


<p><b>Agenda</b></p> 	<p style="text-align: center;"><b>TIOGA COUNTY LEGISLATURE</b></p> <p style="text-align: right;">9/13/2022 12:00 PM EDWARD D. HUBBARD AUDITORIUM Ronald E. Dougherty County Office Building 56 Main Street Owego NY 13827</p>	
<p>Meeting called by:</p>	<p>Chair Martha Sauerbrey</p>	
<p>Type of meeting:</p>	<p>9<sup>th</sup> Regular</p>	
<p>Attendees:</p>	<p>Legislator Brown Legislator Ciotoli Legislator Hollenbeck Legislator Monell Legislator Mullen Legislator Roberts Legislator Sauerbrey Legislator Standinger Legislator Weston</p>	
<p><b>Agenda topics</b></p>		
<p>Invocation Pledge of Allegiance  Recognition Resolution (1)  Employee Recognition Presentation  Proclamations (4)</p>	<p>Legislator Standinger Legislator Standinger  Carlton Snapp, Public Works  Employee Recognition &amp; Appreciation Week Healthy Aging Month Child Welfare Appreciation Week National Recovery Month in Tioga County</p>	

Privilege of the Floor Approval of Minutes Petitions, Communications & Notices Appointments/Reappointments Reports Standing Committees	August 9, 2022	
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RESOLUTIONS:	<ol style="list-style-type: none"> <li>1. Designation of Tioga County Local Development Corporation, D.B.A. Tioga County Tourism, as Authorized Tourism Promotion Agency for 2023</li> <li>2. Establish Equalization Rates</li> <li>3. Set Public Hearing for the New Ag &amp; Markets Agricultural Districts SEQR Short Environmental Assessment Form</li> <li>4. Set Public Hearing for Restore NY Communities Initiative Round 6 Application – River House Confectionery &amp; Mercantile Rehabilitation Project</li> <li>5. Set Public Hearing for Restore NY Communities Initiative Round 6 Application – Tioga Trails Rehabilitation Project</li> <li>6. Authorize Application for Absentee Ballot Pre-Paid Postage Grant</li> <li>7. Authorize Submission of Revised Hazard Mitigation Planning Grant Application Emergency Management, Soil &amp; Water, Economic Development &amp; Planning Revision</li> <li>8. Authorize the Submission of FY2022 Domestic Terrorism Prevention Grant Application – Office of Emergency Services</li> <li>9. Authorize the Submission of the 2022-2023 NYS STOP DWI High Visibility Engagement Application – STOP DWI</li> <li>10. Approve 2023 STOP DWI Plan</li> <li>11. Authorize 2022-2023 Contracts with SADD School Associates – STOP DWI</li> <li>12. Authorize Contract between Riverside Forensic Pathology, PLLC and Tioga County</li> <li>13. Authorization to Sign Contract – Social Services</li> <li>14. Resolution to Approve STSJP Contract for SFY 2022-2023 Probation as Lead Agency for Application for Funding via STSJP</li> <li>15. Authorize Capital Project American Rescue Plan Act (ARPA) Capital Appropriation Request 001</li> <li>16. Authorize Contract with Employee Network, Inc. (eni) for Employee Assistance Program</li> </ol>
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17. Authorize Purchase of Specific Excess and Employer's Liability Insurance for Workers' Compensation Program
18. Authorize Reimbursement from Remaining HAVA SHOEBOX Grant Funds and Budget Amendment
19. Authorize Acceptance of the NYS 2021-2022 PSAP Operations Grant and Modify 2022 Budget
20. 2022 Budget Modification and Transfer of Funds for Purchase of Office Chairs for the Legislative Office
21. Amend 2022 Budget Contingency Transfer Request – Medical Examiners & Coroners
22. Transfer Funds from Contingency and Amend Various Energy Budget Lines
23. Amend Budget and Transfer Funds – Public Works
24. Amend Budget and Transfer Funds for Chiller Replacement
25. Amend Budget and Appropriate Funds – Mental Hygiene and Public Health
26. Amend Budget & Appropriate Funds – Public Health
27. Appropriation of Funds and Budget Modification – Mental Hygiene
28. Appropriation of Funds and Amend 2022 Budget – Social Services
29. Appropriation of Funds and Amend 2022 Budget – Social Services
30. Clothing Allowance for the Safety Officer
31. Approve Sole Source Repair of Generator at PSB
32. Award Bid for the Culvert Replacement on Michigan Hollow Road
33. Award Bid for Chiller Replacement at the Public Safety Building
34. Create and Fill Seasonal Social Welfare Examiner Positions and Seasonal Office Specialist I Positions for the HEAP Program – Department of Social Services
35. Authorize Appointment of Software Support Liaison – Information Technology & Communication Services
36. Authorize Appointment of Deputy Director of Information Technology & Communication Services
37. Authorize Out-of-Title Pay – Department of Motor Vehicles
38. Amend Employee Handbook: Section VIII: Comprehensive Security Policy; Subsection XII – Information Security Officer

REFERRED TO: PUBLIC WORKS COMMITTEE

RESOLUTION NO. -22 RECOGNIZING CARLTON SNAPP'S  
35 YEARS OF DEDICATED SERVICE  
TO TIOGA COUNTY

WHEREAS: Carlton Snapp started his employment with Tioga County as Laborer of Public Works on September 29, 1986; and was promoted to Motor Equipment Operator II on June 20, 1988; and was promoted to Motor Equipment Operator III on January 1, 1991; and was promoted to Sign Maintenance Worker on November 4, 2002; and

WHEREAS: Carlton Snapp has been a dedicated and loyal employee in the performance of his duties and responsibilities during the past 35 years to the Public Works Department. He has earned the respect of his colleagues and peers throughout Tioga County; and

WHEREAS: Mr. Snapp is retiring on September 21, 2022; therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Carlton Snapp for his 35 years of dedicated and loyal service to the residents of Tioga County; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this dedicated and outstanding employee, Carlton Snapp.

