



FINANCE, LEGAL & SAFETY COMMITTEE

May 13, 2025

10:30 A.M.

- APPROVAL OF MINUTES: April 15, 2025

- FINANCIAL
 - Safety
 - Law

- OLD BUSINESS
 - Litigation

- NEW BUSINESS
 - County Attorney's Association of the State of New York (CAASNY) Spring Meeting
 - Workplace Violence Assessments

- PERSONNEL
 - 3rd Assistant County Attorney vacancy
 - Safety Officer's Vacation: May 16 to May 23, 2025

- RESOLUTIONS
 - TRANSFER OF FUNDS 2025 BUDGET MODIFICATION DISTRICT ATTORNEY

- PROCLAMATIONS
 - N/A

- EXECUTIVE SESSION

- ADJOURNMENT

Office of the County Attorney

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

Peter J. DeWind County Attorney ☎ 607 687 8253 📠 607 223 7003 🌐 www.TiogaCountyNY.com



FINANCE, LEGAL & SAFETY COMMITTEE

April 15, 2025

10:30 A.M.

ATTENDANCE:

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

Staff: Legislative Clerk Haskell, County Attorney DeWind, Treasurer McFadden, Safety Officer Holbrook Personnel Officer Parke, Chief Accountant Schurter, County Administrator Bailey, Indigent Legal Services (ILS) Administrator Graven, Public Defender Cline, Public Health Director Vroman,

Guests: Andrew Aronstam

• APPROVAL OF MINUTES:

- Legislator Monell asked for a motion to approve March 11, 2025, minutes. Legislator Ciotoli made the motion seconded by Legislator Brown and was unanimously carried.

• FINANCIAL:

- Legal and Safety: Legal and Safety's budgets are tracking well currently. Mr. DeWind is continuing to watch the Legal Fees line.

• OLD BUSINESS:

- Litigation: Cases continue to be monitored.
- Annual Policy Review/Attestation and Statement of Financial Disclosure for Schedule A Employees: Employees have completed their annual policy reviews and financial disclosures for Schedule A employees are nearing the completion date of May 15, 2025.

• NEW BUSINESS:

- Active Asset List: The asset list has been updated and completed.
- Audiograms for Public Works: Public Work employees have completed testing and training that is required yearly for this program.
- Forklift Training for Public Works: A certification training course, valid for three years, was completed for thirty (30) Public Works employees. This

- training was completed in-house at a substantial savings to the County.
- Safety System Testing: Ms. Holbrook is working on mapping out the panic alarm buttons as the alarms need to be tested quarterly.
- PERSONNEL:
 - 3rd Assistant County Attorney: There have been no new applications for this position.
 - Assistant Public Defender vacancy: A suitable candidate has been found and has accepted an offer. A late file resolution has been submitted for Legislative approval.
- RESOLUTIONS: AMEND RESOLUTION NO. 277-06; AS AMENDED BY RESOLUTION NO. 38-23; APPOINT ADA COORDINATOR; EXECUTE LEASE AND EASEMENT AGREEMENT OF PROPERTY LOCATED AT PROSPECT HILL ROAD, WAVERLY, NEW YORK TO MAINTAIN AN ACCESS ROAD FOR THE RADIO TOWER PROJECT; EXECUTE LEASE AND EASEMENT AGREEMENT OF PROPERTY LOCATED AT TINKHAM ROAD, WAVERLY, NEW YORK TO MAINTAIN AN ACCESS ROAD FOR THE RADIO TOWER PROJECT; TRANSFER OF RESERVE FUNDS 2025 BUDGET MODIFICATION DISTRICT ATTORNEY; AUTHORIZE RECLASSIFICATION AND ESTABLISH SALARY FOR PART-TIME GRANTS AND PROGRAMS ADMINISTRATIVE ASSISTANT (TREASURER'S OFFICE); AUTHORIZE RECLASSIFICATION AND ESTABLISH SALARY FOR PART-TIME PARALEGAL (ASSIGNED COUNSEL PROGRAM) (TREASURER'S OFFICE); AUTHORIZE CONTRACT BETWEEN NYS OFFICE OF INDIGENT LEGAL SERVICES AND TIOGA COUNTY; ACCEPT INDIGENT LEGAL SERVICES AWARD AND AMEND 2025 BUDGET were moved into full Legislative Session without further questions.
- PROCLAMATIONS
 - Fair Housing Month
- EXECUTIVE SESSION
 - N/A
- ADJOURNMENT:
 - Legislator Monell adjourned the Legal & Safety Committee at 11:08 A.M.

