TO CONSIDER ADOPTION OF THE
LOCAL LAW MAKING GOLD STAR
PARENTS ELIGIBLE FOR THE
VETERANS' ALTERNATIVE EXEMPTION

RESOLVED: That a public hearing shall be held on November 19, 2015 at 10:00 A.M. in the Edward Hubbard Auditorium at the Ronald E. Dougherty County Office Building, 56 Main Street, Owego, New York 13827 to consider the adoption of Local Law Introductory No. G of 2015, A Local Law Making Gold Star Parents Eligible for the Veterans' Alternative Exemption. All persons desiring to present written or oral comments may do so at said time.

REFERRED TO:

FINANCE/LEGAL COMMITTEE

RESOLUTION NO. –15

SET PUBLIC HEARING
2016 BUDGET

RESOLVED: That the public hearing on the tentative Tioga County Budget for 2016 be held at 6:00 P.M., Wednesday, November 18, 2015 in the Edward D. Hubbard Auditorium of the County Office Building, 56 Main Street, Owego, New York 13827.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -15 MORTGAGE TAX DISTRIBUTION

RESOLVED: That the mortgage tax report for the period April 1, 2015 to September 30, 2015 be and it hereby is accepted; further

RESOLVED: That the County Treasurer be authorized and directed to pay to the Supervisors of the several Towns and the Treasurers of the several Villages the amounts apportioned to them as follows:

Barton (Town)	\$ 16,736.67
Berkshire (Town)	2,791.63
Candor (Town)	18,902.81
Candor (Village)	4,048.61
Newark Valley (Town)	20,231.46
Newark Valley (Village)	3,183.44
Nichols (Town)	6,660.85
Nichols (Village)	1,026.96
Owego (Town)	100,422.19
Owego (Village)	14,249.10
Richford (Town)	3,283.86
Spencer (Town)	9,967.03
Spencer (Village)	1,330.37
Tioga (Town)	21,698.30
Waverly (Village)	<u>15,032.31</u>
	\$239,565.59

REFERRED TO:

FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -15

AUTHORIZE REIMBURSEMENT OF
FMAS PROJECT MANAGER AND
DEPUTY PROJECT MANAGER
SALARIES

WHEREAS: Tioga County established a Financial Management Accounting System (FMAS) Capital Reserve Account; and

WHEREAS: The Tioga County Legislature appointed a Project Manager and Deputy Project Manager for the FMAS project and established salaries for those positions for 2015 per Resolution No. 243-14; and

WHEREAS: Salaries to be funded for the Project Manager/Deputy Project Manager were transferred out of Interfund Transfers all Others to the Treasurer's Capital Account; and

WHEREAS: Said salaries should be reimbursed through the Financial Management Accounting System (FMAS) Capital Reserve Account H878.08; therefore be it

RESOLVED: That the 2015 salaries for the Project Manager (\$7,500.00) and Deputy Project Manager (\$4,500.00) be reimbursed through the FMAS Capital Reserve Account to the Treasurer's Capital Account as follows:

FROM:	H387808-FMAS Capital Reserve Account	\$12,500
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TO:	H1325 540140-Treasurer's Capital Account	\$12,500
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REFERRED TO:

PERSONNEL COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -15

TRANSFER FUNDS/FUND SELF-
INSURANCE PLAN RESERVE

WHEREAS: Tioga County Local Law No. 2 of 2015 established a Contributed Reserve cap of \$6,000,000 for the Tioga County Self Insurance Plan; and

WHEREAS: The December 31, 2014 Tioga County Self Insurance Plan Fund Balance is \$1,637,844.00; and

WHEREAS: The December 31, 2014 Tioga County Self Insurance Contributed Reserve Fund is \$1,001,120.00; and

WHEREAS: The Council of Governments approved at their October 2015 meeting the transfer of \$637,844.00 from the Fund Balance to the Contributed Reserve to continue to build up the reserve; therefore be it

RESOLVED: That the Tioga County Treasurer is authorized to transfer funds as follows:

From: Self-Insurance Fund Balance S390900	\$637,844.00
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To: Self-Insurance Contributed Reserve Fund S375300	\$637,844.00
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REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -15 TRANSFER OF FUNDS
PUBLIC HEALTH

WHEREAS: The costs of the mandated Education of Handicapped Children program are larger than the budgeted 2015 amounts; and

WHEREAS: Additional funding is needed to meet the costs of the Education of Handicapped Children program in 2015; and

WHEREAS: Public Health has determined the amount of additional funding needed for the mandated program through the balance of 2015; and

WHEREAS: Although the approved plan was to obtain funding through the County Contingency Fund in the event additional funds were needed, due to cost-saving measures implemented throughout the year, Public Health has the funds within their 2015 budget, thus eliminating the need for using County Contingency Fund; and

WHEREAS: The additional costs of the Education of Handicapped Children program will result in additional state aid reimbursement, which also assists in eliminating the need for using County contingency funds; and

WHEREAS: Transfer of funds requires Legislative approval, therefore be it

RESOLVED: That funds be transferred as follows:

From:

A2960 434600	Revenue: State Aid: Handicapped Education	\$ 133,280
A4012 510010	Personnel: Health Education	\$ 6,720
A4070 510010	Personnel: Disease Control	\$ 40,000
A4090 510010	Personnel: Environmental Health	\$ 40,000
A4090 510030	Personnel: Environmental Health	\$ 4,000

To:	A2960 540140	Handicapped Education: Contract Services	\$ 7,500
	A2960 540590	Handicapped Education: Services Rendered	\$ 141,500
	A2960 540710	Handicapped Education: Transportation	\$ 75,000

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -15 APPROPRIATION OF FUNDS
PUBLIC HEALTH

WHEREAS: New York State Child Passenger Safety Program funding has been awarded to the Tioga County Public Health Department; and

WHEREAS: The funding is specifically designated for the purchase of program deliverables; and

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

RESOLVED: That funding be appropriated as follows:

From: A4012 434012 State Aid: Health Education \$ 2,500

To: A4012 540640 Health Educations: Supplies \$ 2,500

REFERRED TO:

ADMINISTRATIVE SERVICES

RESOLUTION NO. -15

CONTRACT EXTENSION FOR PRINTING
OF OPTICAL SCAN ELECTION
BALLOTS AND ELECTION RELATED
MATERIAL

WHEREAS: The Tioga County Board of Elections requested bids for printing of optical scan election ballots and election related material; and

WHEREAS: The Tioga County Board of Elections received two sealed bids by the due date of August 27, 2013 and said bids were opened on August 28, 2013; and

WHEREAS: That the Tioga County Legislature awarded the bid for printing of optical scan election ballots and election related material to the lowest responsible bidder, Phoenix Graphics, Inc. on October 15, 2013; and

WHEREAS: The current contract allows for one year extensions of the contract under the same pricing and terms and the vendor has agreed to extend the same pricing and terms; be it

RESOLVED: That the Tioga County Executive be authorized to sign a one year contract extension for optical scan ballots and election related material for 2016.

REFERRED TO: LEGISLATIVE WORKSESSION

RESOLUTION NO. –15 AUTHORIZE CONTRACT BETWEEN
TWIN TIER PATHOLOGY
ASSOCIATES, PC, AND TIOGA COUNTY

WHEREAS: Beginning January 1, 2016 Twin Tier Pathology Associates, PC will provide services for autopsies, laboratory testing, x-rays, and use of morgue facilities for Tioga County; and

WHEREAS: The contract calls for \$850.00 to be paid to Pathologists and various other fees depending on tests, x-rays, etc. that are needed; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Tioga County Chair to sign a contract, upon approval of the County Attorney, with Twin Tier Pathology Associates, PC for services rendered to Tioga County at the costs listed above and for a term of 1/1/16 through 12/31/16.