**County of Tioga  
EXECUTIVE PROCLAMATION**

WHEREAS: The mission and services of Tioga County depend heavily on the tireless contributions of its dedicated employees; and

WHEREAS: The Tioga County Legislature wishes to recognize the efforts of all Tioga County employees; and

WHEREAS: The Employee Recognition Committee was created to provide a mechanism to show our appreciation for the Employees of Tioga County; and

WHEREAS: Those employees who have served for more than 25 years have shown a steadfast commitment to serving the well-being of the residents of Tioga County, and should be recognized by those whom they have served; and

WHEREAS: The Tioga County Legislature would like to especially recognize the following employees who have attained 25 years since last year's ceremonies:

<u>Name</u>	<u>Department</u>	<u>Years</u>
Brian Henry	Sheriff's Office	25
Kimberly Heyman	Social Services	25
Brenda Holt	Social Services	25
Shawn Nalepa	Sheriff's Office	25
Roy Schreiner	Sheriff's Office	25

NOW THEREFORE, THE TIOGA COUNTY LEGISLATURE does hereby proclaim and designate the week of September 19th – 23<sup>rd</sup>, 2022 as

**EMPLOYEE RECOGNITION AND APPRECIATION WEEK**

in the County of Tioga, New York, and call upon our citizens to join in recognizing these dedicated employees.

**COUNTY OF TIOGA  
EXECUTIVE PROCLAMATION**

WHEREAS: Aging is a normal and natural process that everyone undergoes, yet it can present challenges such as increased rates of chronic diseases including hypertension, diabetes, dementia, and arthritis; and

WHEREAS: The way an individual ages depends on a multitude of factors including heredity, physical health, mental health, lifestyle, and nutrition; and

WHEREAS: Remaining physically active, eating a balanced diet, being involved in your community, using preventative services such as cancer screenings, and most importantly managing your health can help you age in a graceful manner and decrease the likelihood of developing chronic conditions; and

WHEREAS: The number of older adults continues to grow in the United States; by the year 2030, 1 in 5 adults are projected to be 65 years or older; and

WHEREAS: According to 2020 census data, older adults account for 21.5% of Tioga County's population. Prioritizing healthy aging is crucial; and

WHEREAS: With an aging population comes an increased need for healthcare, long-term care, social services, senior housing, and other resources that support adults as they age; and

WHEREAS: Current resources for older adults in Tioga County include, but are not limited to, programs offered through Tioga Opportunities, Tioga County Department of Social Services, Tioga County Mental Hygiene, and Tioga County Public Health. Available services include congregate dining and home delivered meals, programs and activities for older adults, protective services, long term care services, and free home safety checks; therefore

The TIOGA COUNTY LEGISLATURE, County of Tioga, does hereby proclaim the month of September 2022 as:

**HEALTHY AGING MONTH**

and urges all residents 65 years and older to utilize available programs and services in our community, visit their primary care provider regularly, make healthy lifestyle choices, and enjoy their lives!

**COUNTY OF TIOGA  
EXECUTIVE PROCLAMATION**

WHEREAS: Tioga County child welfare workers are responsible for the health, safety, and wellbeing of all children in Tioga County; and

WHEREAS: Child welfare workers have the challenging task of investigating child abuse and neglect, providing services to families, assessing safety, providing support, and enhancing family connections and strengths to ensure that the children of Tioga County remain safely in their homes or are returned home as quickly as possible, and

WHEREAS: Child welfare workers are required to enter situations in which their personal safety may be put at risk by the very clients they serve as well by public health emergencies such as the COVID-19 pandemic; during which caseworkers continued to conduct investigations and work with families in person and in their homes at great risk to their own health; and

WHEREAS: Child welfare workers exhibit a dedication to their work to protect children and families while having enormous responsibility, under great criticism, with low levels of appreciation, and considerable impacts to their personal life; and

WHEREAS: Child welfare workers are under recognized local first responders and heroes; therefore

The TIOGA COUNTY LEGISLATURE hereby proclaims the week of September 12-16, 2022, as

**CHILD WELFARE APPRECIATION WEEK**

in Tioga County and recognize the outstanding dedication and perseverance of all of the Tioga County Department of Social Services Child Welfare Staff in Tioga County.

**COUNTY OF TIOGA  
EXECUTIVE PROCLAMATION**

WHEREAS: Prevention, treatment and recovery efforts improve the community's welfare and provide renewed outlook on life for those who, along with their family and friends, struggle with substance use disorders; and

WHEREAS: 17 million adults have a co-occurring mental health and substance use disorder; and

WHEREAS: Of the 38.7 million adults in the United States with a substance use disorder, 29.3% also have a co-occurring mental health disorder; and

WHEREAS: Substance use negatively affects children, families and loved-ones and takes a great toll on our society economically and in terms of safety; and

WHEREAS: Studies have indicated that people who made an effort to get treatment, but did not receive it, were concerned that receiving treatment might cause neighbors and community members to have negative opinions of them; and

WHEREAS: Fear and stigma continue to be barriers to seeking help for an addiction; and

WHEREAS: CASA - Trinity provides prevention, education, advocacy, early intervention and referral services for individuals, friends or family members who are living with an addiction; and

WHEREAS: Tioga County Department of Mental Hygiene remains eager and prepared to provide treatment for Tioga County citizens who choose to work toward recovery for a substance use disorder; and

WHEREAS: Such education and raising awareness is essential in overcoming misconceptions and achieving long-term recovery; and

WHEREAS: To help achieve this goal, the US Department of Health and Human Services, the Substance Use and Mental Health Services Administration, the White House Office of National Drug Control Policy, the New York State Office of Alcoholism and Substance Abuse Services, and the Tioga County Department of Mental Hygiene invite all Tioga County residents to participate in the 33<sup>rd</sup> anniversary of National Alcohol and Drug Addiction Recovery Month now known as National Recovery Month; therefore

The TIOGA COUNTY LEGISLATURE, County of Tioga, does hereby proclaim the month of September 2022 as:

**NATIONAL RECOVERY MONTH IN TIOGA COUNTY**



REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -22 DESIGNATION OF TIOGA COUNTY  
LOCAL DEVELOPMENT CORPORATION,  
D.B.A. TIOGA COUNTY TOURISM, AS  
AUTHORIZED TOURISM PROMOTION  
AGENCY FOR 2023

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 2023 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: ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -22 ESTABLISH EQUALIZATION RATES

