

Agenda



TIOGA COUNTY LEGISLATURE

12/10/2024

12:00 PM

EDWARD D. HUBBARD AUDITORIUM

Ronald E. Dougherty County Office Building

56 Main Street

Owego NY 13827

Meeting called by: Chair Martha Sauerbrey

Type of meeting: 12th Regular

Attendees:

- Legislator Brown
- Legislator Ciotoli
- Legislator Flesher
- Legislator Monell
- Legislator Mullen
- Legislator Roberts
- Legislator Sauerbrey
- Legislator Standinger

Agenda topics

Invocation
Pledge of Allegiance

Legislator Ciotoli
Legislator Ciotoli

Institute for Advancement (I4A)
Graduation Ceremony

Proclamation (1)

- Centennial Year of the New York State Association of Counties (NYSAC)

Privilege of the Floor

<p>Approval of Minutes</p> <p>Petitions, Communications & Notices</p> <p>Appointments/Reappointments</p> <p>Reports Standing Committees</p>	<p>November 12, 2024</p>	
<p>RESOLUTIONS</p>	<ol style="list-style-type: none"> 1. Fix Time of Organizational Meeting 2. Appoint Directors Soil & Water Conservation District 3. Appoint Members Fish & Wildlife Management Board 4. Re-Appoint Member to the Tioga County Planning Board 5. Re-Appoint Member to the Tioga County Planning Board 6. Re-Appoint Lesley Pelotte to the Tioga County Property Development Corporation Board 7. Re-Appoint Joshua Whitmore to the Tioga County Property Development Corporation Board 8. Re-Appoint Member to the Tioga County Board of Health 9. Re-Appoint Member to the Tioga County Board of Health 10. Oppose Provisions of the ACT Rule – Public Works 11. Designate Responsible Local Official (RLO) for Equitable Business Opportunities (EBO) Software Primary Log-In Holder 12. Adopt County Budget for 2025, Appropriations and Salary Schedule 13. Year End Transfers 14. Authorize Treasurer to Encumber Funds 15. Authorize the Re-Establishment of Prior Year 2024 Grant Funds and Capital Projects for 2025 16. Town Tax Levy 17. County Tax Levy 	

18. Amend Budget & Transfer of Funds – Treasurer's Office
19. Amend Budget & Appropriate Funds – Public Health
20. Appropriation of Funds and Budget Modification – Mental Hygiene
21. 2025 Budgetary Amendment Authorization as Related to the 2023 High-Profile Criminal Case
22. Amend Resolution No. 395-24; Authorize Acceptance of 2024 Homeland Security Grant (SHSP24) and Appropriation of Funds – Office of Emergency Services and Sheriff's Office
23. Authorization to Apply for Grant – Public Health
24. Memorandum of Understanding (MOU) with Broome County Radio Communications – Office of Emergency Services
25. Resolution to Renew Consultant Contract for Hazard Mitigation Plan Coordinator for 2025
26. Authorization to Sign Contract – Social Services
27. Authorize Contract with A New Hope Center – Social Services
28. Authorize Contract with Family and Children's Society of Broome County, Inc.
29. Authorize Contract with Glove House – Social Services
30. Authorize Contract with Glove House – Social Services
31. Authorize Contract with Industrial Medicine Associates – Social Services
32. Authorize Contract with Liberty Resources – Social Services
33. Authorize Contract with Multiple Agencies – Social Services
34. Authorize Contract with Securitas Security Services
35. Authorize Contract with MRB Group for Solar Best Practices and Policies Update – Economic Development & Planning

36. Authorize Agreement with Southern Tier Network for Dark Fiber Strands
37. Authorizing Legislative Chair Signature on Contract for Professional Services with Deluge Media for Promotional Content
38. Authorizing and Approving Resolving Claims Related to the Opioid Crisis
39. Administrative Services Agreement between the County of Tioga and the Tioga County Industrial Development Agency for January 1, 2025 through December 31, 2025
40. Enter Into Contract with Evolution Consulting, LLC for CDL Drug and Alcohol Testing
41. Enter Into Contract with Catamount Consulting for Audiograms
42. Approve Technical Assistance Provided by ED&P Staff
43. Ratify Collective Bargaining Agreement (CSEA)
44. Amend Resolution No. 176-94, as Amended by Resolution No. 281-17, as Amended by Resolution No. 276-20, as Amended by Resolution No. 307-21; Medicare Reimbursement
45. Establish Retiree Health Insurance Contributions
46. Appoint Assistant Public Defender – Public Defender’s Office
47. Appointment of Republican Election Commissioner
48. Authorize Position Reclassification – Sheriff’s Office
49. Authorize 2025 Salaries/Wages – Board of Elections
50. 2025 Staff Changes – District Attorney’s Office
51. 2025 Staff Changes – Economic Development & Planning
52. 2025 Staff Changes – Legislative Office
53. 2025 Staff Changes – Social Services
54. Authorize One-Time Stipend (Legislative Office)

	<ul style="list-style-type: none">55. Resolution to Declare Work Day Status for Elected and Appointed Officials56. Authorizing a (6) Six-Month Extension of the Tioga County Remote Work Policy – Pilot Program57. Amend Employee Handbook: Section IV. Personnel Rules; Subsection S. Tioga County Remote Work Policy – Pilot Program58. Amend Employee Handbook: Section VIII. Comprehensive Information Security Policy	
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**COUNTY OF TIOGA
EXECUTIVE PROCLAMATION**

WHEREAS: The New York State Association of Counties (NYSAC) was founded 100 years ago to serve as a unified voice and advocate for the 57 counties of New York State, including the five boroughs of New York City; and

WHEREAS: NYSAC has consistently worked to enhance the effectiveness of county governments through robust advocacy, comprehensive education, and meticulous research, all aimed at addressing the unique challenges faced by county officials and their constituents; and

WHEREAS: Over the past century, NYSAC has played an instrumental role in promoting the interests of county governments at the State and Federal levels, ensuring that the voices of local governments are heard and their needs addressed; and

WHEREAS: NYSAC has provided invaluable resources and training to county officials, empowering them with the knowledge and tools necessary to deliver efficient and effective services to the residents of New York State; and

WHEREAS: Through its commitment to research, NYSAC has fostered innovative solutions and best practices that have strengthened county operations and improved the quality of life for millions of New Yorkers; and
WHEREAS: NYSAC has built a legacy of collaboration and partnership among county governments, fostering a spirit of unity and mutual support that has been crucial to addressing common challenges and advancing shared goals; and

WHEREAS: The centennial anniversary of NYSAC is a momentous occasion to celebrate the Association's enduring dedication to public service and its profound impact on the governance and well-being of New York State's counties; now therefore

THE TIOGA COUNTY LEGISLATURE does hereby proclaim the year 2025 as the

CENTENNIAL YEAR OF THE NEW YORK STATE ASSOCIATION OF COUNTIES

and extend heartfelt congratulations and gratitude to NYSAC for 100 years of exemplary service and leadership.

REFERRED TO: LEGISLATIVE WORKSESSION

RESOLUTION NO. -24 FIX TIME OF ORGANIZATIONAL MEETING

RESOLVED: That the Organizational Meeting of this Legislature be held at 9:00 a.m., Thursday, January 2, 2025.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -24

APPOINT DIRECTORS
SOIL & WATER CONSERVATION DISTRICT

RESOLVED: That Legislators W. Jake Brown and Tracy Monell are hereby appointed Directors of the Tioga County Soil & Water Conservation District for a one-year term on January 1, 2025 through December 31, 2025.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -24

APPOINT MEMBERS
FISH & WILDLIFE MANAGEMENT BOARD

WHEREAS: The Board terms for Elected Official Representative and Sportsman Member on the Fish & Wildlife Management Board will expire December 31, 2024; and

WHEREAS: W. Jake Brown, Tioga County Legislator, has expressed an interest in continuing to serve as the Elected Official Representative on the Fish & Wildlife Management Board; and

WHEREAS: William J. Woods, Jr. has expressed an interest in continuing to serve as the Sportsman Member on the Fish & Wildlife Management Board; therefore be it

RESOLVED: That W. Jake Brown, Tioga County Legislator, be re-appointed as the Elected Official Representative on the Fish & Wildlife Management Board for a two-year term of January 1, 2025 – December 31, 2026 and William J. Woods, Jr. be re-appointed as the Sportsman Member on the Fish & Wildlife Management Board for a two-year term of January 1, 2025 – December 31, 2026.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -24 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 12/31/2024; and

WHEREAS: The Nichols Town Board 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 re-appoints Pam Moore to the Tioga County Planning Board for another three-year term of 1/1/25 – 12/31/27.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -24 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 12/31/2024; and

WHEREAS: The Owego Town Board 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 re-appoints John Current to the Tioga County Planning Board for another three-year term of 1/1/25 – 12/31/27.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -24 RE-APPOINT LESLEY PELOTTE TO THE
TIOGA COUNTY PROPERTY DEVELOPMENT
CORPORATION BOARD

WHEREAS: Lesley Pelotte's position as a Board Member to the Tioga County Property Development Corporation (TCPDC) expires on 12/31/24; and

WHEREAS: Lesley Pelotte is willing and able to continue to serve another two-year term in this position; therefore be it

RESOLVED: That the Tioga County Legislature hereby re-appoints Lesley Pelotte to the Tioga County Property Development Corporation Board as a Board Member for another two-year term of 1/1/25 – 12/31/26.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -24 RE-APPOINT JOSHUA WHITMORE TO THE
TIOGA COUNTY PROPERTY DEVELOPMENT
CORPORATION BOARD

WHEREAS: Joshua Whitmore's position as a Board Member to the Tioga County Property Development Corporation (TCPDC) expires on 12/31/24; and

WHEREAS: Joshua Whitmore is willing and able to continue to serve another three-year term in this position; therefore be it

RESOLVED: That the Tioga County Legislature hereby re-appoints Joshua Whitmore to the Tioga County Property Development Corporation Board as a Board Member for another three-year term of 1/1/25 – 12/31/27.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24 RE-APPOINT MEMBER TO THE
TIOGA COUNTY BOARD OF HEALTH

WHEREAS: Section 344 of the Public Health Law requires that members of the Board of Health shall serve six (6) year staggered terms; and

WHEREAS: The appointed term for James Raftis Jr., DO FACEP on the Board of Health expires 12/31/24; and

WHEREAS: The Board of Health recommends re-appointment and Dr. Raftis has agreed to serve for another term; therefore be it

RESOLVED: That James Raftis Jr., DO FACEP, be re-appointed to the Board of Health for a term of 1/1/25-12/31/30.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24 RE-APPOINT MEMBER TO THE
TIOGA COUNTY BOARD OF HEALTH

WHEREAS: Section 344 of the Public Health Law requires that members of the Board of Health shall serve six (6) year staggered terms; and

WHEREAS: The appointed term for William Standinger III on the Board of Health expires 12/31/24; and

WHEREAS: Legislative representatives on the Board of Health serve only the length of their elected term; and

WHEREAS: William Standinger III has agreed to serve for another term; therefore be it

RESOLVED: That William Standinger III be re-appointed to the Board of Health for a term of 1/1/25-12/31/27.