Respectfully submitted,

Christine Freyvogel

Paralegal to the County Attorney

DRAFT



TIOGA COUNTY, NEW YORK

Tioga County 2025 LEGAL BUDGET REPORT

FOR 2025 12

| | ORIGINAL APPROP | TRNFRS/ ADJSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|---------------------------------|--------------------|---------------------|-------------------|-------------------|------------------|---------------------|----------------|
| A General Fund | | | | | | | |
| A1420 Law | | | | | | | |
| A1420 412706 Shared Services-At | -50,079 | 0 | -50,079 | .00 | .00 | -50,079.00 | .00* |
| A1420 510010 Full Time | 231,528 | -46,489 | 185,039 | 65,182.42 | .00 | 119,856.13 | 35.2% |
| A1420 510020 Part Time/Temporar | 41,641 | 0 | 41,641 | 12,444.43 | .00 | 29,196.57 | 29.9% |
| A1420 520200 Office Equipment | 450 | 0 | 450 | .00 | .00 | 450.00 | .0% |
| A1420 540000 Contract Expense | 500 | 0 | 500 | 91.71 | .00 | 408.29 | 18.3% |
| A1420 540010 Advertising | 635 | 0 | 635 | .00 | .00 | 635.00 | .0% |
| A1420 540040 Books | 1,500 | 0 | 1,500 | 631.61 | .00 | 868.39 | 42.1% |
| A1420 540180 Dues | 2,400 | 0 | 2,400 | 634.00 | .00 | 1,766.00 | 26.4% |
| A1420 540330 Legal Fees | 65,000 | 0 | 65,000 | 18,757.50 | 28,200.00 | 18,042.50 | 72.2% |
| A1420 540331 Legal Fees-Adolesc | 1,500 | 0 | 1,500 | .00 | .00 | 1,500.00 | .0% |
| A1420 540390 Mileage Expense | 300 | 0 | 300 | .00 | .00 | 300.00 | .0% |
| A1420 540420 Office Supplies | 825 | 0 | 825 | 20.44 | .00 | 804.56 | 2.5% |
| A1420 540480 Postage | 150 | 0 | 150 | 23.84 | .00 | 126.16 | 15.9% |
| A1420 540485 Printing/Paper | 400 | 0 | 400 | 116.04 | .00 | 283.96 | 29.0% |
| A1420 540731 Training/State Req | 1,000 | 0 | 1,000 | 436.00 | .00 | 564.00 | 43.6% |
| A1420 581088 State Retirement F | 27,207 | -5,997 | 21,210 | 6,631.11 | .00 | 14,579.14 | 31.3% |
| A1420 583088 Social Security Fr | 20,191 | -3,589 | 16,602 | 6,322.54 | .00 | 10,279.56 | 38.1% |
| A1420 584088 Workers Compensati | 4,780 | -971 | 3,809 | 1,477.41 | .00 | 2,331.44 | 38.8% |
| A1420 585588 Disability Insuran | 204 | -57 | 147 | 53.28 | .00 | 93.82 | 36.2% |
| A1420 586088 Health Insurance F | 94,872 | -9,493 | 85,379 | 33,082.98 | .00 | 52,296.02 | 38.7% |
| A1420 588988 Eap Fringe | 64 | -13 | 51 | 19.47 | .00 | 31.48 | 38.2% |
| TOTAL Law | 445,068 | -66,609 | 378,459 | 145,924.78 | 28,200.00 | 204,334.02 | 46.0% |
| TOTAL General Fund | 445,068 | -66,609 | 378,459 | 145,924.78 | 28,200.00 | 204,334.02 | 46.0% |
| TOTAL REVENUES | -50,079 | 0 | -50,079 | .00 | .00 | -50,079.00 | |
| TOTAL EXPENSES | 495,147 | -66,609 | 428,538 | 145,924.78 | 28,200.00 | 254,413.02 | |
| GRAND TOTAL | 445,068 | -66,609 | 378,459 | 145,924.78 | 28,200.00 | 204,334.02 | 46.0% |