RESOLVED: That under the provisions of Section 804 of the Real Property Tax Law, equalization rates for the purpose of apportioning 2023 County taxes among the several Towns are hereby established as follows:

Town of Barton	73.40
Town of Berkshire	91.00
Town of Candor	85.50
Town of Newark Valley	60.00
Town of Nichols	24.40
Town of Owego	62.00
Town of Richford	92.00
Town of Spencer	100.00
Town of Tioga	5.50

DRAFT

REFERRED TO: AG LEGISLATIVE COMMITTEE  
ED&P LEGISLATIVE COMMITTEE

RESOLUTION NO. -22 SET PUBLIC HEARING FOR THE NEW AG &  
MARKETS AGRICULTURAL DISTRICTS SEQR  
SHORT ENVIRONMENTAL ASSESSMENT FORM

WHEREAS: Tioga County Department of Economic Development & Planning is the administrator of the NYS Agricultural Districts Program pursuant to Article 25-AA of the New York State Agriculture & Markets Law; and

WHEREAS: NYS Department of Agriculture and Markets (Ag & Markets) is improving the SEQR process associated with unlisted modifications of Agricultural Districts; and

WHEREAS: This new process requires that every county adopt Ag & Markets new Agricultural Districts SEQR Short Environmental Assessment Form after a required public hearing; therefore be it

RESOLVED: That a public hearing will be held on Thursday, September 22, 2022 in the Legislative Conference Room of the Ronald E. Dougherty County Office Building located at 56 Main Street, Owego, NY at 10:00 a.m. All interested parties will be heard by the Tioga County Legislature at this hearing.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -22

SET PUBLIC HEARING FOR  
RESTORE NY COMMUNITIES INITIATIVE ROUND  
6 APPLICATION –  
RIVER HOUSE CONFECTIONERY &  
MERCANTILE REHABILITATION PROJECT

WHEREAS: Tioga County is applying for a NYS ESD Restore New York Communities Initiative Round 6 ("Restore NY") Grant on behalf of River House Confectionery & Mercantile for their project at 178-180 Front Street, Owego, as listed on the Property Assessment List in the application; and

WHEREAS: The Restore NY Grant program requires a public hearing to discuss the Restore NY application and the Property Assessment List; therefore be it

RESOLVED: That Tioga County will hold a public hearing to discuss its Restore NY application and Property Assessment List on Thursday, September 22, 2022 at 10:05 a.m. in the Legislative Conference Room of the Ronald E. Dougherty County Office Building, 56 Main Street, Owego, NY. All interested parties will be heard at this hearing.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -22

SET PUBLIC HEARING FOR  
RESTORE NY COMMUNITIES INITIATIVE ROUND  
6 APPLICATION –  
TIOGA TRAILS REHABILITATION PROJECT

WHEREAS: Tioga County is applying for a NYS ESD Restore New York Communities Initiative Round 6 ("Restore NY") Grant on behalf of Nelson Development Group, LLC for their project at 48-50 Lake Street, Owego, as listed on the Property Assessment List in the application; and

WHEREAS: The Restore NY Grant program requires a public hearing to discuss the Restore NY application and the Property Assessment List; therefore be it

RESOLVED: That Tioga County will hold a public hearing to discuss its Restore NY application and Property Assessment List on Thursday, September 22, 2022 at 10:10 a.m. in the Legislative Conference Room of the Ronald E. Dougherty County Office Building, 56 Main Street, Owego, NY. All interested parties will be heard at this hearing.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -22 AUTHORIZE APPLICATION FOR ABSENTEE  
BALLOT PRE-PAID POSTAGE GRANT

WHEREAS: Chapter 55 of the Laws of 2022 requires county boards of elections to provide postage-paid return envelopes for absentee ballots and absentee ballot applications, as of July 1, 2022; and

WHEREAS: New York State has enacted a grant program to reimburse county boards of elections for expenses related to using postage-paid return envelopes for absentee voting; and

WHEREAS: The Tioga County Board of Elections is eligible for reimbursement of up to \$18,826.45 for allowable expenses under this grant; therefore be it

RESOLVED: That the Tioga County Board of Elections is authorized to apply for the Absentee Ballot Pre-Paid Postage Grant.

DRAFT

REFERRED TO: ED&P COMMITTEE  
PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -22 AUTHORIZE SUBMISSION OF REVISED HAZARD  
MITIGATION PLANNING GRANT APPLICATION  
EMERGENCY MANAGEMENT, SOIL & WATER,  
ECONOMIC DEVELOPMENT & PLANNING  
REVISION

WHEREAS: The Tioga County Legislature has already authorized submission of the Hazard Mitigation Grant Application to FEMA via Resolution 92-22 to update the County's Multijurisdictional Multi Hazard Mitigation Plan as required every five years by FEMA; and

WHEREAS: Tioga County is eligible for these funds and has been encouraged by NYS DHSES staff to apply this year for our County's HMP Update; and

WHEREAS: This funding is now available to cover 90% of the project cost with a required local match of 10%; and

WHEREAS: In 2023, Economic Development and Planning will have \$10,000 available in budget line item A8020.540140 Contract Services totaling a \$10,000 local match and enabling a \$100,000 total grant application; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes said grant application to FEMA for a Tioga County HMP Update in an amount not to exceed \$100,000, including the \$10,000 local match, and authorizes the Chair of the County Legislature to sign any and all grant related paperwork upon review of the County Attorney.

REFERRED TO:

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -22

AUTHORIZE THE SUBMISSION OF  
FY2022 DOMESTIC TERRORISM PREVENTION  
GRANT APPLICATION  
OFFICE OF EMERGENCY SERVICES

WHEREAS: The NYS Division of Homeland Security and Emergency Services (DHSES) has issued the FY2022 Domestic Terrorism Prevention Grant in the amount of \$172,413 to be utilized to prevent targeted violence and domestic terrorism through the utilization of Threat Assessment and Management (TAM) teams and the development of comprehensive Domestic Terrorism Plans; and

WHEREAS: County Policy #47 requires that a resolution be approved before any such grant application is submitted; therefore be it

RESOLVED: That the Tioga County Office of Emergency Services be given authorization to apply for the FY2022 Domestic Terrorism Prevention Grant application and authorizes the Chair of the Legislature to sign such application.



