

Office of the County Attorney

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

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



FINANCE, LEGAL & SAFETY COMMITTEE

November 12, 2025

10:30 A.M.

- APPROVAL OF MINUTES: October 14, 2025
- FINANCIAL
 - Safety
 - Law
- OLD BUSINESS
 - Litigation and Claims
 - Space Heater Policy
- NEW BUSINESS
 - CPR/First Aid/Stop the Bleed & Narcan Training
- PERSONNEL
 - 3rd Assistant County Attorney vacancy
 - Assistant Public Defender vacancy
 - Public Defender vacancy
- RESOLUTIONS
 - RECLASSIFICATION OF ASSIGNED COUNSEL APPROPRIATION FOR STANDARD VOUCHER EXPENSES
 - SALARY FOR PART-TIME ASSIGNED COUNSEL PARALEGAL ASSIGNED COUNSEL OFFICE
 - AMEND EMPLOYEE HANDBOOK: SECTION IX. SAFETY RULES; SUBSECTION K. SPACE HEATERS
 - AUTHORIZE ACCEPTANCE OF A GRANT FROM THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES AND AMEND ASSIGNED COUNSEL AND PUBLIC DEFENDER'S 2025 BUDGET
 - AUTHORIZE ACCEPTANCE OF A GRANT FROM THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES AND AMEND ASSIGNED COUNSEL AND PUBLIC DEFENDER'S 2025 BUDGET
- PROCLAMATIONS
 - N/A

- EXECUTIVE SESSION
- ADJOURNMENT

DRAFT

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FINANCE, LEGAL AND SAFETY COMMITTEE

October 14, 2025

10:30 A.M.

ATTENDANCE:

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

Staff: Legislative Clerk Haskell, County Attorney DeWind, Treasurer McFadden, Deputy Treasurer Chandler, Chief Accountant Schurter, Safety Officer Holbrook, Personnel Officer Parke, Public Defender Cline

Guest(s): N/A

APPROVAL OF THE MINUTES: Legislator Monell asked for a motion to approve September 16, 2025, minutes. Legislator Ciotoli made the motion seconded by Legislator Brown and was unanimously carried.

FINANCIAL: Legal and Safety's budget are tracking well. However, County Attorney DeWind continues to monitor the Legal Fees object line.

OLD BUSINESS:

- **Litigation and Claims:** There are no new claims. A claim has been filed regarding out-of-state pistol permits. A request has been made to amend the complaint to add the County to the lawsuit due to New York State settling this lawsuit without including the additional four counties named in the petition. Outside counsel may need to be retained to address the amended petition.

NEW BUSINESS:

- **Flood Insurance:** Due to the governmental shut down FEMA is not writing flood insurance policies. This impacts one policy for the County.
- **Space Heater Policy:** Safety Officer Holbrook will submit this policy next month for Legislative approval.
- **PESH Audit:** On November 18, 2025, PESH will review the County's policies and programs for compliance.
- **CDL Drug Testing:** CDL drug testing for the fourth quarter will be completed as scheduled.

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PERSONNEL:

- 3rd Assistant County Attorney vacancy remains open with no interest.
- Assistant Public Defender vacancy: A committee will be appointed to interview prospective candidates for this position due to the retirement of Public Defender Cline at the end of this year.
- Case Manager (Public Defender's Office): An offer of employment has been made and accepted, and a resolution has been submitted to authorize the hiring for this position.

RESOLUTIONS: AUTHORIZE APPOINTMENT OF CASE MANAGER (PART TIME) PUBLIC DEFENDERS OFFICE and REQUEST FOR TRANSFER OF FUNDS DISTRICT ATTORNEY were moved into full Legislative session without further questions.

PROCLAMATIONS: N/A

EXECUTIVE SESSION: N/A

ADJOURNMENT: Legislator Monell adjourned the Finance, Legal and Safety Committee meeting at 11:04 A.M.