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



TIOGA COUNTY, NEW YORK

Tioga County 2025 SAFETY BUDGET REPORT

FOR 2025 12

| | ORIGINAL APPROP | TRANSFRS/ ADJUSTMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|---------------------------------------|--------------------|------------------------|-------------------|------------------|-------------------|---------------------|----------------|
| CI Liability Insurance Fund | | | | | | | |
| CI8042 504 Coordinator/Safety | | | | | | | |
| CI8042 424010 Interest And Earn | 0 | 0 | 0 | -1,934.69 | .00 | 1,934.69 | 100.0% |
| CI8042 510010 Fulltime | 60,568 | 0 | 60,568 | 18,100.68 | .00 | 42,467.32 | 29.9% |
| CI8042 540070 Car Maintenance | 1,000 | 0 | 1,000 | .00 | .00 | 1,000.00 | .0% |
| CI8042 540140 Contracting Servi | 4,500 | 0 | 4,500 | 2,097.00 | 803.00 | 1,600.00 | 64.4% |
| CI8042 540140 M7674 Contracting | 160,000 | 161,000 | 321,000 | 43,756.21 | 116,243.79 | 161,000.00 | 49.8% |
| CI8042 540220 Automobile Fuel | 200 | 0 | 200 | .00 | .00 | 200.00 | .0% |
| CI8042 540340 Literature | 50 | 0 | 50 | .00 | .00 | 50.00 | .0% |
| CI8042 540410 Nursing Supplies | 2,000 | 0 | 2,000 | 89.97 | .00 | 1,910.03 | 4.5% |
| CI8042 540420 Office Supplies | 400 | 0 | 400 | 162.55 | .00 | 237.45 | 40.6% |
| CI8042 540480 Postage | 75 | 0 | 75 | .00 | .00 | 75.00 | .0% |
| CI8042 540640 Supplies (Not off | 600 | 0 | 600 | 192.24 | .00 | 407.76 | 32.0% |
| CI8042 540733 Training/Al) Othe | 2,500 | 0 | 2,500 | 440.57 | .00 | 2,059.43 | 17.6% |
| CI8042 581088 State Retirement | 7,113 | 0 | 7,113 | 3,265.11 | .00 | 3,847.89 | 45.9% |
| CI8042 583088 Social Security F | 4,477 | 0 | 4,477 | 1,469.98 | .00 | 3,007.02 | 32.8% |
| CI8042 584088 Workers Compensat | 1,195 | 0 | 1,195 | 402.93 | .00 | 792.07 | 33.7% |
| CI8042 585588 Disability Insura | 68 | 0 | 68 | 19.98 | .00 | 48.02 | 29.4% |
| CI8042 586088 Health Insurance | 28,133 | 0 | 28,133 | 10,240.83 | .00 | 17,892.17 | 36.4% |
| CI8042 588988 Eap Fringe | 16 | 0 | 16 | 5.31 | .00 | 10.69 | 33.2% |
| TOTAL 504 Coordinator/Safety | 272,895 | 161,000 | 433,895 | 78,308.67 | 117,046.79 | 238,539.54 | 45.0% |
| TOTAL Liability Insurance Fund | 272,895 | 161,000 | 433,895 | 78,308.67 | 117,046.79 | 238,539.54 | 45.0% |
| TOTAL REVENUES | 0 | 0 | 0 | -1,934.69 | .00 | 1,934.69 | |
| TOTAL EXPENSES | 272,895 | 161,000 | 433,895 | 80,243.36 | 117,046.79 | 236,604.85 | |
| GRAND TOTAL | 272,895 | 161,000 | 433,895 | 78,308.67 | 117,046.79 | 238,539.54 | 45.0% |

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

REFERRED TO: FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 TRANSFER OF FUNDS
2025 BUDGET MODIFICATION
DISTRICT ATTORNEY

WHEREAS: The District Attorney's Office has a need to fund Tioga County Probation for electronic monitoring devices and services for defendants using the Discovery Grant; and

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

RESOLVED: That the District Attorney's budget be modified and the following sums be transferred from within the District Attorney's budget to Probation's budget to cover the costs of said subscription.

From: A1165 430891 State Aid Grant-Discovery Reform \$8,000.00

To: A3142 540140 Contracting Services \$8,000.00