REFERRED TO: FINANCE/LEGAL

RESOLUTION NO. -15 AUTHORIZATION TO ENTER
INTO FIRST AMENDMENT TO
AGREEMENT WITH H2O PARTNERS

WHEREAS: Tioga County entered into an agreement with H2O Partners for project closeout and compilation of necessary documents for FEMA audit and related services; and

WHEREAS: Tioga County wishes to enter into a First Amendment to Agreement with H2O Partners for services set forth in said First Amendment to Agreement to be provided for a lump sum of \$10,000; therefore be it

RESOLVED: That the Tioga County Legislature authorizes and directs the Chair to execute the First Amendment to Agreement between Tioga County and H2O Partners retroactive to November 5, 2015.

REFERRED TO:

LEGAL/FINANCE

RESOLUTION NO. -15

AUTHORIZE EXECUTION OF
COOPERATIVE AGREEMENT
BETWEEN THE DEPT. OF SOCIAL
SERVICES AND THE SHERIFF'S
DEPARTMENT

WHEREAS: Tioga County is implementing a Direct Charge Pilot Program that will maximize State reimbursement for security services, escort, protection and transport services; and

WHEREAS: The Sheriff's Department will directly charge the Department of Social Services for its services and support pursuant to a Cooperative Agreement; therefore be it

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

RESOLVED: That the Cooperative Agreement between the Department of Social Services and the Sheriff's Department shall be submitted to the New York State Office of Temporary and Disability Assistance and the Office of Children and Family Services for approval.

REFERRED TO:

PUBLIC WORKS

RESOLUTION NO. -15

ABANDON OAK HILL ROAD SOUTH
TO TOWN OF BARTON

WHEREAS: Tioga County has determined that there are several County Roads that don't meet any of the following characteristics of a County Road, which includes:

- Roads which connect population centers
- Roads that connect State Roads or with other County Rd.
- Major roads that pass through two or more towns
- Roads that serve a major industry or otherwise serve an important interest of the County, and

WHEREAS: The Town of Barton has submitted resolution 03-2015 accepting ownership of the section of Oak Hill Rd. from State Route 17C to Old Barton Rd.(0.28 mile) which is known as " Oak Hill Rd. South"; and

WHEREAS: Oak Hill Road South in the Town of Barton doesn't fit into the above categories; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes abandonment of Oak Hill Road South to the Town of Barton effective November 11, 2015.

REFERRED TO:

PUBLIC SAFETY

RESOLUTION NO. -15

AWARD BID FOR
CANDOR FIRE TOWER ACCESS ROAD

WHEREAS: The Bureau of Fire received a Round Two Inter-Operable Communications Grant; and

WHEREAS: There is a need to construct a Candor fire tower access road;
and

WHEREAS: On October 27, 2015 sealed bids were opened and the results were as follows:

Bothar Construction	Binghamton, NY	\$ 84,240.00
Broome Bituminous	Vestal, NY	\$ 97,790.00
Ironwood Heavy Equipment	Rochester, NY	\$239,968.00
Edger Enterprises	Elmira Heights, NY	\$152,860.00
M.R. Dirt	Towanda, PA	\$ 97,656.00
Nelson & Streeter	Pine City, NY	\$174,600.00
R.B. Robinson	Candor, NY	\$102,660.00
Solid Ground Services	Troy, PA	\$ 59,936.00
ZMK Construction	Apalachin, NY	\$102,850.00

And

WHEREAS: Richard Perkins, Deputy Commissioner of Public Works has completed the review of the bids and finds the low bidder Solid Ground Services, Troy PA meets all of the qualifications of the bid specifications; therefore be it

RESOLVED: That the Tioga County Legislature authorizes awarding the bid to Solid Ground Services, Troy, PA not to exceed \$59,936.00 to be paid out of account A3415 540140.

REFERRED TO:

PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -15

AMEND COUNTY POLICY 3;
SECTION I: ORIENTATION

WHEREAS: County Policy 3, Section IA: *Hiring of New Employees* currently indicates all new hires shall be subject to a pre-employment physical examination; and

WHEREAS: This passage is no longer accurate and instead now needs to indicate that new hires as of 1/1/2016 shall be subject to a pre-employment background check in accordance with County Policy 43: Tioga County Comprehensive Information Security Policy; therefore be it

RESOLVED: That paragraph I.A.1. of County Policy 3 be revised to read:

“1. With the exception of elected officials, Board of Elections employees and temporary employees, all new hires as of January 1, 2016 shall be subject to a pre-employment background check to determine suitability for employment.”