REFERRED TO: PUBLIC WORKS COMMITTEE

RESOLUTION NO. -24 OPPOSE PROVISIONS OF THE ACT RULE
PUBLIC WORKS

WHEREAS: NYSDEC issued a "Limited Enforcement Discretion" to ACT and the Heavy-Duty Low Nox Omnibus Programs in October of this year that only provides temporary relief (MY2025 and MY2026) to truck manufacturers' sales mandates and is limited to vehicles for snow plowing and street cleaning purposes, and does not address the larger issues of costs, charging infrastructure, supply of EV trucks in all classes and concerns about vehicle performance; therefore be it

RESOLVED: That Tioga County calls on the Governor, the NYS Department of Transportation (NYSDOT), NYS Department of Environmental Conservation (NYSDEC), NYSERDA, PSC, Commissioners and legislative leaders to commit to providing support for addressing these concerns in the regulatory and implementation process and to dedicate the funding necessary to fully cover the counties' costs of complying with the State mandates under the CLCPA; and it is further

RESOLVED: That the Governor consider a pause or suspension of the implementation of ACT until there is strong evidence that the State has in place the necessary direct financial assistance and incentives and charging infrastructure necessary, and can definitively determine that vehicle manufacturers are prepared to effectively supply the New York market without disruption to the critical work needed to maintain the State's vast and aging infrastructure; and it is further

RESOLVED: That the State recognize that highway construction, maintenance vehicles, and equipment are critical to governments' mission to maintain a safe and functional transportation system by designating these municipally owned vehicles and equipment as its own category among "transit buses, motor coaches, and emergency vehicles," and thus exempt from ACT regulation; and it is further

RESOLVED: That Tioga County shall forward copies of this resolution to Governor Kathy Hochul, the New York State Legislature, and the Commissioners of NYSDOT, NYSDEC, NYSERDA, PSC and all others deemed necessary and proper.

REFERRED TO:

PUBLIC WORKS COMMITTEE

RESOLUTION NO. -24

DESIGNATE RESPONSIBLE LOCAL OFFICIAL
(RLO) FOR EQUITABLE BUSINESS
OPPORTUNITIES (EBO) SOFTWARE PRIMARY
LOG-IN HOLDER

WHEREAS: Federally funded infrastructure projects require project sponsors to comply with procurement administrative processes to comply with civil rights requirements pertaining to federally and state funded projects; and

WHEREAS: NYS DOT requires that the Equitable Business Opportunities (EBO) software be used to track data for the projects; therefore be it

RESOLVED: That the Tioga County Legislature hereby designates the Commissioner of Public Works as the Responsible Local Official (RLO); and it is further

RESOLVED: That the Tioga County Legislature hereby designates the Commissioner of Public Works as the Primary Log-in Holder for the EBO system.

REFERRED TO: LEGISLATIVE WORKSESSION

RESOLUTION NO. -24 ADOPT COUNTY BUDGET FOR 2025,
APPROPRIATIONS AND SALARY SCHEDULE

RESOLVED: That the tentative budget for Tioga County for the year 2025 submitted by the County Administrator on November 12, 2024 and approved by the Finance Committee be, and the same hereby is adopted as the official Budget for the year 2025; and be it further

RESOLVED: That the several amounts specified in such budget as to the total for the several objects as set forth in Schedule 1 therein be appropriated for such objects, effective January 1, 2025; and be it further

RESOLVED: That the full-time Salary Schedule 5 set forth in the budget be adopted January 1, 2025.

REFERRED TO: FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -24 YEAR END TRANSFERS

RESOLVED: That unencumbered balances of appropriation accounts, unanticipated revenue fund balances in the amount equal to the sum of overdrawn appropriation accounts in all funds be, and hereby are appropriated to overdrawn accounts; and be it further

RESOLVED: That the County Treasurer is hereby authorized and directed to effect this resolution.

REFERRED TO: FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -24 AUTHORIZE TREASURER TO ENCUMBER FUNDS

RESOLVED: That the County Treasurer be and hereby is authorized to encumber whatever funds he deems necessary, subject to the approval of the Finance Committee; and be it further

RESOLVED: That said funds be encumbered before December 20, 2024 to allow proper coding of bills for payment through the Accounts Payable check run of February 20, 2025.

REFERRED TO: FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -24 AUTHORIZE THE RE-ESTABLISHMENT OF
PRIOR YEAR 2024 GRANT FUNDS AND
CAPITAL PROJECTS FOR 2025

WHEREAS: Grant Funds and Capital Project expenditures and revenue allocations have been approved via resolution; and

WHEREAS: Prior Year Grant Funds need to be re-established for the remaining unspent balance as of year-end 2024 for purchase or completion in 2025; and

WHEREAS: Prior Year Capital Projects need to be re-established for the remaining unspent balance as of year-end 2024 for purchase or completion in 2025; therefore be it

RESOLVED: That the remaining unencumbered balances of active and approved Grants and Capital Projects be re-established.

REFERRED TO: FINANCE COMMITTEE

RESOLUTION NO. -24 TOWN TAX LEVY

WHEREAS: There has been presented to this Legislature a duly certified copy of the annual Budgets of each of the several Towns of the County of Tioga for the fiscal year beginning January 1, 2025; therefore be it

RESOLVED: That there shall be, and there is, assessed against and levied upon and collected from the taxable property situated in the following Towns outside the incorporated Villages or partially located therein, the amounts indicated for Town purposes as specified in the Budgets of the respective Towns as follows:

<u>Part Town</u>	<u>General Outside</u>	<u>Highway Outside</u>
Barton	-	-
Candor	4,526.00	186,500.00
Newark Valley	-	-
Nichols	-	247,988.00
Owego	-	2,291,000.00
Spencer	18,263.00	406,887.00

And be it further

RESOLVED: That there shall be and there hereby is, assessed against and levied upon and collected from the taxable property liable therefore within the respective Fire and Fire Protection Districts in the Towns, the following amounts for the purposes of such Districts as specified on their annual Budgets:

Town of Barton	
Halsey Valley Fire Protection	21,404.45
Lockwood Fire Protection	50,101.64
Waverly Joint Fire Protection	366,993.00
Town of Berkshire	
Berkshire Fire District	210,296.27
Town of Candor	
Candor Fire District	477,697.00
Town of Newark Valley	
Newark Valley Fire District	337,742.39

Town of Nichols		
Nichols Joint Fire Protection		503,211.00
Town of Owego		
Apalachin Fire District		1,369,036.00
Owego Fire District		2,553,309.69
Newark Valley Fire District		49,290.11
Town of Richford		
Richford Fire District		325,900.00
Town of Spencer		
Spencer Fire Protection District		85,000.00
Town of Tioga		
Tioga Fire District		323,726.55

And be it further

RESOLVED: That there shall be, and there hereby is, assessed against and levied upon and collected from the taxable property liable therefore within certain sewer, water and lighting Districts in the Town of Owego and the amounts specified in their annual budgets as follows:

Water District No. 4/Ext. 13	11,941.00
Water District No. 4/Ext. 15	-
Water District No. 4/Ext. 17	-
Water District No. 4/Ext. 20	-
Sewer District No. 2/Ext. 14	10,925.00
Sewer District No. 2/Ext. 15	11,580.00
Lighting District No. 1	1,000.00
Lighting District No. 2	3,000.00
Lighting District No. 3	1,500.00
Lighting District No. 4A	260.00
Lighting District No. 4B	1,000.00
Lighting District No. 5	1,000.00
Lighting District No. 6	3,400.00
Lighting District No. 7	845.00
Lighting District No. 8	600.00
Lighting District No. 9	250.00
Lighting District No. 10	350.00

And be it further

RESOLVED: That there shall be and there hereby is, assessed against and levied upon and collected from the taxable property liable therefore in the Town of Owego returned sewer and water rents in the amount of \$389,208.58; and be it further

RESOLVED: That there shall be and there hereby is, assessed against and levied upon and collected from the taxable property liable therefore in the Town of Barton returned sewer and water rents in the amount of \$2,974.00; and be it further

RESOLVED: That the amounts to be raised by tax for all other purposes as specified in the several annual Budgets shall be, and they hereby are, assessed against and levied upon and collected from the taxable properties in the Towns except as otherwise provided by law as follows:

<u>Townwide</u>	<u>General</u>	<u>Highway</u>
Barton	281,800.00	692,620.00
Berkshire	113,480.00	357,898.00
Candor	1,093,946.00	780,750.00
Newark Valley	472,320.00	328,750.00
Nichols	-	-
Owego	1,290,000.00	-
Richford	256,180.00	506,260.00
Spencer	358,786.00	296,271.00
Tioga	285,000.00	690,000.00

And be it further

RESOLVED: That such taxes and assessments, when collected, shall be paid to the Supervisors of the several Towns in the amounts as shown by this resolution for distribution by them in the manner provided by law.

REFERRED TO: FINANCE COMMITTEE

RESOLUTION NO. -24 COUNTY TAX LEVY

WHEREAS: This Legislature by Resolution No. -24 dated December , 2024 adopted a Budget for the fiscal year 2025 and by Resolution No. -24 dated December , 2024 has made appropriations for the conduct of the County Government during said fiscal year and has by Resolution No. -24 dated December , 2024 levied the taxes required for the support of the Government of the several Towns; therefore be it

RESOLVED: That pursuant to Section 360 of the County Law and Section 900 of the Real Property Tax Law, this Legislature hereby levied the following for County purposes upon the taxable real property in the County upon valuation as heretofore equalized by it.

Upon all the taxable property liable for the support of County Government, the sum of \$ 26,887,599 and in addition thereto upon the real property liable therefore, and following taxes:

For Returned Village Taxes	566,657.55
For School Tax Returned	3,564,739.17
For Deficits from prior years' taxes	4.80
For Reimbursement of Erroneous taxes, etc.	13,528.78

All of the forgoing being subject to	
Credit for excess collection the prior year of	10.47

And be it further

RESOLVED: That the County Treasurer's Office be directed to extend the taxes as aforesaid and also the taxes for Town purposes set forth in Resolution No. -24 on the rolls of the several Towns against each parcel of property set forth in said rolls, and that the Chair and the Clerk of the County Legislature be directed and empowered to execute under the seal of this Legislature the several Tax warrants for the collection of said taxes, and to cause the several tax rolls with said warrants annexed to be delivered to the Collectors of the several Town Tax Districts of the County on or before December 31, 2024; and be it further

RESOLVED: That the County tax rates for each of the Towns are as follows:

Barton	Out	11.575705
	In	11.575705
Berkshire	Out	9.870141
Candor	Out	10.507850
	In	10.507850
Newark Valley	Out	14.902841
	In	14.902841
Nichols	Out	38.061468
	In	38.061468
Owego	Out	13.022140
	In	13.022140
Richford	Out	7.518196
Spencer	Out	8.838143
	In	8.838143
Tioga	Out	155.540493

REFERRED TO: FINANCE COMMITTEE
HEALTH AND HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24 AMEND BUDGET & TRANSFER OF FUNDS
TREASURER'S OFFICE

WHEREAS: The cost of Community College has increased, along with an increase of enrollment numbers; and

WHEREAS: Additional funding is needed to meet mandated costs; and

WHEREAS: The Treasurer's Office has identified the amount of additional funding needed in 2024; and