REFERRED TO:

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -22

AUTHORIZE THE SUBMISSION OF THE  
2022-2023 NYS STOP DWI HIGH VISIBILITY  
ENGAGEMENT APPLICATION  
STOP DWI

WHEREAS: The NYS STOP-DWI Foundation Board secured funding from the Governor's Traffic Safety Committee for the High Visibility Engagement Campaign during the grant cycle of October 1, 2022– September 30, 2023 with \$17,500 in funding set for Tioga County; and

WHEREAS: County Policy #47 requires that a resolution be approved before any such grant application is submitted; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Sheriff's Office to apply for this grant.

DRAFT

REFERRED TO: PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -22 APPROVE 2023 STOP DWI PLAN

WHEREAS: The New York State Governor's Traffic Safety Committee (GTSC) requires counties to submit an annual STOP DWI Plan by October 1st for the use of monies collected under the STOP DWI Program; and

WHEREAS: The STOP DWI Coordinator has submitted a 2023 STOP DWI Plan to the Tioga County Legislature for approval; therefore be it

RESOLVED: That the Tioga County Legislature hereby approves the 2023 STOP DWI Plan including the following budgeted appropriations:

Enforcement	\$ 6,000
Prosecution Related	\$ 1,000
Probation	\$13,000
Rehabilitation	\$ 1,000
PI&E	\$14,000
Administration	\$ <u>450</u>
	\$35,450

REFERRED TO: PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -22 AUTHORIZE 2022-2023 CONTRACTS WITH  
SADD SCHOOL ASSOCIATES  
STOP DWI

WHEREAS: It is the desire of the STOP DWI Program to arrange five contracts with SADD School Associates which are defined as independent contractors not entitled to county employee benefits; and

WHEREAS: It is the desire to contract with the following five SADD School Associates for the school year 2022-2023; Aria French to serve the Candor School District; Matthew Cicchetti to serve the Newark Valley School District; Joan Beck to serve the Owego Apalachin School District; Erika Brown to serve the Spencer Van Etten School District; and Janice Barto to serve the Tioga Central School District; and

WHEREAS: Each SADD School Associate will be compensated \$100 each month for the ten months of the school year, but will not exceed \$1,000 for the year; and

WHEREAS: The Tioga County Attorney has approved the agreement that defines the rights and responsibilities of all the parties involved and outlines the compensation to be paid to the STOP DWI School Associates; therefore be it

RESOLVED: That these contracts for SADD School Associates be authorized for the 2022-2023 school year.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
LEGAL/FINANCE COMMITTEE

RESOLUTION NO. -22 AUTHORIZE CONTRACT BETWEEN  
RIVERSIDE FORENSIC PATHOLOGY, PLLC AND  
TIOGA COUNTY

WHEREAS: Beginning January 1, 2023, Riverside Forensic Pathology, PLLC will provide professional services for autopsies, laboratory testing, x-rays, and use of morgue facilities for Tioga County due to the semi-retirement of Dr. James Terzian from Twin Tiers Pathology Associates, PC; and

WHEREAS: The contract with Riverside Forensic Pathology, PLLC calls for \$1,100.00 per complete autopsy examination 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 Riverside Forensic Pathology, PLLC for services rendered to Tioga County at the costs listed above and for a term of 1/1/23 through 12/31/23.

DRAFT

REFERRED TO

HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -22

AUTHORIZATION TO SIGN CONTRACT  
SOCIAL SERVICES

WHEREAS: There is a shortage of available Non-Secure Detention Services to meet the demand throughout New York State; and

WHEREAS: This shortage places undue cost and liability on the county when no bed is available to place a Tioga County youth in detention; and

WHEREAS: The Commissioner of Social Services, Probation Director, and County Attorney have agreed that the best course of action is to secure a detention bed through a contract with Steuben County; and

WHEREAS: The Department of Social Services has detention funds available in the 2022 budget; therefore be it

RESOLVED: That the Tioga County Department of Department of Social Services is authorized to contract with Steuben County for one detention bed for a period of one year at a cost of \$239,075; and be it further

RESOLVED: That the Commissioner of Social Services is authorized to execute any such agreements, documents, or papers, approved as to form by the County Attorney, as may be necessary to implement the intent and purpose of this resolution.

REFERRED TO: PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -22 RESOLUTION TO APPROVE  
STSJP CONTRACT FOR SFY 2022-2023  
PROBATION AS LEAD AGENCY FOR  
APPLICATION FOR FUNDING VIA STSJP

WHEREAS: The NYS Office of Children and Family Services (OCFS) has directed every County to create Alternative to Detention programming and since 2015 the Probation Department has been the Lead Agency for the County to apply for STSJP funding; and

WHEREAS: The funding is based on an approved OCFS contract for a maximum of \$40,000 and is set at a ratio of 62% state reimbursement – 38% county share for monies expended by the County for Alternative to Detention programming for Juvenile Delinquents. The Tioga County Legislature agrees to accept this reimbursement funding format; therefore be it

RESOLVED: That the Tioga County Legislative Chair is approved to contract with the Office of Children and Family Services for STSJP funding as follows:

Probation Department – Juvenile Delinquency Alternatives to Detention

Reminder Call, Electronic Monitoring	\$15,634.00
State Share	\$ 9,693.08
County Share	\$ 5,940.92

REFERRED TO: LEGISLATIVE WORKSESSION

RESOLUTION NO. -22 AUTHORIZE CAPITAL PROJECT  
AMERICAN RESCUE PLAN ACT (ARPA)  
CAPITAL APPROPRIATION REQUEST 001

WHEREAS: The Safety Committee has identified a need and made a recommendation to the Tioga County Legislature for the improvement of Security facilities at 56 Main St in Owego NY; and

WHEREAS: American Rescue Plan Act "ARPA" funds have been budgeted in the Tioga County 2022 Capital Budget for use specifically as designated by the Tioga County Legislature for Security Improvements to both the HHS Building and 56 Main St; and

WHEREAS: Upon the successful receipt and review of the One Time ARPA request form(s), both the Legislative Chair and the ARPA Fund Administrator have granted their approval of the form, and have submitted the request to the Tioga County Legislature for final review and approval; and

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

RESOLVED: That invoices related to the Security Upgrades for 56 Main St in Owego NY to be paid with ARPA funds are to be appropriated from the following account for no more than the amount requested:

From: **H1620 520911 M7674 56 Main Renovations** **\$30,691.60**

REFERRED TO: PERSONNEL COMMITTEE

RESOLUTION NO. -22 AUTHORIZE CONTRACT WITH EMPLOYEE NETWORK, INC. (eni) FOR EMPLOYEE ASSISTANCE PROGRAM

WHEREAS: Tioga County employees are covered under an Employee Assistance Program (EAP) and the current vendor contract expires December 31, 2022; and

WHEREAS: In accordance with the Tioga County Purchasing and Payment Policy quotes were obtained from three (3) EAP providers; and

WHEREAS: The Personnel Department reviewed and compared the pricing and services offered by each vendor; and

WHEREAS: Employee Network, Inc. (eni), a company that has been providing EAP services for over 30 years and who has other NYS public sector clients, has submitted a proposal to provide Tioga County's EAP for a three (3) year term at a rate of \$1.32/per covered employee per month with two (2) 1-year options to renew; and

WHEREAS: eni can provide up to 8 in-person counseling sessions for eligible employees and members of their household, along with two hours of training per year, and two hours of critical incident stress debriefing; and

WHEREAS: The EAP is a negotiated benefit for CSEA union employees; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to enter into a contract with eni, subject to review by the County Attorney, to administer our Employee Assistance Program for full-time and part-time employees at a cost of \$1.32/per covered employee per month effective January 1, 2023 through December 31, 2025.



REFERRED TO: PERSONNEL COMMITTEE

RESOLUTION NO. -22 AUTHORIZE PURCHASE OF SPECIFIC EXCESS AND EMPLOYER'S LIABILITY INSURANCE FOR WORKERS' COMPENSATION PROGRAM

WHEREAS: The Tioga County Self-Insurance Plan's excess insurance policy and employer's liability insurance policy expire December 31, 2022; and

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

WHEREAS: The continuance of both excess and employer's 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 purchase of specific excess insurance and employer's liability insurance, subject to review by the County Attorney, from an A- Rated or better insurance company for the period of January 1, 2023 through December 31, 2023 to be paid for out of the 2023 Tioga County Self-Insurance budget.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22 AUTHORIZE REIMBURSEMENT FROM  
REMAINING HAVA SHOEBOS GRANT FUNDS  
AND BUDGET AMENDMENT

WHEREAS: The Tioga County Board of Elections is managing two unexpected and additional federal elections in the year 2022 that were not included in the 2022 budget; and

WHEREAS: Expenditures related to the implementation of federal elections are allowable for reimbursement under the HAVA SHOEBOS Grant; and

WHEREAS: Tioga County still has \$16,910.22 SHOEBOS funds available to spend; and

WHEREAS: The Tioga County Board of Elections has made and will be making expenditures to which these funds may be applied; therefore be it

RESOLVED: That the Tioga County Board of Elections is authorized to apply for and accept the remaining \$16,910.22 of HAVA SHOEBOS reimbursement funding and apply to allowable election expenses under the SHOEBOS contract as deemed appropriate by the Tioga County Election Commissioners; and be it further

RESOLVED: That the 2022 budget be modified and funds be appropriated to the following accounts:

FROM:	A1450-440890	Federal Aid-HAVA	\$16,910.22
TO:	A1450-540490	Election Expense	\$16,910.22

And be it further

RESOLVED: That any remaining SHOEBOS revenue not appropriated in 2022 shall carry over and be available for appropriation until all SHOEBOS funds have been expended.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -22 AUTHORIZE ACCEPTANCE OF  
THE NYS 2021-2022 PSAP  
OPERATIONS GRANT AND  
MODIFY 2022 BUDGET

WHEREAS: The Sheriff's Office applied and was awarded a NYS Office of Interoperable and Emergency Communications PSAP Operations grant in the amount of \$129,044; and

WHEREAS: This funding will reimburse the E911 budget for Dispatcher personnel service costs incurred in 2022; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the acceptance of this award; and be it further

RESOLVED: That the 2022 budget be modified to reflect this state aid and that this funding be receipted with the following revenue account.

Revenue Account: A3020 433310 \$129,044

REFERRED TO: LEGISLATIVE WORKSESSION  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22 2022 BUDGET MODIFICATION AND  
TRANSFER OF FUNDS FOR  
PURCHASE OF OFFICE CHAIRS FOR THE  
LEGISLATIVE OFFICE

WHEREAS: The Legislative Office has two office chairs in need of replacement; and

WHEREAS: The Legislative Office budget does not have an established budget line for Chairs; and

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

RESOLVED: That the Legislative Office 2022 budget be modified by establishing a new budget line (A1010 520070) and that the following sums be transferred to cover the cost of the new office chairs.

From:	A1010 540485 Printing/Paper	\$350.00
	A1010 540390 Mileage	\$150.00
To:	A1010 520070 Chairs (New)	\$500.00

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22 AMEND 2022 BUDGET  
CONTINGENCY TRANSFER REQUEST  
MEDICAL EXAMINERS & CORONERS

WHEREAS: The Tioga County Coroner has reported a higher than expected number of deaths and autopsy cases for 2022, and the A1185 Medical Examiners and Coroners accounts will not have sufficient funds for the remainder of 2022 to cover the anticipated costs; and

WHEREAS: Funds will need to be transferred from the Tioga County Contingency account in order to accommodate the increasing number of cases as reported by the Tioga County Coroner; and

WHEREAS: Amending of the 2022 Budget and the appropriation of Contingent accounts require Legislative approval; therefore be it

RESOLVED: That the Tioga County Legislature authorizes a transfer from the Contingency account as follows:

FROM:	A1990 540715 Contingency Account	\$25,000.00
TO:	A1185 540370 Medical Expense	\$25,000.00

REFERRED TO: PUBLIC WORKS COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -22 TRANSFER FUNDS FROM CONTINGENCY AND  
AMEND VARIOUS ENERGY BUDGET LINES

WHEREAS: The cost of energy has risen significantly over the last year; and

WHEREAS: The funds in various budget lines will be insufficient; and

WHEREAS: Budget Amendments require Legislative approval; therefore be it

RESOLVED: That the Tioga County Legislature authorizes a transfer from  
contingency and a budget amendment as follows:

From: A1990.540175 Contingency Account	\$109,000.00
To: A1620.540191 Electric Utility	\$ 36,000.00
To: A1620.540220 Automobile Fuel	\$ 3,000.00
To: A1621.540191 Electric Utility	\$ 30,000.00
To: DM5130.540222 Diesel Fuel	\$ 40,000.00

REFERRED TO: PUBLIC WORKS COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -22 AMEND BUDGET AND TRANSFER FUNDS  
PUBLIC WORKS

WHEREAS: Tioga County has a culvert in need of replacement due to an inspection by Tioga County DPW; and

WHEREAS: The Commissioner has received bids for the replacement of this culvert on Michigan Hollow Road and there are no funds for this project in the current budget; and

WHEREAS: There are funds available from CHIPS funding; and

WHEREAS: Budget Amendments require Legislative approval; therefore be it

RESOLVED: That funding be transferred as follows:

From: H5110.540001.H2004 – Paving Projects	\$900,000.00
To: H5110.540004.H2201 – Michigan Hollow Road Bridge	\$900,000.00

REFERRED TO: PUBLIC WORKS COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -22 AMEND BUDGET AND TRANSFER FUNDS  
FOR CHILLER REPLACEMENT

WHEREAS: Tioga County has budgeted for the replacement of the chiller at the Public Safety Building; and

WHEREAS: Bids were received for the subject project and the budgeted amount is insufficient; and

WHEREAS: Budget Amendments require Legislative approval; therefore be it

RESOLVED: That funding be transferred as follows:

From: H.390900	Fund Balance-Unrestricted	\$200,000
To: H1620.520926	HVAC Control System	\$200,000



REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22 AMEND BUDGET AND APPROPRIATE FUNDS  
MENTAL HYGIENE AND PUBLIC HEALTH

WHEREAS: The New York State Department of Health has instituted a mandatory New York State Health Care and Mental Hygiene Worker Bonus (HWB) Program whereby it is the employers responsibility to submit its eligible workforce for the bonus; and

WHEREAS: A qualified employer who fails to identify, claim, and/or pay any bonus for more than 10 percent of bonus eligible workers may be subject to penalties of up to \$1,000.00 per violation of the HWB Program; and

WHEREAS: Tioga County Mental Hygiene (TCMH) and Tioga County Public Health (TCPH) have both identified eligible workforce employees; and

WHEREAS: Tioga County will incur no local share increase, as New York State will also reimburse "fringe benefit" costs associated with the HWB; and

WHEREAS: Budget Officer will need to modify "fringe benefit" budget lines as is appropriate; and

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

RESOLVED: That the budget be modified and appropriated as follows:

From: A4210-434890-HWB1	SA Other-Health Care Workers Bonus	\$ 30,000.00
To: A4210-510050-HWB1	Salary All Other	\$ 30,000.00
From: A4309-434890-HWB1	SA Other-Health Care Workers Bonus	\$ 3,000.00
To: A4309-510050-HWB1	Salary All Other	\$ 3,000.00
From: A4310-434890-HWB1	SA Other-Health Care Workers Bonus	\$ 60,000.00
To: A4310-510050-HWB1	Salary All Other	\$ 60,000.00
From: A4011-434890-HWB1	SA Other-Health Care Workers Bonus	\$ 12,000.00
To: A4011-510050-HWB1	Salary All Other	\$ 12,000.00

And be it further

RESOLVED: That the Budget Officer is authorized to make adjustments to "fringe benefit" budget lines as is appropriate; and be it further

RESOLVED: That available funds on 12/31/22 of this amendment and appropriation will be carried forward into the New Year.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -22 AMEND BUDGET & APPROPRIATE FUNDS  
PUBLIC HEALTH

WHEREAS: Tioga County Public Health has been awarded funding from New York State; and

WHEREAS: The award is designated for Creating Healthy Schools & Communities, which is a partnership between Broome and Tioga Counties; and

WHEREAS: Creating Healthy Schools & Communities is an area of focus for Public Health; and

WHEREAS: The funding will pass through Broome County to Tioga County Public Health; 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	Public Health: Local Grants	\$ 75,000
To: A4053 540640	Public Health: Supplies	\$ 75,000

And be it further

RESOLVED: That available funds on 12/31/22 of the original \$75,000 will be carried forward into the New Year.

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

RESOLUTION NO. -22 APPROPRIATION OF FUNDS AND  
BUDGET MODIFICATION  
MENTAL HYGIENE

WHEREAS: Tioga County Mental Hygiene (TCMH) has been allocated additional pass through state aid funding for the purpose of Ongoing Integrated Supported Employment, Family Peer Support, Care Management, Health Home Service Dollars, Drop-In Center, Advocacy/Support Services (Warm-Line), Psycho Social Club, and Supported Housing; and

WHEREAS: TCMH has contracted with Catholic Charities, AspireHopeNY, NYS/Elmira Psych Center and Rehabilitative Support Services to provide these services to Tioga County residents; and

WHEREAS: TCMH will incur no local share increase, yet this will require an appropriation of funds into the proper account codes; and

WHEREAS: Appropriation of funds and Budget modifications require Legislative approval; therefore be it

RESOLVED: That funding be appropriated as follows:

From: A4310-434900	State Aid-Mental Health	\$12,591.00
To: A4311-540595	Services Rendered (Other)	\$ 705.00
To: A4320-540590	Services Rendered	\$ 2,735.00
To: A4321-540130	Contracts	\$ 814.00
To: A4321-540640-ADULT	ADULT Supplies	\$ 396.00
To: A4321-540640-CHILD	CHILD Supplies	\$ 376.00
To: A4321-540590	Services Rendered	\$ 209.00
To: A4333-540130	Contracts	\$ 6,704.00
To: A4333-540140	Contracted Services	\$ 652.00

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. - 22 APPROPRIATION OF FUNDS AND  
AMEND 2022 BUDGET  
SOCIAL SERVICES

WHEREAS: Additional funding has been awarded to Tioga County Department of Social Services from the Office of Children and Family Services for Non-Residential Domestic Violence Services; and

WHEREAS: A New Hope Center is the approved Non-Residential Domestic Violence Program in Tioga County; and

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

RESOLVED: That funding be appropriated as follows:

From: A6010.446100 Federal Aid: Administration	\$ 39,966
To: A6010.540140 Contracting Services	\$ 39,966

And be it further

RESOLVED: That available funds on 12/31/22 of the original \$39,966 will be carried forward into the New Year.