And be it further

RESOLVED: That those Departments who already conduct background checks for certain employees, as required by regulations, shall continue to follow the same practice and Personnel will coordinate the pre-employment background checks for all other new hires; and be it further

RESOLVED: That the remainder of Policy 3 is unchanged

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. –15

AMEND POLICY 23
PURCHASING AND PAYMENT POLICY

WHEREAS: Policy 23 Purchasing and Payment Policy Section III Purchasing Cards needs to be amended to reflect changes regarding new Financial Management Accounting System; therefore be it

RESOLVED: That Policy 23 Purchasing and Payment Policy Section III Purchasing Cards be amended as follows:

III: PURCHASING CARDS

Purchasing Cards are used in Tioga County as a means of providing an efficient and convenient method of purchasing and paying for small-dollar goods and services (\$2,500 or less). The program grants the authority for these commitments to those staff members in Tioga County who have been authorized to utilize a purchasing card. With this granting of authority, a cardholder also assumes complete accountability for the proper use of the card, as detailed in this policy.

The County Legislature grants authority to the Deputy County Treasurer/Program Administrator to issue Purchasing Cards to department heads for an amount to be determined by the County Legislature up to \$2,500.00 upon the recommendation of the Deputy County Treasurer/Program Administrator. Individual cards are limited to \$2,500 a month with a transaction limit of \$1,000. Departmental cards will have a transaction limit of \$2,500 and a varying monthly limit depending on the size of the department, from \$5,000 for smaller departments and up to \$50,000 for larger departments. Velocity controls limit only five purchases per day per card, but may be increased by request from the Deputy County Treasurer/Program Administrator. Departmental requests may be made to the Deputy County Treasurer/Program Administrator for an increase in the departmental card limit to pay for recurring monthly charges. These requests will be granted in concurrence with the County Auditor.

Purchasing cards may only be used for the purchase of those supplies and services that are directly related to the support and execution of the responsibilities of the using department. Improper use of a purchasing card will result in a revocation of card privileges and possible disciplinary action.

Proper Tioga County Purchasing Policies and Procedures should be followed.

The following transactions are specifically identified as those that should not be made with a purchasing card:

- Cash Advances
- Personal Gifts
- Items for Personal Use
- Alcoholic Beverages

Exceptions to this list may be only made by the Deputy County Treasurer/Program Administrator in advance of charge. Inappropriate use of Purchasing Cards will be reviewed by the Deputy County Treasurer/Program Administrator and cards will be restricted and/or canceled if inappropriate use identified.

Program Administration

The Deputy Treasurer has been designated as the purchasing card “Program Administrator”.

The Program Administrator will provide for the issue of VISA® purchasing cards to department heads and appropriate designees based on the demonstration of need. Those purchasing cards will be retained by the Departments responsible for them. All cards should be kept in a secure place (lock box or locked desk) and signed out when needed.

Individual Responsibilities

- A. The department head, working with the Program Administrator, determines how many employees in the department should be issued purchasing cards. This number should be kept to a reasonable amount of employees. Card applications (Exhibit A) are then completed by employees. Department heads then review and sign completed application forms (Exhibit A) and send them to the Card Administrator. Department heads must notify the Card Administrator immediately if they wish to revoke a card or if a cardholder terminates employment with Tioga County.
- B. The Program Administrator will distribute the cards to the employees after they are received. The employee must review the Purchase Card policies before receiving the card. The employee must sign the card immediately and complete the Purchasing Card Program Employee Agreement (Exhibit C) and the Employee Acknowledgement (Exhibit D). The Employee Acknowledgement is to confirm receipt of the card. The employee must also activate the card from their phone.
- C. If a card is lost, stolen, or misplaced, the cardholder is responsible for immediately notifying VISA® at any hour of any day, and as early as possible on the next business day, the Program Administrator.
- D. The VISA® contact number is 1-800-847-2911. The Program Administrator number is 607-687-8669.
- E. Individual cardholders are charged with using their cards properly. Department Heads are responsible for monitoring proper card usage and reviewing.
- F. The Program Administrator is responsible for maintaining a file of individuals authorized to make purchasing card transactions. The Program Administrator is also the focal point for overall program administration and problem resolution.
- G. The County Auditor audits and approves the consolidated monthly VISA® Purchasing Card statement for payment from the Munis site.