WHEREAS: Available funding has been identified in the Public Health Handicapped Education account; and

WHEREAS: Tioga County Public Health agrees with transferring the available funds to the Community College account; and

WHEREAS: Budget Amendments and Transfer of Funds require Legislative approval; therefore be it

RESOLVED: That funding be transferred and appropriated as follows:

FROM: A2960.540590 Handicapped Ed: Services Rendered
\$250,000

To: A2490.540487 Community College Tuition: Program Expense
\$250,000

And be it further

RESOLVED: That the appropriated revenue in A2960.434600 be reduced by \$250,000; and be it further

RESOLVED: That in the event additional funds are needed by Tioga County Public Health to cover end-of-year invoices, the County Administrator has the authority to transfer funds as needed.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

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

WHEREAS: Resolution No. 262-24 authorized Tioga County Public Health (TCPH) to apply for a Floyd Hooker Foundation grant to provide funding toward the Lead Poisoning Prevention Program; and

WHEREAS: TCPH has been awarded the grant in the amount of \$25,000; and

WHEREAS: Legislative approval is required to amend budget and appropriate funds; therefore be it

RESOLVED: That funding be appropriated as follows:

From: A4053 422800-LEAD Public Health: Local Grants \$ 25,000

To: A4053 540640-LEAD Public Health: Supplies \$ 25,000

And be it further

RESOLVED: That available funds on 12/31/24 of the original \$25,000 will be carried forward into the New Year and subsequent years.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -24 APPROPRIATION OF FUNDS AND
BUDGET MODIFICATION
MENTAL HYGIENE

WHEREAS: Tioga County Mental Hygiene has been allocated additional pass-through state aid funding for the purpose of Ongoing Integrated Supported Employment, Advocacy/Support Services, Family Peer Support Services, Outreach, Health Home Care Management, Drop-In Center, and Supported Housing; and

WHEREAS: Tioga County Mental Hygiene has contracted with Catholic Charities, AspireHopeNY, A New Hope Center, Tioga County Veterans' Service Agency, and Rehabilitative Support Services to provide these services to Tioga County residents; and

WHEREAS: Tioga County Mental Hygiene 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	\$18,788.00
To: A4311.540595	Services Rendered (Other)	\$ 550.00
To: A4320.540590	Services Rendered	\$ 4,777.00
To: A4321.540130	Contracts	\$ 681.00
To: A4321.540590	Services Rendered	\$ 174.00
To: A4333.540130	Contracts	\$12,606.00

REFERRED TO: LEGISLATIVE WORKSESSION
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -24 2025 BUDGETARY AMENDMENT
AUTHORIZATION AS RELATED TO THE 2023
HIGH-PROFILE CRIMINAL CASE

WHEREAS: The Tioga County Legislature has recognized the need for additional funds whereas it may relate to a 2023 High-Profile Criminal Case that will impact multiple County departments for the unforeseeable future; and

WHEREAS: In the 2025 Budget, the Tioga County Legislature has authorized an additional \$500,000.00 to be used as necessary by impacted County departments to offset the costs of the Criminal Case in account A1340.540721 HPCC; and

WHEREAS: Transfers in and out of the A1340 ORG to any other ORG will amend the 2025 Budget, and the Financial Guidelines authorized by the Tioga County Legislature do now allow the amending of budgetary accounts without Legislative Resolution; and

WHEREAS: The Legislative resolution process may delay or prevent departments from making timely payments and can cause an excess of Legislative resolutions to be created; therefore be it

RESOLVED: That in order to better aid departments in the management of expenses as they relate to the High-Profile Criminal Case, the Tioga County Legislature hereby authorizes the County Administrator and/or the County Treasurer to approve and post budget transfers out of the A1340.540721 HPCC at their discretion, without a Legislative Resolution, and only for the Fiscal Year 2025; and be it further

RESOLVED: That expenditures for the High-Profile Criminal Case are to be tracked accordingly by departments and presented to the Tioga County Legislature at their request. Any and all transfers made out of the A1340.540721 HPCC are to be solely related to the High-Profile Criminal Case and are to be assigned to an account with the HPCC project code; and be it further

RESOLVED: That any unspent funds are to be transferred back to the A1340.540721 HPCC account by the end of the Fiscal Year 2025.

REFERRED TO: PUBLIC SAFETY COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -24 AMEND RESOLUTION NO. 395-24;
AUTHORIZE ACCEPTANCE OF
2024 HOMELAND SECURITY GRANT (SHSP24)
AND APPROPRIATION OF FUNDS
OFFICE OF EMERGENCY SERVICES
SHERIFF'S OFFICE

WHEREAS: Resolution No. 395-24 appropriated funds from the SHSP24 Homeland Security Grant into an erroneous account number; and

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

RESOLVED: That Resolution No. 395-24 be amended to appropriate funds to the correct account as listed below:

FROM:	A3361.433050.SHS24 Fed-Aid-Civil Defense-DHSES	\$20,913
TO:	A3110.510030 Sheriff Overtime	\$ 4,000
TO:	A3361.520130-SHS24 Equipment (not Car)	\$16,913

And be it further

RESOLVED: That the remaining balance at year end be carried forward into the next budget year.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24 AUTHORIZATION TO APPLY FOR GRANT
PUBLIC HEALTH

WHEREAS: Tioga County Public Health (TCPH) has identified a grant opportunity to provide funding toward the Suicide Prevention Coalition; and

WHEREAS: County Policy requires Legislative approval for grant applications; and

WHEREAS: TCPH seeks approval from Tioga County Legislature to apply for the grant offered by the National Association of City and County Health Officials (NACCHO); and

WHEREAS: The amount of the grant funding is not yet determined, yet has a maximum award amount of \$45,000; and

WHEREAS: There will be no additional County cost for the grant (i.e. cash match) if awarded; and

WHEREAS: The timeframe from grant announcement and submittal deadline did not allow for an authorization resolution to be generated prior to applying, therefore TCPH is requesting retroactive authorization as allowed in the County Policy Grants Procedure (section 9); and

WHEREAS: If awarded the grant, TCPH will submit a resolution to amend budget and appropriate the funds at that time; and

WHEREAS: The Tioga County Legislature supports TCPH in pursuing funding to provide this program to Tioga County residents; therefore be it

RESOLVED: That Tioga County Public Health is authorized to submit a grant application to NACCHO for up to \$45,000.

REFERRED TO: PUBLIC SAFETY COMMITTEE
FINANCE /LEGAL COMMITTEE

RESOLUTION NO. -24 MEMORANDUM OF UNDERSTANDING (MOU)
WITH BROOME COUNTY
RADIO COMMUNICATIONS
OFFICE OF EMERGENCY SERVICES

WHEREAS: The Tioga County Office of Emergency Services has identified a need to share infrastructure with Broome County to improve connectivity with radio communications; and

WHEREAS: Tioga County's IT Department is aware of this fiber connection between both counties, and this will benefit both counties and is in the best interest of the residents of Tioga County; and

WHEREAS: Tioga County Office of Emergency Services would pay one half of the leased commercial fiber connectivity fee, between Broome County and Onondaga County, from E911 Surcharge fund A3021.540320.E911, at an amount not to exceed \$4,194 a year; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Office of Emergency Services to enter into a Memorandum of Understanding (MOU) with Broome County for infrastructure sharing for the period January 1, 2025 through December 31, 2029; and be it further

RESOLVED: That the County Legislature authorizes the Chair of the Legislature to sign said Memorandum of Understanding (MOU) upon approval by the County Attorney.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -24 RESOLUTION TO RENEW CONSULTANT
CONTRACT FOR HAZARD MITIGATION PLAN
COORDINATOR FOR 2025

WHEREAS: Per Resolution No. 193-12 and Resolution No. 218-13, the Tioga County Legislature contracted with the Tioga County Soil & Water Conservation District to perform the Hazard Mitigation Plan Coordinator services based on a mutually agreeable work plan with specific tasks, requiring annual renewal as necessary; and

WHEREAS: The Tioga County Planning Department continues to lack existing capacity to solely perform these FEMA-required services; and

WHEREAS: Upon County Legislature approval of the 2025 county budget, the Tioga County Planning Department anticipates having sufficient funds in the 2025 budget to cover these expenses in an amount not to exceed \$20,000 from Planning Appropriation account A8020 540140; therefore be it

RESOLVED: That the Tioga County Legislature does hereby authorize the renewal of said contract with Tioga County Soil & Water Conservation District, to perform Hazard Mitigation Coordinator services from January 1 - December 31, 2025, not to exceed \$20,000 from Planning Appropriation account A8020 540140, and authorizes the Tioga County Legislative Chair to sign all related contract paperwork, contingent upon review and approval of the County Attorney.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24 AUTHORIZATION TO SIGN CONTRACT
SOCIAL SERVICES

WHEREAS: Tioga County contracts with Steuben County for a detention bed due to a shortage of available Non-Secure Detention Services to meet the demand throughout New York State; and

WHEREAS: The Department of Social Services wishes to renew the contract for January 1, 2025 through December 31, 2025 at an amount not to exceed \$239,075; 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 January 1, 2025 to December 31, 2025; 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: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24 AUTHORIZE CONTRACT WITH
A NEW HOPE CENTER
SOCIAL SERVICES

WHEREAS: The Department of Social Services contracts with A New Hope Center to provide mandated Domestic Violence Services to residents of Tioga County; and

WHEREAS: The Department of Social Services wishes to renew the contract for January 1, 2025 through December 31, 2025 in the amount of \$42,000; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with A New Hope Center for the provision of mandated Domestic Violence Services for the period January 1, 2025 through December 31, 2025.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24 AUTHORIZE CONTRACT WITH
FAMILY AND CHILDREN'S SOCIETY OF
BROOME COUNTY, INC.

WHEREAS: The Department of Social Services contracts with Family and Children's Society of Broome County, Inc. to provide clinical services to victims and perpetrators of sexual abuse and their families; and

WHEREAS: The Department of Social Services wishes to renew the contract for January 1, 2025 through December 31, 2025 at an amount not to exceed \$43,000; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with Family and Children's Society of Broome County, Inc. for the period January 1, 2025 through December 31, 2025 for an amount not to exceed \$43,000.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24 AUTHORIZE CONTRACT WITH
GLOVE HOUSE
SOCIAL SERVICES

WHEREAS: The Department of Social Services contracts with Glove House to provide In-Home Parenting Education Services; and

WHEREAS: The Department of Social Services wishes to renew the contract for January 1, 2025 through December 31, 2025 in the amount of \$88,469; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with Glove House for the provision of In-Home Parent Education Services for the period January 1, 2025 through December 31, 2025.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24 AUTHORIZE CONTRACT WITH
GLOVE HOUSE
SOCIAL SERVICES

WHEREAS: The Department of Social Services contracts with Glove House to provide Preventive Services to eligible families in the Waverly School District; and

WHEREAS: The Department of Social Services wishes to renew the contract for January 1, 2025 through December 31, 2025 in the amount of \$79,484; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with Glove House for the provision of Preventive Services for the period January 1, 2025 through December 31, 2025.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24 AUTHORIZE CONTRACT WITH
INDUSTRIAL MEDICINE ASSOCIATES
SOCIAL SERVICES

WHEREAS: The Department of Social Services contracts with Industrial Medicine Associates to provide substance abuse assessments and monitoring program for Social Service recipients or applicants; and

WHEREAS: The Department of Social Services wishes to renew the contract for January 1, 2025 through December 31, 2025 at the rate of \$318.15 per assessment and monitoring, \$48.20 no show fee and \$50.35 per urine drug screen; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with Industrial Medicine Associates at the agreed upon rates for the period January 1, 2025 through December 31, 2025.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24 AUTHORIZE CONTRACT WITH
LIBERTY RESOURCES
SOCIAL SERVICES

WHEREAS: The Department of Social Services contracts with Liberty Resources for the Co-location and Collaboration of Behavioral Health and Child Protective Services; and

WHEREAS: The Department of Social Services wishes to renew the contract for January 1, 2025 through December 31, 2025; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with Liberty Resources for the Co-location and Collaboration of Behavioral Health and Child Protective Services in the amount of \$76,172 for the period January 1, 2025 through December 31, 2025.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24 AUTHORIZE CONTRACT WITH
MULTIPLE AGENCIES
SOCIAL SERVICES

WHEREAS: The Commissioner of Social Services of Tioga County is charged with the responsibility of the administration of all child welfare services in the County of Tioga pursuant to section 395 et seq. of Social Services law; and

WHEREAS: The Department of Social Services contracts with multiple foster care agencies to provide these services at Maximum State-Aid Rates; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with the agencies listed below for the period January 1, 2025 through December 31, 2025; 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.