REFERRED TO HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -22 APPROPRIATION OF FUNDS AND  
AMEND 2022 BUDGET  
SOCIAL SERVICES

WHEREAS: Resolution 22-99 authorized the Department of Social Services to apply for funds from the "Victims of Crime Act (VOCA) Victim and Witness Assistance Grant Program"; and

WHEREAS: The Victims of Crime Act (VOCA) Victim and Witness Assistance Grant Program has awarded the Tioga County Department of Social Services three (3) years of funds to assist in the implementation of the Child Advocacy Center; and

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

RESOLVED: That funding be appropriated as follows:

From: A6050.436100 State Aid: Administration	\$ 339,575.37
To: A6050.520190 Nursing/Medical Equipment	\$ 10,716.37
To: A6050.520020 Audio Visual Equipment	\$ 11,590.00
To: A6050.540140 Contracting Expenses	\$ 310,459.00
To: A6050.540487 Program Expense	\$ 6,810.00

And be it further

RESOLVED: That available funds on 12/31/22 of the original \$339,575.37 will be carried forward into the New Year.

REFERRED TO: FINANCE, LEGAL & SAFETY COMMITTEE  
RESOLUTION NO. -22 CLOTHING ALLOWANCE FOR  
THE SAFETY OFFICER

WHEREAS: The Occupational Safety and Health Administration (OSHA) requires employers protect employees from workplace hazards that can cause injury or illness and must provide personal protective equipment (PPE) and ensure its use; and

WHEREAS: The Safety Officer is required to wear personal protective equipment on the Department of Public Works worksites; therefore be it

RESOLVED: That the Safety Officer shall be authorized to purchase personal protective equipment which meets OSHA General Industry PPE Standards as required for the Safety Officer's use on Tioga County work sites in an amount not to exceed two hundred fifty dollars (\$250USD).

DRAFT

REFERRED TO:

PUBLIC WORKS COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -22

APPROVE SOLE SOURCE REPAIR  
OF GENERATOR AT PSB

WHEREAS: The backup generator at the Public Safety Building has developed an issue with the radiator; and

WHEREAS: The Commissioner of Public Works received a quote for the repair of the generator, from Independent Field Services, LLC for the amount of \$12,900.00; and

WHEREAS: Legislative approval is required for all sole source purchases; and

WHEREAS: Independent Field Services, LLC has done work on the generator at the HHS building and has performed exceptionally and the Commissioner of Public Works has deemed this company is the best option to do the work; and

WHEREAS: This repair work will be in Tioga County's best financial interest as it is the best company to do the work; and

WHEREAS: This repair work needs to be done in the most expedient manner possible as the Public Safety Building needs to have backup power and this company is also Tioga County's best option to get this work done as quickly as possible; and

WHEREAS: Funds are available for the repair of the generator from Account A1620.540140; therefore be it

RESOLVED: That the Tioga County Legislature approve the repair work of the generator to Independent Field Services, LLC in the amount of \$12,900.00 to be paid out of A1620.540140.

REFERRED TO:

PUBLIC WORKS COMMITTEE

RESOLUTION NO. -22

AWARD BID FOR THE CULVERT REPLACEMENT  
ON MICHIGAN HOLLOW ROAD

WHEREAS: Tioga County has a culvert in need of replacement due to an inspection by Tioga County DPW; and

WHEREAS: On August 25, 2022, the Department of Public Works received sealed bids from the following contractors:

<b>Economy Paving, Corp</b>	<b>\$799,999.99</b>
R. DeVincentis Construction	\$810,000.00
Silverline Construction	\$850,126.00
Procon Contracting	\$877,000.00
Bothar Construction	\$997,997.00

Therefore be it

RESOLVED: That the Tioga County Legislature award the bid to the low bidder, Economy Paving, Corp., Cortland, NY not to exceed \$799,999.99 to be paid out of the Michigan Hollow Bridge Account H5110.540004.H2201.



REFERRED TO:

PUBLIC WORKS COMMITTEE

RESOLUTION NO. -22

AWARD BID FOR CHILLER REPLACEMENT  
AT THE PUBLIC SAFETY BUILDING

WHEREAS: The Commissioner of Public Works budgeted for this project; and

WHEREAS: On August 2, 2022, the Department of Public Works received sealed bids from the following contractors:

<u>Bidder</u>	<u>Base Bid</u>	<u>Alternate 1</u>	<u>Chiller Rental</u>	<u>Total</u>
<b>Postler &amp; Jaeckle</b>	\$452,000.00	\$41,693.00	\$22,600.00	<b>\$516,293.00</b>
Tri-County Refrigeration	\$506,155.00	\$38,748.00	\$33,980.00	\$578,883.00
Evans Mechanical	\$537,800.00	\$61,700.00	\$55,200.00	\$654,700.00
J & K Plumbing	\$565,000.00	\$83,000.00	\$42,500.00	\$690,500.00

Therefore be it

RESOLVED: That the Tioga County Legislature award the Base bid, Alternate #1 and Chiller Rental to the low bidder, Postler & Jaeckle, Endicott, NY not to exceed \$516,293.00 to be paid out of the following accounts:

H1620.520926.M7674	\$400,000
H1620.520926	\$116,293

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22 CREATE AND FILL SEASONAL SOCIAL  
WELFARE EXAMINER POSITIONS AND  
SEASONAL OFFICE SPECIALIST I POSITIONS  
FOR THE HEAP PROGRAM  
DEPARTMENT OF SOCIAL SERVICES

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

WHEREAS: The Home Energy Assistance Program (HEAP) will tentatively begin outreach in mid-August and be in full season on November 1, 2022; and

WHEREAS: The Social Services budget allows for the hiring of the following staff for the HEAP Program:

Two, full-time, seasonal Social Welfare Examiners for the period September 26, 2022 through February 24, 2023 at the starting salary of \$15.70 per hour, and

One, full-time seasonal Office Specialist I for the period September 26, 2022, through March 10, 2023, at the starting salary of \$13.20 per hour, and

One, full-time, seasonal Office Specialist I for the period October 11, 2022, through February 24, 2023, at the starting salary of \$13.20 per hour, and

One, full-time, seasonal Office Specialist I for the period October 11, 2022, through January 27, 2023, at the starting salary of \$13.20 per hour; and

WHEREAS: The NYS Minimum Wage is scheduled to increase on December 31, 2022, to a rate to be published by the Commissioner of Labor on or before October 1, 2022, and Tioga County intends to pay at least minimum wage so the hourly rates for Office Specialist I positions will be adjusted accordingly as of December 31, 2022; therefore be it

RESOLVED: That the Department of Social Services be authorized to create and fill the seasonal HEAP positions listed above and where required, appoint from the appropriate eligible list.