Application Procedure

- A. To request a purchase card for an employee, a Department Head submits an application (Exhibit A). The application must include a department or cost center code that can be used to allocate purchases made by the cardholder.
- B. Both the applicant and the applicant's Department Head must sign and date the form.
- C. The Program Administrator then approves and processes the purchasing card requests. The Program Administrator keeps the applications on file permanently.

- D. Each purchase card is issued to Tioga County and the individual employee named on the card. No one else can use this card-even in an emergency situation.
- E. When cardholders receive their card, they must sign and return an acknowledgement letter (Exhibit B) and, if they have not previously signed one, a Tioga County Purchasing Card Program Agreement (Exhibit C). The acknowledgement letter confirms receipt of the card, while the agreement is the employee's signed pledge to follow the purchasing card policies and accept responsibility for any personal misuse of the card.

Using the Purchasing Card

- A. The purchasing card program is designed to let end-users of goods and services buy these necessary items directly from vendors, thus increasing efficiency, decreasing cycle time and reducing paperwork.
- B. Tioga County's general criteria for using a purchasing card are:
 - Eligible orders must total \$2,500 or less (including freight)
 - Goods or services that total more than \$2,500 may not be broken into smaller purchases (parceling) to avoid going over the limit.
 - No cardholder may make more than five (5) purchases per day or ten (10) purchases per month unless approved by the Program Administrator.
 - Each cardholder must use the Munis web-based online system (<http://munis.co.tioga.ny.us:55000>) to review and approve all charges or place into dispute charges to their credit card.
 - Eligible orders still must be under use code budgeted amount.
- C. While most merchants will accept the purchasing card, some merchandise and merchants may be excluded from the purchasing card program. If the card is presented to an excluded merchant, the transaction will be declined.
 If a cardholder believes a vendor who declines a transaction should fall within an approved category, he/she should contact the VISA® customer service number on the card to determine if the transaction was declined because of the cardholder exceeded a daily or monthly limit on the number of transactions or total value of transactions.
 When a cardholder is declined at a point-of-sale terminal, VISA® Commercial Card Customer Service will not authorize the transaction, but will identify the reason for the decline. If a merchant has been improperly excluded, the cardholder can contact the Program Administrator to change the blocking procedure that is in place. If a dollar limit has been exceeded, the cardholder should contact his or her Department Head to determine if the card limit can be increased.
- D. No Tioga County employee shall attempt to purchase an item using a purchasing card issued to another person. Delegation of authority is not permitted in regard to card transactions.
- E. More than one person may be authorized to use a "department card" or "virtual ghost account". A ghost account is set up to allow multiple individuals within a single department to telephone orders to one or several vendors using the same account number. The account number should be safeguarded as carefully as a physical card and no one but authorized individuals should attempt to use it. The Department Head is responsible for accuracy and charges on accounts.

- F. Each purchasing card is linked to a unique cost center/department code. All purchases made with the card are automatically charged to the corresponding cost center/department code unless another cost or project code is given when a statement of account report is created on Munis.
- G. When using the Purchasing card for travel, information pertaining to the conference, seminar, etc. should be included with detailed receipts and Munis statement of account report for reconciliation and submission to the County Auditor. Meals purchased with the card should be in accordance with Tioga County Policy 11, section VII following the GSA per diem rates. If the meal purchased exceeds the per diem, the cardholder will be responsible for reimbursing the exceeding amount to the county. A personal check made payable to the Tioga County Treasurer should be included with the paperwork required for submission to the County Auditor.
- H. Purchasing card transaction receipts should be kept for reconciliation. For telephone orders, the cardholder should request a receipt from the vendor and keep for reconciliation.
- I. If any item purchased with the purchasing card is returned, the merchant must credit the card account. The cardholder should also include any credit receipt with the reconciliation paperwork.
- J. The Program Administrator is responsible for all card maintenance for both the M&T site and Munis site, and must be notified of any updates or changes that are needed, such as a cardholder's change of name or a change in transaction authorization limits. Department Heads request these changes by completing the appropriate sections of the same application form used to obtain new cards.