Together for Youth
Children's Home PKPS
Children's Home of Jeff County
Children's Home of Wyoming Conf.
Elmcrest Children's Center
Glove House-Group Home
Homespace Corp
House of the Good Shepherd
Hillside Children's Center
Lincoln Hall Boys Haven
New Directions Youth & Family Svcs
Parsons Parent & Children Center
St. Anne Institute
St. Catherine's Center
The LaSalle School
The William George Agency
Vanderhayden

REFERRED TO

HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -24

AUTHORIZE CONTRACT WITH
SECURITAS SECURITY SERVICES

WHEREAS: The Tioga County Department of Social Services has a contract with Securitas to provide security services at the HHS complex; and

WHEREAS: The need for ongoing security exists at these locations; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with Securitas to continue providing security services at the HHS complex effective as of January 1, 2025; 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: ED&P COMMITTEE

RESOLUTION NO. -24 AUTHORIZE CONTRACT WITH
MRB GROUP FOR SOLAR BEST PRACTICES
AND POLICIES UPDATE
ECONOMIC DEVELOPMENT & PLANNING

WHEREAS: After a formal consultant RFP process and Tioga County Committee ranking, the Tioga County adopted Legislative Resolution No.19-22 authorizing Tioga County ED&P to contract with the consulting firm MRB Group to create a Municipal Best Practices and Policies Report that was completed and distributed to our municipalities in 2022; and

WHEREAS: While this Report has been very useful, municipalities and the County continue to experience on-going difficulties and challenges with solar projects such as a new state mandated calculation for assessment values which have resulted in reduced values of solar improvements, solar development companies grieving real property and fire taxes, creating acceptable PILOT agreements, creating solar local laws, and solar developers using immature landscaping as buffers, among others; and

WHEREAS: Tioga County EDP would like to contract with MRB Group as a sole source consulting firm providing professional services to develop this update to the 2022 Report addressing these current issues; and

WHEREAS: MRB Group has provided a proposal for this specific work at a cost of \$17,000; and

WHEREAS: There are sufficient funds in Solid Waste Account A8160.542140 to cover this cost; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes said sole source professional services contract with MRB Group for said project in an amount not to exceed \$17,000 to be paid out of said Solid Waste Account; and be it further

RESOLVED: That the County Legislature authorizes the Legislature Chair to sign said contract paperwork contingent upon review and approval by the County Attorney.

REFERRED TO: ITCS COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -24 AUTHORIZE AGREEMENT WITH
SOUTHERN TIER NETWORK FOR
DARK FIBER STRANDS

WHEREAS: The Chief Information Officer has determined existing dark fiber strands between the Tioga County Public Safety Building and the Tioga County Health and Human Services Building needs upgrading; and

WHEREAS: The Chief Information Officer has determined the existing demarcation location within the Tioga County Health and Human Services Building is insufficient for continued operational services; and

WHEREAS: The Chief Information Officer has contacted Southern Tier Network to provide dark fiber optic services between the Tioga County Public Safety Building and the Tioga County Health and Human Services Building; and

WHEREAS: The Chief Information Officer has determined increased dark fiber strands between the Tioga County Public Safety Building and the Tioga County Health and Human Services Building are necessary to complete portions of the Tioga County Public Safety Communications upgrade; and

WHEREAS: Southern Tier Network has offered to provide six (6) dark fiber strands between the Tioga County Public Safety Building and the Tioga County Health and Human Services Building for zero cost to Tioga County; therefore be it

RESOLVED: That the Chair of the County Legislature is authorized to execute this agreement between Tioga County and Southern Tier Network for six (6) dark fiber strands between the Tioga County Public Safety Building and the Tioga County Health and Human Service Building, contingent upon review and approval of the County Attorney.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -24 AUTHORIZING LEGISLATIVE CHAIR
SIGNATURE ON CONTRACT FOR
PROFESSIONAL SERVICES WITH
DELUGE MEDIA FOR PROMOTIONAL
CONTENT

WHEREAS: Tioga County Economic Development & Planning and Tioga County Sustainability would like to execute a contract with Deluge Media for professional services for public relations/social media content; and

WHEREAS: These professional services will be produced monthly from January 1, 2025 through December 31, 2025, for the total cost of \$11,208.64; and

WHEREAS: The invoice will be assigned as follows:

Tioga County Economic Development: \$2,968.18

Tioga County Planning: \$1,679.55

Tioga County Sustainability: \$6,560.91;

Therefore be it

RESOLVED: That the Tioga County Legislature authorizes and directs the Legislative Chair or their designee to enter into this agreement with Deluge Media as approved by the County Attorney.

REFERRED TO: LEGAL/FINANCE COMMITTEE

RESOLUTION NO. -24 AUTHORIZING AND APPROVING RESOLVING CLAIMS RELATED TO THE OPIOID CRISIS

WHEREAS: Tioga County has retained legal counsel through Napoli Shkolnik PLLC and joined in legal action seeking compensation from those who are responsible for causing and perpetuating the opioid addiction crisis (the "Action"); and

WHEREAS: The Action is against several defendants, including manufacturers of opioids, distributors of opioids and pharmacies; and

WHEREAS: Upon the recommendation of the County's Counsel several of these claims have already been resolved by agreement in advance of trial; and

WHEREAS: Counsel continues to negotiate with the various remaining Defendants and has now recommended resolving claims with several Defendants by entering into various settlement agreements and has further recommended releasing several Defendants from the case; and

WHEREAS: The final amounts to be received by Tioga County under any of these settlement agreements will vary depending on several factors including the number of Plaintiffs' ultimately agreeing to enter into each settlement and may include conditions which require the County to maintain confidentiality to the extent possible; and

WHEREAS: It is in the best interest of Tioga County to resolve these matters without further litigation and enter into agreements to settle all allegations against them, avoid protracted litigation, and to release Defendants where there is a low likelihood of recovery; and

WHEREAS: It is expected that there may be settlements recommended in the future with other Defendants; therefore be it

RESOLVED: That Tioga County is authorized to enter into proposed settlements and releases regarding the litigation as recommended by Counsel and Tioga County Chair of the Legislature, Martha Sauerbrey, is authorized to execute such forms and agreements, as approved by the County Attorney to compromise the claim of the Defendants and distribute the proceeds between the participating Plaintiffs.

REFERRED TO: ED&P COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -24 ADMINISTRATIVE SERVICES AGREEMENT
BETWEEN THE COUNTY OF TIOGA &
THE TIOGA COUNTY INDUSTRIAL
DEVELOPMENT AGENCY FOR
JANUARY 1, 2025 THROUGH
DECEMBER 31, 2025

WHEREAS: The County of Tioga is entering into an Administrative Services Agreement with the Tioga County Industrial Development Agency (TCIDA) for the period of January 1, 2025, through December 31, 2025; and

WHEREAS: Said Administrative Services Agreement calls for the County of Tioga to provide the TCIDA with administrative services, IT technical assistance, office space and equipment via the Tioga County Economic Development and Planning (TCEDP) office; and

WHEREAS: The Administrative Services Agreement also calls for the TCIDA to contribute toward the cost of administration, office space and equipment for use by TCEDP staff to perform duties on behalf of the TCIDA; and

WHEREAS: The TCIDA will contribute toward the administrative services as stated in the agreement in the amount of \$5,000.00 to be paid quarterly for the term of January 1, 2025, through December 31, 2025; and

WHEREAS: The revenue line A6422.419890 – Contribution to Economic Development has previously been established and \$20,000 in anticipated revenue for this service is appropriated for 2025; therefore be it

RESOLVED: That upon the approval of the County Attorney, the Tioga County Legislature hereby authorizes and approves entering into the Administrative Services Agreement with the TCIDA and to accept the \$20,000.00 annually from the TCIDA for the Administrative Services performed via the TCEDP office for the period of January 1, 2025 through December 31, 2025.

REFERRED TO: FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -24 ENTER INTO CONTRACT WITH
EVOLUTION CONSULTING, LLC FOR
CDL DRUG AND ALCOHOL TESTING

WHEREAS: Federal law requires random drug and alcohol testing of CDL drivers performing "safety sensitive" tasks; and

WHEREAS: Tioga County has coordinated with towns and villages within Tioga County to have testing done by an outside agency; and

WHEREAS: Tioga County has obtained three quotes for random drug and alcohol testing of CDL drivers performing "safety sensitive" tasks; and

WHEREAS: The proposal from Evolution Consulting, LLC, to perform this service, is the most cost effective; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to enter into a one-year contract for 2025 with Evolution Consulting, LLC to perform this service at the rates indicated:

Complete DOT/Non-DOT Random Testing Program:

- Random Selection of Employees Calculated Quarterly (50% for drug, 10% for alcohol)
- All Random Drug & Alcohol Tests performed quarterly on-site
- Record Management
- DOT Audit Assistance
- Regulatory Updates
- MIS Reports
- Collection Site Management
- Supervisor Training
- Laboratory and MRO Set-up with own Laboratory Account
- Online Access to Reporting 24 hours a day
- Assistance with Mediation Between MRO and DER

Additional Charges: Pre-employment, post-accident, reasonable suspicion, follow-up, or return to duty tests:

Normal Business Hours:

- 125/year administrative fee for random drug testing management
- 5 Panel Urine: (in office or on-site) \$55.00 per test
- Breath alcohol test (in office or on-site) \$32.00 per test
- Scheduled On-site fee \$0.70/mile to/from test site
- Employee No Show Fee \$40.00 after ½ hour wait
- Training (as required) \$150.00
- Drug and Alcohol Policy, if needed \$250.00
- *Additional charges for clinic pass through fees will apply.*

Emergency and After Hours:

- Post Accident: \$150.00 plus \$0.70/mile

REFERRED TO: FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -24 ENTER INTO CONTRACT WITH
CATAMOUNT CONSULTING FOR
AUDIOGRAMS

WHEREAS: Occupational Safety and Health Administration (OSHA) requires annual audiograms and hearing conservation training for county employees whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A scale (slow response) or, equivalently, a dose of fifty percent; and

WHEREAS: Tioga County has obtained quotes for audiogram testing and hearing conservation trainings; and

WHEREAS: The proposal from Catamount Consulting, to perform this service, is the most cost effective and convenient option; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the County Attorney to enter into a one-year contract for 2025 with Catamount Consulting to perform this service at the rates indicated:

Cost of Business Terms:

Catamount Consulting will complete the Onsite Audiometric Testing at a cost of \$1900.00 total with a deposit or PO of \$950.00. Cost includes input of prior hearing test results and new employees, and all travel costs for the technician.