Respectfully submitted,

Christine Freyvogel

Paralegal to the County Attorney



TIOGA COUNTY, NEW YORK

Tioga County 2025 SAFETY BUDGET REPORT

FOR 2025 12

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
CI Liability Insurance Fund							
CI8042 504 Coordinator/Safety							
CI8042 424010 Interest And Earn	0	0	0	-8,328.21	.00	8,328.21	100.0%
CI8042 510010 Fulltime	60,568	0	60,568	48,268.48	.00	12,299.52	79.7%
CI8042 540070 Car Maintenance	1,000	0	1,000	21.00	.00	979.00	2.1%
CI8042 540140 Contracting Servi	4,500	0	4,500	2,459.00	441.00	1,600.00	64.4%
CI8042 540140 M7674 Contracting	160,000	1,000	161,000	117,247.15	42,752.85	1,000.00	99.4%
CI8042 540220 Automobile Fuel	200	0	200	.00	.00	200.00	.0%
CI8042 540340 Literature	50	0	50	42.94	.00	7.06	85.9%
CI8042 540410 Nursing Supplies	2,000	0	2,000	493.32	.00	1,506.68	24.7%
CI8042 540420 Office Supplies	400	0	400	213.69	.00	186.31	53.4%
CI8042 540480 Postage	75	0	75	.00	.00	75.00	.0%
CI8042 540640 Supplies (Not off	600	0	600	394.63	.00	205.37	65.8%
CI8042 540733 Training/All othe	2,500	0	2,500	1,474.43	.00	1,025.57	59.0%
CI8042 581088 State Retirement	7,113	0	7,113	7,981.38	.00	-868.38	112.2%*
CI8042 583088 Social Security F	4,477	0	4,477	3,604.84	.00	872.16	80.5%
CI8042 584088 Workers Compensat	1,195	0	1,195	984.94	.00	210.06	82.4%
CI8042 585588 Disability Insura	68	0	68	48.84	.00	19.16	71.8%
CI8042 586088 Health Insurance	28,133	0	28,133	25,033.14	.00	3,099.86	89.0%
CI8042 588988 Eap Fringe	16	0	16	12.98	.00	3.02	81.1%
TOTAL 504 Coordinator/Safety	272,895	1,000	273,895	199,952.55	43,193.85	30,748.60	88.8%
TOTAL Liability Insurance Fund	272,895	1,000	273,895	199,952.55	43,193.85	30,748.60	88.8%
TOTAL REVENUES	0	0	0	-8,328.21	.00	8,328.21	
TOTAL EXPENSES	272,895	1,000	273,895	208,280.76	43,193.85	22,420.39	
GRAND TOTAL	272,895	1,000	273,895	199,952.55	43,193.85	30,748.60	88.8%

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



TIOGA COUNTY, NEW YORK

Tioga County 2025 LEGAL BUDGET REPORT

FOR 2025 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1420 Law							
A1420 412706 Shared Services-At	-50,079	0	-50,079	-19,510.80	.00	-30,568.20	39.0%*
A1420 510010 Full Time	231,528	-46,489	185,039	156,624.45	.00	28,414.10	84.6%
A1420 510020 Part Time/Temporar	41,641	0	41,641	33,185.15	.00	8,455.85	79.7%
A1420 520200 Office Equipment	450	0	450	.00	.00	450.00	.0%
A1420 540000 Contract Expense	500	0	500	287.56	.00	212.44	57.5%
A1420 540010 Advertising	635	-425	210	210.00	.00	.00	100.0%
A1420 540040 Books	1,500	0	1,500	720.59	.00	779.41	48.0%
A1420 540180 Dues	2,400	0	2,400	1,415.61	.00	984.39	59.0%
A1420 540330 Legal Fees	65,000	2,500	67,500	48,082.54	7,440.00	11,977.46	82.3%
A1420 540331 Legal Fees-Adolesc	1,500	0	1,500	500.00	.00	1,000.00	33.3%
A1420 540390 Mileage Expense	300	925	1,225	1,163.40	20.00	41.60	96.6%
A1420 540420 Office Supplies	825	0	825	559.09	.00	265.91	67.8%
A1420 540480 Postage	150	0	150	88.19	.00	61.81	58.8%
A1420 540485 Printing/Paper	400	0	400	345.80	.00	54.20	86.5%
A1420 540731 Training/State Req	1,000	0	1,000	830.00	.00	170.00	83.0%
A1420 581088 State Retirement F	27,207	-5,997	21,210	14,993.88	.00	6,216.37	70.7%
A1420 583088 Social Security Fr	20,191	-3,589	16,602	14,177.23	.00	2,424.87	85.4%
A1420 584088 Workers Compensati	4,780	-971	3,809	3,223.44	.00	585.41	84.6%
A1420 585588 Disability Insuran	204	-57	147	111.00	.00	36.10	75.5%
A1420 586088 Health Insurance F	94,872	-9,493	85,379	76,706.04	.00	8,672.96	89.8%
A1420 588988 Eap Fringe	64	-13	51	42.48	.00	8.47	83.4%
TOTAL Law	445,068	-63,609	381,459	333,755.65	7,460.00	40,243.15	89.5%
TOTAL General Fund	445,068	-63,609	381,459	333,755.65	7,460.00	40,243.15	89.5%
TOTAL REVENUES	-50,079	0	-50,079	-19,510.80	.00	-30,568.20	
TOTAL EXPENSES	495,147	-63,609	431,538	353,266.45	7,460.00	70,811.35	
GRAND TOTAL	445,068	-63,609	381,459	333,755.65	7,460.00	40,243.15	89.5%