Monthly Reconciliation

- A. VISA® will e-mail a monthly activity statement around the 1st of each month to each individual cardholder and also sends a consolidated statement to the Treasurer's Office which is then copied and forwarded to the County Auditor. These monthly activity statements do not need to be attached to the Munis Purchasing Card Statement.
- B. Each employee who has a purchasing card is responsible for verifying the accuracy of charges by performing the following reconciliation steps; on-line at the Munis website: <http://munis.co.tioga.ny.us:55000>
- C. If an error is discovered on the monthly activity statement, the cardholder should immediately notify the County Auditor. Errors not reported within 60 days cannot be reported on-line. Disputes for charges over 60 days old will need to be reported through the M&T Bank Customer Service 800 number.
- D. The cardholder creates a Purchase Card Statement on Munis and scans and includes corresponding receipts and/or invoices, which then flow through a workflow process to the Department Head and then to the County Auditor for review and approval. Purchases will be imported on a weekly basis to Munis. Departments may weekly review their statements and send for workflow processing, but at minimum Purchase Card Statements shall be done on a bi-weekly basis.
- E. The approving department head is responsible for reviewing and approving the Purchase Card Statement bi-weekly. The County Auditor then reviews the information for accuracy and final approval for accounting purposes. By his/her approval, the department head indicates that all charges for the cardholder have been

reviewed and approved as expenditures made in compliance with the Tioga County Purchasing policies.

Billing and Remittance Procedures

Tioga County's Purchasing Card Payment System is done through Munis. Each cardholder receives a statement through Munis weekly and most reconcile bi-weekly. A summary of all charges with supporting detail through Munis is sent to the County Auditor who posts the individual totals to the proper accounts based on the department or cost center code linked to each card number. The actual payment is automatically debited from our General Fund Bank Account on the 10th of the following month.

If required, charges may be re-allocated to other accounts by changing the account coding on the transaction screen on-line.

Reconciling the transactions shown on the monthly activity statement supplied by VISA® with the cardholder's individual charge slips is the primary responsibility of the cardholder.

Vendors should not charge unless goods have been delivered or services rendered.

Auditing

All card purchases will be audited by the County Auditor to confirm the Purchasing Cards are being utilized responsibly, receipts are being retained, the Cardholder's statements are being reconciled on a timely basis and accounts are being charged. If there are discrepancies, inaccurate charges, etc., the Program Administrator will be notified who will then determine action necessary.

Records

An example of a monthly Purchase Card Statement from Munis is attached (Exhibit E).

If the purchasing card is used to purchase anything related to travel, conference information must be included.

A Purchasing Card Statement that includes any meal purchased exceeding the per diem rate must have check included for reimbursement to the County made payable to the Tioga County Treasurer.

Any purchase that does not include an accounting code is posted as an operating expense for that department/cost center linked to the cardholder in Munis.

Budget Allocations

General ledger entries related to purchasing card use are posted on a bi-weekly basis.

If a transfer or adjustment of operating expense is required, the Treasurer's Office will make the adjustment in the month the request is received through the Financial Guidelines processes in place.

Summary

Participating suppliers are paid by VISA® within 24 to 48 hours of each business transaction depending on their relationship with the processing bank.

Tioga County asks its employee cardholders to exercise good judgment and act responsibly when using their VISA® Purchasing Cards.

These cards are issued in the names of individual employees and all activity is assumed to have been incurred by employees named on the cards even though the Treasurer's Office will be responsible for actual payment.

We ask employees to always retain card receipts and safeguard your credit card.