Scope of Services:

- Baseline & Annual Audiogram testing for up to 40 people. Any additional employees over the contracted 40 will be charged a fee to be determined.
- Testing will take place at the Department of Public Works, 477 Rt. 96, Owego, NY 13827.
- Group testing of 6 employees every 30 minutes with hearing video.
- Test administration by computerized technology with same day results and full record-keeping package within 10 business days.
- Test performed by CADHC Certified Technicians.
- All tests verified by an Audiologist.
- All testing is OSHA/MSHA Compliant.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -24 APPROVE TECHNICAL ASSISTANCE
PROVIDED BY ED&P STAFF

WHEREAS: A resolution is required by County policy to disclose matching cash and or in-kind contributions from the County for grant applications written for the County and/or by the County on behalf of a municipality or entity; and

WHEREAS: The Tioga County Economic Development and Planning staff provided technical assistance for the following:

<u>Organization</u>	<u>Source</u>	<u>Amount</u>	<u>Purpose</u>
Town of Berkshire	ARC READY Local Government Program	\$50,000.00	Master Park Program for George W. Smith Park

And

WHEREAS: There is no further obligation by the County; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes the technical assistance provided as noted above.

REFERRED TO: PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION
LEGAL/FINANCE COMMITTEE

RESOLUTION NO. -24 RATIFY COLLECTIVE BARGAINING
AGREEMENT (CSEA)

WHEREAS: Tioga County and CSEA Unit #8850 have been negotiating a successor agreement to the 2021-2024 collective bargaining agreement; and

WHEREAS: The CSEA members ratified an agreement for 2025–2027 at a vote on December 4, 2024; therefore be it

RESOLVED: That the County Legislature hereby ratifies the 2025-2027 collective bargaining agreement; and be it further

RESOLVED: That the Chair of the Legislature is authorized to sign the Agreement as a joint employer; and be it further

RESOLVED: That the County Legislature does hereby agree to implement the funds necessary to carry out the terms and provisions of said contract.

REFERRED TO: PERSONNEL COMMITTEE

RESOLUTION NO. -24 AMEND RESOLUTION NO. 176-94 AS
AMENDED BY RESOLUTION NO. 281-17, AS
AMENDED BY RESOLUTION NO. 276-20, AS
AMENDED BY RESOLUTION NO. 307-21;
MEDICARE REIMBURSEMENT

WHEREAS: Resolution No. 281-17 amended Resolution No. 176-94 to set the Medicare Part B reimbursement rate for eligible retirees at \$115 per month for the period of February 1, 2018 through January 31, 2021 to be reviewed every three years; and

WHEREAS: Resolution No. 276-20 held the Medicare Part B reimbursement rate for eligible retirees at \$115 per month through January 31, 2022 to be reviewed in 2021; and

WHEREAS: Resolution No. 307-21 increased the Medicare Part B reimbursement rate for eligible retirees to \$148.50 per month for the period of February 1, 2022 through January 31, 2025 to be reviewed in 2024; and

WHEREAS: The 2025 Medicare Advantage Plan premium increased approximately 84% over the 2024 Medicare Advantage Plan premium; and

WHEREAS: Tioga County absorbs that increase for many retirees; therefore be it

RESOLVED: That the Medicare Part B reimbursement rate for eligible retirees will remain at \$148.50 per month for the period of February 1, 2025 through January 31, 2028; and be it further

RESOLVED: That the Legislature will review again in 2027; and be it further

RESOLVED: That this resolution shall amend Resolution No. 176-94 only as to the Medicare reimbursement portion of said Resolution.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -24

ESTABLISH RETIREE HEALTH
INSURANCE CONTRIBUTIONS

WHEREAS: Retirees who qualified to pay 0% of individual health insurance in accordance with Section IV. RETIREMENT of the Employee Handbook Policy "Orientation / Exit Interviews / Recruitment / Retirement" (formerly Policy # 3) are currently not contributing toward their retiree coverage; and

WHEREAS: Due to continually rising health insurance costs, property tax cap, and other factors it is no longer feasible to offer these retirees free health insurance; therefore be it

RESOLVED: That any retiree as of the date of this resolution who qualified for free individual coverage in accordance with Section IV. RETIREMENT of the Employee Handbook Policy "Orientation / Exit Interviews / Recruitment / Retirement" (formerly Policy # 3) shall contribute 3.25% of the monthly individual premium or \$20/month per individual policy, whichever is greater, effective January 1, 2025.

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 APPOINT ASSISTANT PUBLIC DEFENDER
PUBLIC DEFENDER'S OFFICE

WHEREAS: Legislative approval is required for any appointments made to a Management/Confidential position; and

WHEREAS: Due to the announced resignation of Assistant Public Defender Brad Helmetsie as of January 1, 2025; and

WHEREAS: The Public Defender has recruited and identified a satisfactory candidate to fill the position; and

WHEREAS: Mr. Thomas A. Saitta has approximately 40 years of relevant legal experience including extensive experience in every stage of representation of indigent criminal defendants and is well qualified by reason of substantial experience and judgment to fill the position; therefore be it

RESOLVED: That the Public Defender is hereby authorized to appoint Thomas A. Saitta to the position of Assistant Public Defender, with a start date of January 13, 2025, at an annual Management/Confidential salary of \$42,819.00; and be it further

RESOLVED: That in accordance with Tioga County's Civil Service Rules, Mr. Saitta shall serve a probationary period of eight to fifty-two weeks; and be it further

RESOLVED: That this resolution will be null and void if Mr. Saitta fails to pass the County mandated criminal background check.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 APPOINTMENT OF REPUBLICAN
ELECTION COMMISSIONER

WHEREAS: The Chairman of the Republican Party has submitted their recommendation to the Clerk of the Legislature; therefore be it

RESOLVED: That Kelly Johnson be and hereby is appointed Election Commissioner for the Republican Party from January 1, 2025 through December 31, 2026.

REFERRED TO: PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 AUTHORIZE POSITION RECLASSIFICATION
SHERIFF'S OFFICE

WHEREAS: Legislative approval is required for any position reclassification; and

WHEREAS: On June 26, 2024, the Personnel Department received a Position Description Questionnaire from Shannon Schweiger, Office Specialist II who works within the Sheriff's Office, Records Division; and

WHEREAS: A desk audit resulted and involved the review of work tasks performed by this employee within the Records Division; and

WHEREAS: The Personnel Officer has determined that the appropriate classification reflective of the work performed and responsibility assigned to Ms. Schweiger, within the Records Division, is consistent with Office Specialist III; therefore be it

RESOLVED: That Shannon Schweiger's position, Office Specialist II (CSEA SG IV, \$31,131), shall be reclassified to Office Specialist III (CSEA SG VII, \$40,212), appointed from an appropriate civil service eligible list, and receive an annual salary adjustment of \$9,081 effective retroactive to June 26, 2024.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 AUTHORIZE 2025 SALARIES/WAGES
(BOARD OF ELECTIONS)

WHEREAS: The salaries for employees of the Board of Elections are set by resolution; and

WHEREAS: Management Confidential staff and hourly employees have been authorized a 3.5% salary increase for 2025; therefore be it

RESOLVED: That the 2025 rates for the Board of Elections staff shall be as follows:

2025 pay:

Commissioners	\$ 61,403.00/yr.
Deputy Commissioners	\$ 46,606.00/yr.
Voting Machine Technicians	\$ 23.62/hr.
Election Clerk	\$ 19.22/hr.
Election Workers	\$ 15.53/hr.
Election Inspectors (Seasonal)	\$ 15.50/hr.

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 2025 STAFF CHANGES
DISTRICT ATTORNEY'S OFFICE

WHEREAS: The District Attorney's Office requested staffing changes as part of the 2025 Budget process; and

WHEREAS: This request was approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2025:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
Vacant	Confidential Assistant PT (M/C)	Abolish	-\$21,726
NEW		4 th Assistant District Attorney (M/C)	+\$88,825
NEW		District Attorney Investigator PT (M/C)	+\$49,140

And be it further

RESOLVED: That the District Attorney's 2025 full-time headcount shall increase from 5 to 6 and the part-time headcount is unchanged at 2.

REFERRED TO: ED&P COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 2025 STAFF CHANGES
ECONOMIC DEVELOPMENT & PLANNING

WHEREAS: The Economic Development & Planning Department requested staffing changes as part of the 2025 Budget process; and

WHEREAS: This request was approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2025:

<u>Name</u> <u>Impact</u>	<u>Current Title/</u> <u>Salary</u>	<u>New Title/</u> <u>Salary</u>	<u>Budget</u>
Vacant	Office Specialist II PT (\$15.59/hr)		Unfunded
NEW		County Planning Director Trainee	+\$68,500
Abolish	Education Workforce Coordinator		-\$54,712

And be it further

RESOLVED: That the Economic Development & Planning Department's headcount is unchanged and includes 9 FT and 1 PT positions.

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -24 2025 STAFF CHANGES
LEGISLATIVE OFFICE

WHEREAS: The Legislative Office requested a staffing change as part of the 2025 Budget process; and

WHEREAS: This request was approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2025:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
Vacant	Budget Officer PT		Unfunded

And be it further

RESOLVED: That the Legislative headcount is unchanged and includes 4 FT and 9 PT positions.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 2025 STAFF CHANGES
SOCIAL SERVICES

WHEREAS: The Department of Social Services requested a staffing change as part of the 2025 Budget process; and

WHEREAS: This request was approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2025:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
NEW		Senior Caseworker (CSEA Grade XI)	+\$48,941

And be it further

RESOLVED: That the Department of Social Services authorized 2025 full-time headcount is increased from 90 to 91.

REFERRED TO: LEGISLATIVE WORKSESSION

RESOLUTION NO. -24 AUTHORIZE ONE-TIME STIPEND
(LEGISLATIVE OFFICE)

WHEREAS: The appointed Administrative Coroner has incurred a health setback that has temporarily prohibited him from being able to fully complete all the tasks assigned to the Administrative Coroner in 2024; and

WHEREAS: The Tioga County Legislative Clerk has, in the interim, stepped up to help complete and aid with those tasks including management of the budget, paying invoices, assisting with contracts, and other various office functions on behalf of the Tioga County Coroner's Office; and

WHEREAS: In completing these tasks, The Tioga County Legislative Clerk completed these additional duties that required her to work additional days/hours; and

WHEREAS: The Tioga County Legislature would like to recognize the efforts of the Legislative Clerk and the completion of these additional duties in the form of a one-time stipend; therefore be it

RESOLVED: That Cathy Haskell, Tioga County Legislative Clerk, be given a one-time stipend of \$5,000.00, to be paid in payroll #26, as set forth in the 2024 County budget.