REFERRED TO:

ITCS COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE APPOINTMENT OF  
SOFTWARE SUPPORT LIAISON  
INFORMATION TECHNOLOGY &  
COMMUNICATION SERVICES

WHEREAS: Legislative approval is required for any appointment to a management/confidential position within Tioga County; and

WHEREAS: The Chief Information Officer has identified a qualified candidate to fill said position; therefore be it

RESOLVED: That the Chief Information Officer is authorized to provisionally appoint Joseph Monroe as Software Support Liaison at an annual salary of \$38,212 effective September 26, 2022, pending successful completion of civil service examination requirements.

REFERRED TO:

ITCS COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE APPOINTMENT OF  
DEPUTY DIRECTOR OF  
INFORMATION TECHNOLOGY &  
COMMUNICATION SERVICES

WHEREAS: Legislative approval is required for any appointment to a management/confidential position within Tioga County; and

WHEREAS: The Chief Information Officer has identified a qualified candidate to fill said position; therefore be it

RESOLVED: That the Chief Information Officer is authorized to provisionally appoint Brandon Clark as Deputy Director of ITCS at an annual salary of \$75,000 effective September 26, 2022, pending successful completion of civil service examination requirements.

DRAFT

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO.-22 AUTHORIZE OUT-OF-TITLE PAY  
DEPARTMENT OF MOTOR VEHICLES

WHEREAS: Article 4 Section E of the current collective bargaining agreement allows for out-of-title pay if an employee performs the duties of a higher pay grade for more than 20 days; and

WHEREAS: Joyce Costantini, Motor Vehicle Bureau Supervisor (CSEA SG XI), was on a leave of absence from November 1, 2021 through December 13, 2021; and

WHEREAS: At the request of the County Clerk, Lisa Chandler, Principal Motor Vehicle License Clerk (CSEA SG VII) carried out the duties of Motor Vehicle Bureau Supervisor for a portion of said duration; and

WHEREAS: Legislative approval is required to authorize the payment of out-of-title salary at the applicable higher pay grade; therefore be it

RESOLVED: That the Tioga County Legislature authorizes out-of-title pay for Lisa Chandler reflective of a retroactive annual increase of \$7,950.00 for the duration from November 15, 2021 to December 13, 2021.

REFERRED TO: INFORMATION TECHNOLOGY COMMITTEE  
LEGISLATIVE WORKSESSION

RESOLUTION NO. -22 AMEND EMPLOYEE HANDBOOK:  
SECTION VIII: COMPREHENSIVE SECURITY  
POLICY; SUBSECTION XII – INFORMATION  
SECURITY OFFICER

WHEREAS: The Chief Information Officer has recommended operational responsibility modifications to increase the Information Security posture within Tioga County; and

WHEREAS: The Chief Information Officer has reviewed the County's Comprehensive Security Policy and recommended Subsection XII – Audience - Information Security Officer be amended to reflect the operational responsibility modifications; therefore be it

RESOLVED: That the Comprehensive Security Policy; Subsection XII – Audience - Information Security Officer be amended as follows:

## **VII. Audience – Information Security Officer**

### **A. Duties and description of an Information Security Officer**

The County shall appoint an Information Security Officer who is responsible for implementing and monitoring a consistent data security program. The Information Security Officer shall:

- Report directly to the Chief Information Officer to help improve and communicate the maturity levels of information security, state of and information technology risk priorities across Tioga County networks and systems.
- Be responsible for overseeing information security, cyber security and IT risk management programs based on industry-accepted information security and risk management frameworks.
- Provide proactive identification and mitigation of IT risks as well as responding to observations identified by third party auditors or examiners.
- Review the Information Security Policy on an annual basis for both accuracy and to ensure continued HIPAA compliance. If changes in policy are necessary, those changes shall be submitted for review and approval by the Legislature with the report.
- Coordinate every two years a Risk Assessment that may be conducted by an external consultant. The Risk Assessment will review current security policies, the County's compliance therewith and

identify any deficiencies. The results of the Risk Assessment will be used to create a Risk Assessment Report that shall be submitted to the Legislature for review and approval. The assessment will be conducted every two years and results will be presented to the Tioga County Legislature about twelve weeks after.

- Create a *Risk Mitigation and Management Plan* from the results of the Risk Assessment and present to the Legislature for review on or about 16 weeks from the date of the Risk Assessment. This plan will suggest remedies and solutions for deficiencies identified in the Risk Assessment. These deficiencies will be remedied or a Legislature-approved plan prepared to address the deficiency by, on or about 24 weeks from the date of the Risk Assessment. The Information Security Officer is responsible for ensuring that risk mitigation is assigned to appropriate parties and completed within a reasonable amount of time.
- Develop and manage the frameworks, processes, tools and consultancy necessary for ITCS to properly manage risk and to make risk-based decisions related to IT activities.
- Development of periodic reports and dashboards presenting the level of control compliance and current information security risk posture.
- Participate in tabletop Emergency Response exercises as outlined in this policy.
- Work with the County Attorney to investigate information security breaches; ensure compliance with any and all reporting protocols required by the applicable statutes, rules and regulations and County policies; ensure that corrective measures and procedures to prevent, detect and contain future information security breaches are implemented. Monitor information security activities and oversee the application of specified security procedures.
- Assist personnel in assessing data to determine classification level.
- Facilitate ITCS security management education and training, including but not limited to annual cyber awareness training for all Tioga County users.