If you have any questions about the purchasing card program or need additional information, please contact the Tioga County Program Administrator.

And be it further

RESOLVED: That Exhibit E Statement of Account Report is replaced as follows:

Exhibit E Statement of Account Report

Card and Statement

Card number: 4715562551000364
 Current card holder: Cathy Haskell
 Name on card: Cathy Haskell
 Statement ID: 1
 Statement code: 070115

Transaction

Munis Transaction ID: 1 [Notes]
 Card holder for transaction: Cathy Haskell
 Vendor: 106 ... Tioga County Treasurer
 Charge description: [Empty]
 Charge date: 06/30/2015
 Post date: 07/01/2015
 Import date: 09/08/2015
 MCC code: [Empty]
 Commodity code: [Empty]
 Transaction amount: 100.00
 Allocation code: [Empty]
 Contract: [Empty] [Contract]
 PO year/number/line: [Empty] [PO Liquidation]
 Document number: 3 [Invoice]

Allocations

PA Ty...	Project Account	Org	Obj	Project	Description	Percent	Amount	A	GL Bud	PA Bud
		A1010	540420		Office Supplies	100.000	100.00	N	A	

And be it further

RESOLVED: That the remainder of Policy 23 remain in full force and effect.

REFERRED TO:

FINANCE/LEGAL

RESOLUTION NO. –15

AMEND POLICY 39 –
ASSIGNMENT & USE OF
COUNTY VEHICLES

WHEREAS: County Policy 39 Assignment & Use of County Vehicles needs to be amended regarding Section IV Approved Driver List; and

WHEREAS: Section IV Approved Driver List needs to include a statement about mandatory driver training for employees on the approved driver list; and

WHEREAS: Section IV Approved Driver List needs to include a statement about Legislators who operate a County vehicle and/or personal vehicle for County business to take mandatory driver training on-line; therefore be it

RESOLVED: That Policy 39 Assignment & Use of County Vehicles Section IV Approved Driver List be amended as follows:

Section IV-A. – Approved Driver List - Add a sentence as follows:

“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 every three years to attend a driver training full day course certification and/or recertification.”

x

Section IV. – Approved Driver List – Add D as follows:

“D. All Legislators who operate a County vehicle and/or personal vehicle for County business and receive reimbursement shall be required every three years to either attend a driver training full day course certification and/or recertification or take a course on-line every three years for certification and/or recertification. If taking the course on-line, shall produce a certificate of certification to the Safety Officer within a month of taking said course.”

And be it further

RESOLVED: That the remainder of Policy 39 – Assignment & Use of County Vehicles shall remain in full force and effect.

REFERRED TO:

PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -15

AMEND COUNTY POLICY 44;
NON-UNION BENEFITS

WHEREAS: County Policy 44 outlines various benefits available to Non-Union employees; and

WHEREAS: The 2016 funding level of the Health Reimbursement Accounts needs to be addressed; therefore be it

RESOLVED: That effective January 1, 2016, the following change shall take effect:

SECTION 5: HEALTH & DENTAL INSURANCE

The section regarding the Health Reimbursement Accounts shall be changed as follows:

For 2012 – 2016, the Health Reimbursement Accounts shall be funded by the County at the following levels:

Individual:	\$2,600
Family:	\$5,200

And be it further

RESOLVED: That the remainder of Policy 44 is unchanged.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -15

AUTHORIZE CONTRACT WITH THE HARTFORD
TO ADMINISTER MEDICARE ELIGIBLE RETIREE
HEALTH INSURANCE

WHEREAS: Effective January 1, 2014 Tioga County implemented The Hartford Medicare Supplemental Plan F coupled with a drug plan with \$5/\$15/\$30 co-pays for Medicare eligible retirees and retirees' spouses; and

WHEREAS: This Medicare plan continues to provide optimal coverage to Medicare eligible retirees at a lower cost to Tioga County than previous coverage offered; and

WHEREAS: The Hartford has submitted a new contract to administer the Medicare Supplemental Plan F and drug plan with \$5/\$15/\$30 co-pays for the period of January 1, 2016 through December 31, 2016; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to enter into a contract with The Hartford, subject to review by the County Attorney, to administer these insurance benefits for Tioga County for the period January 1, 2016 through December 31, 2016.