REFERRED TO: PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -24 RESOLUTION TO DECLARE WORK DAY
STATUS FOR ELECTED AND APPOINTED
OFFICIALS

WHEREAS: Resolution Nos. 206-09, 127-16, 230-17, 30-18, 59-18, 308-19, 160-19, 229-22, and 410-24 established a standard work day for elected and appointed officials for New York State and Local Employees' Retirement System reporting purposes; therefore be it

RESOLVED: That the County of Tioga, Location Code 10049, hereby establishes the following as the standard work day for the titles below, for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System as follows:

Appointed Officials

Five day work week, seven hour day:

4th Assistant District Attorney
Assistant Deputy County Clerk (DMV)
County Planning Director Trainee

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -24 AUTHORIZING A (6) SIX-MONTH EXTENSION
OF THE TIOGA COUNTY REMOTE WORK
POLICY- PILOT PROGRAM

WHEREAS: The Tioga County Legislature adopted Resolution No. 265-21 on November 9, 2021, establishing a new policy entitled Tioga County Remote Work supporting the use of remote worksites for a portion of the standard workweek and allowing Department Heads to implement Remote Work Arrangements for eligible Management/Confidential employees, where appropriate; and

WHEREAS: The Tioga County Legislature adopted Resolution No. 47-23 on January 10, 2023, revising the Tioga County Remote Work Policy-Pilot Program in its entirety to include eligible CSEA staff as deemed appropriate by their Department Head; and

WHEREAS: The Tioga County Legislature adopted Resolution No. 94-23 on February 14, 2023, revising the Employee Handbook: Section IV. Personnel Rules; Subsection T. entitled Tioga County Remote Work Policy-Pilot Program, Subsection IV. Policy C. Hardware, Software, and Supplies; and

WHEREAS: The Tioga County Legislature adopted Resolution No. 534-23 on December 12, 2023, authorizing a (1) one-year extension of the Tioga County Remote Work Policy-Pilot Program thereby making the current policy in its entirety effective January 1, 2023 – December 31, 2024; and

WHEREAS: The Tioga County Legislature anticipates the successful adoption of a Resolution on December 10th, 2024, revising the Employee Handbook: Section IV. Personnel Rules; Subsection S. entitled Tioga County Remote Work Policy-Pilot Program to allow County employed attorneys to work (5) five remote workdays; and

WHEREAS: The Tioga County Department Heads have expressed an interest in the Legislature considering continuation of this program based on successful results and aiding in recruitment and retention efforts; therefore be it

RESOLVED: That the Legislature is authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program with a new expiration date of June 30th, 2025; and be it further

RESOLVED: That the Remote Work Policy-Pilot Program remains unchanged.

REFERRED TO: PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -24 AMEND EMPLOYEE HANDBOOK:
SECTION IV. PERSONNEL RULES;
SUBSECTION S. TIOGA COUNTY REMOTE
WORK POLICY-PILOT PROGRAM

WHEREAS: Tioga County’s Employee Handbook Section IV. Personnel Rules; Subsection s. Tioga County Remote Work Policy-Pilot Program needs to be amended in its entirety to reflect the updated policy standards set forth by the Tioga County Legislature in regard to changing the allowable amount of time County employed Attorneys may work remotely from (2) two days to (5) five days; therefore be it

RESOLVED: That the Tioga County Remote Work Policy-Pilot Program be amended in its entirety and replaced as follows:

SECTION IV. – PERSONNEL RULES
s. Tioga County Remote Work Policy

Tioga County Remote Work Policy-Pilot Program

I. PURPOSE

To establish a policy and procedures to allow, where appropriate, the use of remote worksites to attract and retain a diverse and talented work force and improve productivity among employees. Tioga County supports the use of remote worksites for a portion of the standard workweek and allows Department Heads to implement Remote Work Arrangements where appropriate, for eligible employees.

This policy does not apply in situations where an employee is seeking a reasonable accommodation in relation to a disability or injury. Such requests should be considered in light of the applicable policy in relation to the request.

II. ORGANIZATIONS AFFECTED

Applicable to all Tioga County departments where a remote worksite is feasible and appropriate, as determined by the Department Head.

III. DEFINITIONS

- A. "Centrally Located Worksite" means the Tioga County worksite where the employee would be required to work if they were not remote working.
- B. "Remote Work Agreement" means a Remote Work Arrangement has been agreed to by the Department Head and employee for the employee to work one or two days each work week from a non-County location instead of commuting to the employee's centrally located worksite.
- C. "Remote Work Location" means the non-County site where the employee intends to perform County work.
- D. "Voluntary" means employees choose an alternative working arrangement.

IV. POLICY

A. General Remote Work Standards and Requirements

1. This Remote Work Policy shall supersede all prior and/or existing Telecommute guidelines.
2. No more than the equivalent of (2) two days per week may be worked from a remote worksite, with the exception of Attorneys. For employees with a 35-hour workweek, (2) two days shall mean (14) fourteen hours. For those employees with a 40-hour workweek, (2) two days shall mean (16) sixteen hours.
3. Attorneys employed by the County, with Department Head approval as well as Legislative consideration and approval, may be eligible to work remotely for up to (5) five days per week.
4. Remote Work Arrangements may be implemented where appropriate and approved by the Department Head for eligible employees. Remote Work Arrangements may be made in recognition of the positive personal and organizational impacts of such arrangements, including increased workplace flexibility and increased productivity.
5. While Remote Work Arrangements are available to both Management/Confidential and CSEA members, they are not appropriate for all employees and roles. No employee is entitled to, nor guaranteed the opportunity to have a Remote Work Arrangement. Said schedules are not a universal employee

benefit; employees do not have the “right” to Remote Work Arrangements, nor do employees have a right to an indefinite remote work arrangement. Offering the opportunity for a Remote Work Arrangement is at the discretion of the employee’s Department Head. All Remote Work Arrangements must meet the criteria in this policy and may be terminated by the Department Head. The Department Head may terminate a Remote Work Arrangement at any time should they determine the arrangement is not being adhered to or is no longer in the best interest of their department.

6. An employee wishing to request a Remote Work Arrangement shall submit a written request to his/her Department Head. Again, employees seeking a reasonable accommodation in relation to a disability or religion should submit the appropriate forms under the applicable policy. A determination on a Remote Work Arrangement must be issued in writing by the Department Head. Any changes, other than termination of the arrangement, to the written arrangement must also be documented in writing and the Department Head’s determination issued in writing.
7. Department Heads should routinely evaluate the effectiveness of an employee’s alternative work agreement, minimally every three months. Remote Work Agreements will be reviewed each December for renewal the following January. At the expiration of a Remote Work Agreement, the employee may request renewal of the arrangement. ***The Remote Work Agreement can be found on the County’s Intranet under “Employee Handbook – EH Forms”.*** The request to renew the arrangement must be made in writing.
8. The Department Head will evaluate and adjust Remote Work Arrangements as needed to meet the organizational and workload needs. Adjustments may be made at any time during the agreement, subject to Department Head approval.
9. Should a conflict arise between two or more employees concerning a Remote Work Arrangement, the Department Head shall have final authority to resolve the matter.
10. The business of the County will take precedence over remote workdays. Employees may, at the discretion of their immediate

supervisor or Department Head, be called to work with 4 hours' notice to their centrally located worksite on their remote workday during their regular work hours to meet workload or operational requirements. Employees will be expected to complete their remote work during their approved work schedule. Approved schedules and any deviations of these for remote work must be approved in advance by the Department Head.

11. Department Head determinations regarding Remote Work Arrangements will not be "greivable" as per the Memorandum of Understanding with the CSEA (*note: MOU to be developed*).
12. When an employee engaged in a Remote Work Agreement comes into their centrally located worksite, the time traveling from the employee's home to the centrally located worksite will be treated as regular commuting time and the employee's travel time will not be counted as hours worked, nor will the employee's mileage be reimbursed. **On-Call Employees are exempt from this (A. #10) and are to comply with their department procedures.**
13. The essential duties, obligations, and responsibilities of an employee who remote works are the same as employees at the centrally located worksite. Employees must be available to communicate with those whom he/she normally conducts business (e.g., supervisor, clients/the public, co-workers, etc.) by phone and email while remote working. Employees must respond to inquiries in the same fashion and within the same timeframes, as if she/he were in the office. In-person meetings must not be delayed because of remote work scheduling. Furthermore, employees are not allowed to meet with County clients at their remote work locations unless expressly authorized to do so by their Department Head.
14. A set procedure and schedule for regular communication between a remote working employee, staff, and clients must be identified in the Remote Work Agreement. For all employees, the Remote Work Agreement must indicate the hours that the remote working employee will be available to be reached by staff and clients. The Department Head may also outline specific job assignments and expectations of the remote working

employee. Work schedules and variations are subject to Department Head approval.

15. Work hours, overtime compensation, and annual leave schedule must conform to state and federal law and the County policies. Requests to work overtime or use leave time must first be approved by the Department Head/Supervisor in the same manner as when working in the office. If the employee is sick and unable to work, he/she must follow the same policy/procedure as employees at the centrally located worksite and notify his/her supervisor in accordance with county policy/collective bargaining agreement. Employees are to adhere to the lunch break language found in their collective bargaining agreement, and must take a lunch break, as outlined therein.
16. Employees must record and report all their time accurately. Department Heads must either develop their own preferred mechanism for accountability of remote work (daily or weekly) or the employee will complete the County's *Tele-work Weekly Log*. **This form can be located on the County's Intranet under "Employee Handbook – EH Forms".**
17. Employees who remote work are expected to be working during their Remote Work schedule, without the availability of a direct supervisor during non-standard hours of operation. Personal, vacation, and any other leave time scheduled during a Remote Work employee's scheduled workday must be arranged in the same manner as employees at the centrally located worksite. Telework is not an alternative to utilization of leave time.
18. The Remote Work employee's salary, retirement, and benefits are the same as if the employee were working at the centrally located worksite.
19. While working remotely, responsibilities and tasks need to be completed with the same importance and attention as they would if they were tended to in the centrally located worksite. Non-work-related interruptions must be kept to a minimum. Remote working shall not be used as a substitute for dependent child or elder care. Employees who remote work are expected to make dependent or childcare arrangements during the period they will be working. Remote working is not intended to

enable employees to conduct personal or non-County business while on County time.

20. Employees who remote may be covered by workers' compensation for job-related injuries occurring during their defined work period. Any claim received will be reviewed on its merit and in accordance with the Workers' Compensation Law. The employee is responsible for maintaining a safe and ergonomic remote working environment, including the work area, bathroom, and other areas that may be necessary for use during the Remote Work Arrangement. Workers' compensation will not apply to non-job-related injuries that occur at the remote work site. The employee remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises. Tioga County will not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises and employee will hold the County harmless for injury to others at the remote worksite.
21. In the event of a job-related incident, accident or injury during remote working hours, the employee shall report the incident to their supervisor as soon as possible but no longer than 24 hours after and follow established procedures to report and investigate workplace incidents, accidents, or injuries.
22. The employee must allow inspections of the employee's work area(s), home office, or other relevant location to be conducted by the County or its agent if a job-related incident, accident, or injury has occurred.
23. Remote working employees shall not hold in-person business meetings with internal or external clients, customers, or colleagues at their remote worksite.
24. Employees shall not conduct any unauthorized external (non-County) work during their remote work schedule.
25. The employee shall participate in any County-sponsored remote working and/or technology training as requested by the employee's supervisor or Department Head.
26. The employee shall participate as requested in any County evaluation of the remote working arrangement.
27. Violations of this policy may result in rescission of a telework agreement, as well as potential disciplinary action.

B. Remote Work Arrangement Eligibility:

1. Characteristics of the employee will include a demonstrated conscientiousness about work time and productivity, self-motivation and ability to work well alone. The employee communicates effectively with supervisors, co-workers, support staff and clients. The employee operates computer or other equipment independently, to the degree that will be required to work from their home or during non-supervised periods. The employee must be performing currently at an overall satisfactory level or above in their position.
2. An employee's work must be of a nature that face-to-face interaction with internal or external customers or project workgroups is minimal and/or the employee's tasks can be performed successfully away from the centrally located worksite.
3. The need for specialized material or equipment to remote work should be minimal. Employees interested in Remote Work must already have a safe and ergonomic home office environment or work area and the primary materials and equipment needed at their home to remote work.
4. Employees must have completed a reasonable amount of employment to be assessed by Department Head to be a successful candidate for a Remote Work Arrangement.
5. Each Department Head will establish criteria for worker and role eligibility for potential Remote Work Agreement.
6. Employees must have appropriate dependent care arrangements that allow the employee to work without distraction and mitigate undue interruption, which could impact productivity.
7. Employees in a training capacity or providing hands-on service will not normally be eligible to participate in a Remote Work Arrangement program.
8. Employees with attendance or tardiness issues will not be eligible.
9. Employees who have been counseled or disciplined within the two years immediately preceding the request for Remote Work Arrangement will not be eligible.

10. Meeting the above eligibility criteria does not guarantee that an employee will be approved for a Remote Work Arrangement. Operational and organizational needs may preclude an employee's Request from being approved.

C. Hardware, Software and Supplies:

1. The County will provide a computer, laptop or tablet approved by Information Technology. The Employee will be responsible for workspace, networking and/or internet capabilities at the remote work location and shall not be reimbursed by the County for these or related expenses. Special circumstances may arise and will be reviewed by the Department Head. (*Arrangements made prior to effective date of this policy may remain in effect with approval from Department Head). Internet access is expected to be reliable and secure, and meet the bandwidth needed for the job.
2. The need for specialized material or equipment in order to remote work should be minimal. The County shall provide equipment (hardware and/or software) and services (such as technical support) if it is approved in advance by the employee's Department Head and the Chief Information Officer.
3. Department expenses incurred in the implementation and execution of remote work arrangements require the approval of the Department Head. If County equipment is provided to the employee, the employee is responsible for seeing that the equipment is properly used in compliance with County IT policy and returned in working order to the County upon conclusion of the Remote Work Arrangement.
4. Standard office supplies (such as paper and pens) will be provided by the County and should be obtained by the employee at the centrally located worksite. Out-of-pocket expenses for supplies normally available at the centrally located worksite will not be reimbursed. Office furniture will not be provided to employees who remote work.
5. Employees who remote work are subject to the same internal County policies regarding the use of County-provided equipment (hardware and/or software) and services as that of employees at the centrally located worksite.

6. Employees who remote work shall not allow anyone, except County employees, to use or access County-provided equipment (including hardware, software, chargers, storage devices) and services.
7. Employees are prohibited from accessing the County network using a public access computer.
8. **HARDWARE:** New or existing computer equipment shall be provided to staff by the County if approved in advance by the employee's Department Head and the Chief Information Officer. All County owned hardware equipment and devices must be returned to the County as soon as the remote working agreement has ended, or when the equipment is no longer needed to perform related work activities.
9. The County will provide routine maintenance and repairs for County owned computers and equipment. The County will try and perform maintenance remotely, however, to complete necessary maintenance it may be required that the staff member bring their device back to the worksite or internal network. Staff can request technical support for County computer devices by sending an email to the Tioga County Helpdesk. County IT staff will not visit the employee's remote work location to provide service onsite.
10. **SOFTWARE:** Employees must conform to the County's software standards. Department Heads will consult with Information Technology staff to ensure that the software needed conforms to the County's software policies.
11. Remote access to the County's network may be provided to the employee at the discretion of the employee's Department Head and with the approval of the Chief Information Officer or designee. If the County's remote access system includes internet access or other dial-in services, the employee may only use the County provided internet access or other dial-in services in a manner consistent with that of employees at the centrally located worksite. Employees who remote work are subject to the same internal County policies regarding the use of County provided equipment, software and services as that of employees at the centrally located worksite.

12. The County may purchase software for installation on County-provided equipment if approved in advance by the employee's Department Head and the Chief Information Officer or designee.

D. Confidential Information:

1. The employee will maintain the confidentiality of County and State information and documents, prevent unauthorized access to any County system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the County or its clients/customers.
2. The employee shall continue to follow all Tioga County policies that address confidentiality and security, as found in the Employee Handbook.
3. Employees must maintain documents in their possession in a safe and secure manner while they are outside of their normal workplace.

. PROCEDURE

- A. Employee submits completed Request for Remote Work Arrangement form to Department Head. If Department Head is requesting remote work, completed form to be submitted by Department Head to Chair of the County Legislature. ***The Request for Remote Work Arrangement can be found on the County's Intranet under "Employee Handbook – EH Forms".***
- B. After review by Information Technology for technical needs, Department Head (or Chair of Legislature if Department Head requesting) issues written determination within 10 working days of receipt of Request.
- C. If approved, employee and Department Head (or Chair of Legislature if Department Head requesting) or designee complete Remote Work Agreement form.
- D. Any requests to revise the Agreement are to be submitted by the employee to the Department Head (or Chair of Legislature if Department Head requesting) in writing and answered in writing by the Department Head (or Chair of Legislature if Department Head requesting).
- E. Department Heads are to file with the Chair of the Legislature and Chair of their Legislative Committee each newly approved Remote Work Agreement, changes to Remote Work Agreements, and the conclusion thereof.

VI. FORMS

Located on the **County's Intranet "Employee Handbook-EH Forms"**, are the following:

- A. Remote Work Agreement
- B. Request for Remote Work Arrangement
- C. Employee Assessment for Remote Work Suitability
- D. Tele-Work Weekly Log

VII. CONTINUOUS REVIEW

The County reserves all rights to continuously review this policy, and any telework agreement and rescind either of them upon a review and determination that the policy or an agreement is no longer in the best interest of the County. No employee should have any belief or expectation that the policy or an agreement will continue indefinitely. The County will continuously review this policy and decide as to its effectiveness, need, and any other rationale behind it or the procedures within it and it may, within its sole discretion, rescind or alter the policy or procedures and any associated documentation.

Furthermore, the County retains all rights in determining the work assignments and location of its employees. As teleworking is an assignment to work from a different work location, that may be changed by the County at any time. As this policy is being implemented by the County, it is not incorporated into any collective bargaining agreement or grievance procedure included within them.

REFERRED TO: ITCS COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -24 AMEND EMPLOYEE HANDBOOK;
SECTION VIII: COMPREHENSIVE
INFORMATION SECURITY POLICY

WHEREAS: The Chief Information Officer and Deputy Director of ITCS have determined that aligning with the National Institute of Standards and Technology standards is appropriate for the Information Technology infrastructure within Tioga County, New York; and

WHEREAS: The Chief Information Officer and Deputy Director of ITCS have reviewed the County's Comprehensive Information Security Policy and made recommendations to remove sections IV-D. and VI-A-3 and add new Sections VI-Q-S; therefore be it

RESOLVED: That the Comprehensive Information Security Policy, Sections IV-D and VI-A-3 be removed and new Section VI-Q-S be added as follows:

VI. AUDIENCE – ITCS DEPARTMENT

Q. Configuration Management

II. Purpose

To ensure that Information Technology (IT) resources are inventoried and configured in compliance with IT security policies, standards, and procedures.

III. Reference

National Institute of Standards and Technology (NIST) Special Publications (SP): NIST SP 800-53a – Configuration Management (CM)

IV. Policy

This policy is applicable to all departments and users of Tioga County IT resources and assets.

1. Baseline Configuration

ITCS Department shall:

- a. Develop, document, and maintain under configuration control, a current baseline configuration of information systems.

- b. Review and update the baseline configuration of the information system annually.
- c. Review and update the baseline configuration of the information system when required as an integral part of information system component installations and upgrades.
- d. Retain one previous version of baseline configurations of information systems to support rollback.

2. Configuration Change Control

ITCS Department shall:

- a. Determine the types of changes to the information system that are configuration controlled.
- b. Review proposed configuration-controlled changes to the information system and approve or disapprove such changes with explicit consideration for security impact analyses.
- c. Document configuration change decisions associated with the information system.
- d. Implement approved configuration-controlled changes to the information system.
- e. Retain records of configuration-controlled changes to the information system for one year.
- f. Audit and review activities associated with configuration-controlled changes to the information system.
- g. Coordinate and provide oversight for configuration control activities through a change approval board (CAB) that convenes weekly.
- h. Test, validate, and document changes to the information system before implementing the changes on the operational system.

3. Security Impact Analysis

ITCS Department shall:

- a. Analyze changes to the information system to determine potential security impacts prior to change implementation.

4. Access Restrictions for Change

ITCS Department shall:

- a. Define, document, approve, and enforce physical and logical access restrictions associated with changes to the information system.

5. Configuration Settings

ITCS Department shall:

- a. Establish and document configuration settings for information technology products employed within the information system that reflect the most restrictive mode consistent with operational requirements.
- b. Implement the configuration settings.
- c. Identify, document, and approve any deviations from established configuration settings.
- d. Monitor and control changes to the configuration settings in accordance with policies and procedures.

6. Least Functionality

ITCS Department shall:

- a. Configure the information system to provide only essential capabilities.
- b. Review the information system quarterly to identify unnecessary and/or non-secure functions, ports, protocols, and services.

- c. Disable functions, ports, protocols, and services within the information system deemed to be unnecessary and/or non-secure.
- d. Prevent program execution in accordance with policies regarding software program usage and restrictions and rules authorizing the terms and conditions of software program usage.
- e. Identify software programs not authorized to execute on information systems.
- f. Employ an allow-all, deny-by-exception policy to prohibit the execution of unauthorized software programs on the information system.
- g. Review and update the list of unauthorized software programs annually.

7. Information System Component Inventory

ITCS Department shall:

- a. Develop and document an inventory of information system components that:
 - i. Reflects the current information system accurately.
 - ii. Includes all components within the authorization boundary of the information system.
 - iii. Is at the level of granularity deemed necessary for tracking and reporting.
 - iv. Includes information deemed necessary to achieve effective information system component accountability.
- b. Review and update the information system component inventory annually.
- c. Update the inventory of information system components as an integral part of component installations, removals, and information system updates.