REFERRED TO: PERSONNEL COMMITTEE

RESOLUTION NO. -15 AUTHORIZE PURCHASE OF SPECIFIC EXCESS
AND EMPLOYERS' LIABILITY INSURANCE FOR
WORKERS' COMPENSATION PROGRAM

WHEREAS: The Tioga County Self-Insurance Plan's excess insurance policy and employers' liability insurance policy expire December 31, 2015; and

WHEREAS: The Tioga County Self-Insurance Plan by-laws allow the committee to purchase excess or catastrophic insurance; and

WHEREAS: The continuance of both excess and employers' liability insurance policies help to limit exposure to the Tioga County Self-Insurance Plan; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to purchase specific excess insurance and employers' liability insurance, subject to review by the County Attorney, from an A- Rated or better insurance company for the period of January 1, 2016 through December 31, 2016 to be paid for out of the 2016 Tioga County Self-Insurance budget.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -15

AUTHORIZE CONTRACT RENEWAL
CSEA EMPLOYEE BENEFIT FUND

WHEREAS: Resolution #276-11 authorized a contract with CSEA Benefit Fund to administer Solstice Vision and Dental plans for CSEA and Non-Union employees; and

WHEREAS: The Dental and Vision plans are contractual benefits for CSEA employees, to be continued for 2016; therefore be it

RESOLVED: That the Chair of the Legislature is hereby authorized to sign a contract, subject to review by the County Attorney, with CSEA Employee Benefit Fund for the purpose of facilitating the Solstice Dental and Solstice Vision plans for the period of January 1, 2016 – December 31, 2016

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -15

AUTHORIZE CONTRACT FOR
BACKGROUND CHECKS
(PERSONNEL)

WHEREAS: The Information Security Policy adopted in October 2015 contains a requirement that all new hires as of January 1, 2016 have a background check conducted; and

WHEREAS: The Personnel Department will coordinate the background checks being conducted pre-employment by an outside agency; and

WHEREAS: There is interest in contracting with a local agency for these services in order to expedite the process and avoid unnecessary delays in the hiring process; and

WHEREAS: Evolution Consulting, LLC (EVOCON) has a proven track record for providing quality service at a reasonable price; therefore be it

RESOLVED: That the Personnel Department is hereby authorized to enter into a contract with EVOCON to conduct background checks as of January 1, 2016; and be it further

RESOLVED: That said contract shall be in effect January 1, 2016 – December 31, 2016.

REFERRED TO:

LEGISLATIVE COMMITTEE

RESOLUTION NO. -15

AUTHORIZE APPOINTMENT OF
2ND ASSISTANT DISTRICT
ATTORNEY
DISTRICT ATTORNEY'S OFFICE

WHEREAS: The 2nd Assistant District Attorney position has been vacant since September 21, 2015; and

WHEREAS: In order to maintain efficiencies within his office, the District Attorney seeks to fill this vacancy by promoting the 3rd Assistant District Attorney to the position; therefore be it

RESOLVED: That the Tioga County District Attorney is hereby authorized to appoint Palmer J. Pelella to the position of 2nd Assistant District Attorney at an annual salary of \$45,129 (non-union base) effective November 16, 2015.

REFERRED TO:

LEGISLATIVE COMMITTEE

RESOLUTION NO. -15

AUTHORIZE SALARY INCREASE
OF 1ST ASSISTANT DISTRICT
ATTORNEY
DISTRICT ATTORNEY'S OFFICE

WHEREAS: The 1st Assistant District Attorney position was backfilled on September 21, 2015; and

WHEREAS: Based upon the actual workload within the office, there is a need to increase the work hours of the 1st Assistant District Attorney from part-time to full-time and also increase the annual salary of said incumbent; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes the increase of work hours of the 1st Assistant District Attorney from part-time to full-time and that Cheryl Mancini's annual salary shall be increased to \$65,000.00 effective November 16, 2015.