- d. Employ automated mechanisms quarterly to detect the presence of unauthorized hardware, software, and firmware components within the information system.
- e. Take the following actions when unauthorized components are detected:
 - i. Disable network access by such components, or
 - ii. Isolate the components and notify the Chief Information Officer and system owner.
- f. Verify that all components within the authorization boundary of the information system are not duplicated in other information system component inventories.

8. Configuration Management Plan

ITCS shall develop, document, and implement a configuration management plan for the information system that:

- a. Addresses roles, responsibilities, and configuration management processes and procedures.
- b. Establishes a process for identifying configuration items throughout the system development life cycle and for managing the configuration of the configuration items.
- c. Defines the configuration items for the information system and places the configuration items under configuration management.
- d. Protects the configuration management plan from unauthorized disclosure and modification.

9. Software Usage Restrictions

ITCS Department shall:

- a. Use software and associated documentation in accordance with contract agreements and copyright laws.

- b. Track the use of software and associated documentation protected by quantity licenses to control copying and distribution.
- c. Control and document the use of peer-to-peer file sharing technology to ensure that this capability is not sued for the unauthorized distribution, display, performance, or reproduction of copyrighted work.

10. User Installed Software

ITCS Department shall:

- a. Establish policies governing the installation of software by users.
- b. Enforce software installation policies through controlling privileged access and blocking the execution of files using policy applied by directory service and/or application whitelisting.
- c. Monitor policy compliance quarterly.

V. Compliance

Employees who violate this policy may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties. Non-employees, including, without limitation, contractors, may be subject to termination of contractual agreements, denial of access to IT resources, and other actions as well as both civil and criminal penalties.

VI. Policy Exceptions

Requests for exceptions to this policy shall be reviewed by the Chief Information Officer (CIO) and the Information Security Officer (ISO). Departments requesting exceptions shall provide such requests to the CIO. The request should specifically state the scope of the exception along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken, initiatives, actions and a timeframe for achieving the minimum compliance level with the policies set forth herein. The CIO shall review such requests; confer with the requesting department.

R. Contingency Planning

II. Purpose

To ensure that Information Technology (IT) resources are available during times of disruption of services.

III. Reference

National Institute of Standards and Technology (NIST) Special Publications (SP): NIST SP 800-53a – Contingency Planning (CP), NIST SP 800-16, NIST SP 800-34, NIST SP 800-50, NIST 800-84; NIST Federal Information Processing Standards (FIPS) 199

IV. Policy

This policy is applicable to all departments and users of Tioga County IT resources and assets.

1. Contingency Plan

ITCS Department shall:

- a. Develop a contingency plan for the information system, in direct guidance and association with the information system owner, that:
 - i. Identifies essential missions and business functions and associated contingency requirements.
 - ii. Provides recovery objectives, restoration priorities, and metrics.
 - iii. Addresses contingency roles, responsibilities, assigned individuals with contact information.
 - iv. Addresses maintaining essential missions and business functions despite an information system disruption, compromise, or failure.
 - v. Addresses eventual, full information system restoration without deterioration of the security safeguards originally planned and implemented.
 - vi. Is reviewed and approved by the Chief Information Officer, and information system's owner management on at least an annual basis.

- b. Distribute copies of contingency plans to key contingency personnel, identified by name and/or by business role.
- c. Coordinate contingency planning activities with incident handling activities.
- d. Update the contingency plan to address changes to the business owner's mission, information system, or environment of operation and problems encountered during contingency plan implementation, execution, or testing.
- e. Communicate contingency plan changes to key contingency personnel identified by name and/or by business role.
- f. Protect the contingency plan from unauthorized disclosure and modification.

2. Contingency Training

ITCS Department shall:

- a. Provide contingency training to information system users consistent with assigned roles and responsibilities.
- b. Ensure designated personnel receive contingency training at least biannually of assuming a contingency role or responsibility, and when required by information system changes.

3. Contingency Plan Testing

ITCS, along with information system owners, shall:

- a. Test the contingency plan for the information system, as determined by the mission critical nature of the business system(s) no less than annually.
- b. Use strategic and tactical planning during testing to simulate a production information system to determine the effectiveness of the plan and the organizational readiness to execute the plan.
- c. Review the contingency plan test results.

- d. Initiate corrective actions, as needed.
- e. Coordinate contingency plan testing with organizational elements responsible for related plans; plans related to contingency plans for information systems include, for example, Business Continuity Plans, Disaster Recovery Plans, Continuity of Operations Plans, Crisis Communications Plans, Critical Infrastructure Plans, Cyber Incident Response Plans, and Occupant Emergency Plans.

4. Alternate Storage Site

ITCS, in direct guidance and association with the information system owner, shall:

- a. Establish an alternate storage site including necessary agreements to permit the storage and retrieval of information system backup information.
- b. Ensure that the alternate storage site provides information security safeguards equivalent to that of the primary site.
- c. Identify an alternate storage site that is separated from the primary storage site to reduce susceptibility to the same threats.
- d. Identify and document potential accessibility problems to the alternate storage site in the event of an area-wide disruption or disaster and outline explicit mitigation actions.

5. Alternate Processing Site

ITCS, in direct guidance and association with the information system owner, shall:

- a. Establish an alternate processing site including necessary agreements to permit the transfer and resumption of the information system operations for essential missions/business functions within the time period consistent with recovery time and recovery point objectives when the primary processing capabilities are unavailable.
- b. Ensure that equipment and supplies required to transfer and resume operations are available at the alternate processing

site or contracts are in place to support delivery to the site within the agreed upon time period for transfer/resumption.

- c. Ensure that the alternate processing site provides information security safeguards equivalent to that of the primary site.
- d. Identify an alternate processing site that is separated from the primary processing site to reduce susceptibility to the same threats.
- e. Identify potential accessibility problems to the alternate processing site in the event of an area-wide disruption or disaster and outline explicit mitigation actions.
- f. Develop alternate processing site agreements that contain priority-of-service provisions in accordance with business objectives and availability requirements.

6. Telecommunications Services

ITCS Department shall:

- a. Establish alternate telecommunications services including necessary agreements to permit the resumption of information system operations for essential missions and business functions within agreed upon recovery timeframes when the primary telecommunications capabilities are unavailable at either the primary or alternate processing or storage sites.
- b. Develop primary and alternate telecommunications service agreements that contain priority-of-service provisions in accordance with agreed upon recovery objectives and availability requirements.
- c. Request Telecommunications Service Priority for all telecommunications services used for national security emergency preparedness in the event that the primary and/or alternate telecommunications services are provided by a common carrier.

7. Information System Backup

ITCS, in direct guidance and association with the system owner, shall:

- a. Conduct backups of user-level information contained in the information system defined by frequency consistent with recovery time and recovery point objectives.
- b. Conduct backups of system-level information contained in the information system defined by frequency consistent with recovery time and recovery point objectives.
- c. Conduct backups of information system documentation including security-related documentation defined by frequency consistent with recovery time and recovery point objectives.
- d. Protect the confidentiality, integrity, and availability of backup information at storage locations.
- e. Test backup information to verify media reliability and information integrity.

8. Information System Recovery and Reconstitution

ITCS, in direct guidance and association with the information system owner, shall:

- a. Provide for the recovery and reconstitution of the information system to a known state after a disruption, compromise, or failure.
- b. Provide that the information system implements transaction recovery for systems that are transaction-based.

V. Compliance

Employees who violate this policy may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties. Non-employees, including, without limitation, contractors, may be subject to termination of contractual agreements, denial of access to IT resources, and other actions as well as both civil and criminal penalties.

VI. Policy Exceptions

Requests for exceptions to this policy shall be reviewed by the Chief Information Officer (CIO) and the Information Security Officer (ISO). Departments requesting exceptions shall provide such requests to the CIO. The request should specifically state the scope of the exception along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken, initiatives, actions and a timeframe for achieving the minimum compliance level with the policies set forth herein. The CIO shall review such requests; confer with the requesting department.

S. Identification and Authentication

II. Purpose

To ensure that only properly identified and authenticated users and devices are granted access to Information Technology (IT) resources in compliance with IT security policies, standards, and procedures.

III. Reference

National Institute of Standards and Technology (NIST) Special Publications (SP): NIST SP 800-53a – Identification and Authentication (IA), NIST SP 800-12, NIST SP 800-63, NIST SP 800-73, NIST 800-76, NIST SP 800-76, NIST SP 800-78, NIST SP 800-100, NIST SP 800-116; Homeland Security Presidential Directive (HSPD) 12 Policy for a Common Identification Standard for Federal Employees and Contractors; NIST Federal Information Processing Standards (FIPS): FIPS 201, FIPS 140

IV. Policy

This policy is applicable to all departments and users of Tioga County IT resources and assets.

1. Identification and Authentication

ITCS Department shall:

- a. Ensure that information systems uniquely identify and authenticate users or processes acting on behalf of Tioga County users.
- b. Ensure that information systems implement multifactor authentication for network access to privileged accounts.

- c. Ensure that information systems implement multifactor authentication for network access to non-privileged accounts.
- d. Ensure that information systems implement multifactor authentication for local access to privileged accounts.
- e. Ensure that information systems implement replay-resistant authentication mechanisms for network access to privileged accounts.
- f. Ensure that information systems implement multifactor authentication for remote access to privileged and non-privileged accounts such that one of the factors is provided by a device separate from the system gaining access.

2. Device Identification and Authentication

ITCS Department shall:

- a. Ensure that information systems uniquely identify and authenticate all devices before establishing a network connection.

3. Identifier Management

ITCS Department, through department information systems owners, shall:

- a. Ensure that Tioga County, NY manages information system identifiers by receiving authorization from the Chief Information Officer to assign an individual, group, role, or device identifier.
- b. Select an identifier that identifies an individual, group, role, or device.
- c. Assign the identifier to the intended individual, group, role, or device.
- d. Prevent reuse of identifiers for 90 days.
- e. Disable the identifier after 60 days of inactivity.

4. Authenticator Management

ITCS Department shall:

- a. Ensure that information systems, for password-based authentication, enforce minimum password complexity that must not contain the user's entire Account Name value, entire Full Name value or any Personally Identifiable Information (PII).
- b. Ensure passwords must contain characters from three of the following five categories:
 - i. Uppercase characters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters);
 - ii. Lowercase characters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters);
 - iii. Base 10 digits (0 through 9);
 - iv. Non-alphanumeric characters ~!@#\$%^&_ - += | \ () { } [] ; ' " < > , . ? /; and
 - v. Any Unicode character that is categorized as an alphanumeric character but is not uppercase or lowercase. This includes Unicode characters from Asian languages.
- c. Require passwords to have a minimum length of 8 characters.
- d. Enforce at least one changed character when new passwords are created.
- e. Store and transmit only cryptographically protected passwords.
- f. Enforce password minimum and maximum lifetime restrictions of one day and 120 days respectively.
- g. Prohibit password reuse for 12 generations.

- h. Allow the use of a temporary password for system logons with an immediate change to a permanent password.
- i. Require that the registration process to receive authenticators be conducted in person or by a trusted third party with authorization by the Chief Information Officer.

V. Compliance

Employees who violate this policy may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties. Non-employees, including, without limitation, contractors, may be subject to termination of contractual agreements, denial of access to IT resources, and other actions as well as both civil and criminal penalties.

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