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

REFERRED TO:

FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

RECLASSIFICATION OF ASSIGNED COUNSEL
APPROPRIATION FOR STANDARD VOUCHER
EXPENSES

WHEREAS: The Tioga County Legislature budgeted for and appropriated funds to offset anticipated expenses related to a high-profile criminal case, and the Assigned Counsel office has available previously requested funds budgeted under account A1172 540030 HPCC; and

WHEREAS: The Assigned Counsel Office has determined that a significant portion of the invoices associated with the high-profile criminal case will not be incurred until the 2026 fiscal year; and

WHEREAS: The Assigned Counsel Office anticipates an increased demand for standard assigned counsel voucher payments in 2025, and has requested to utilize existing funds for that purpose rather than drawing from contingency; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the reclassification and transfer of \$100,000 in following accounts:

From: A1172 540030 HPCC Assigned Counsel	\$ 100,000
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To: A1172 540030 Assigned Counsel	\$ 100,000
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REFERRED TO:

PERSONNEL COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

SALARY FOR PART-TIME
ASSIGNED COUNSEL PARALEGAL
ASSIGNED COUNSEL OFFICE

WHEREAS: By Resolution No. 168-25 adopted on April 15, 2025 the newly titled Management/Confidential Part-Time Paralegal (Assigned Counsel Program) position was established with a salary of \$35,000.00 annually, effective April 19, 2025; and

WHEREAS: The part-time Paralegal (Assigned Counsel Program) earns an annual salary of \$35,000.00 which is the maximum allowable salary to be collected as a New York State retiree; and

WHEREAS: The part-time Paralegal (Assigned Counsel Program) cannot accept the Management/Confidential salary increase on January 1, 2026, unless or until New York State increases the maximum amount earnable by a New York State retiree; therefore be it

RESOLVED: That Stephanie Carrigg, part-time Paralegal (Assigned Counsel Program), will not receive the Management/Confidential salary increase on January 1, 2026, unless or until New York State increases the maximum amount earnable for a New York State retiree.

REFERRED TO:

LEGISLATIVE WORKSESSION
FINANCE, LEGAL AND SAFETY COMMITTEE

RESOLUTION NO. -25

AMEND EMPLOYEE HANDBOOK:
SECTION IX. SAFETY RULES; SUBSECTION K.
SPACE HEATERS

WHEREAS: The Tioga County Employee Handbook currently contains general provisions regarding workplace safety and use of electrical devices, but lacks specific guidance on the use of personal space heaters within County facilities; and

WHEREAS: The Tioga County Safety Officer has reviewed this section and proposed revisions to strengthen the County's commitment to employee safety, reduce fire hazards, and ensure compliance with occupational safety standards and the County's risk management policies; therefore be it

RESOLVED: That the Tioga County Legislature hereby amends the Employee Handbook, Section IX. Safety Rules; Subsection k. Space Heaters in its entirety to read as follows:

k. SPACE HEATERS
(FORMERLY POLICY #55)
Space Heater Policy

Tioga County Space Heater Policy

SECTIONS:

- I. Purpose
- II. Scope
- III. Policy
 - a. Prohibition of personal appliances
 - b. Approved equipment
 - c. Approval policy for distribution of heaters
 - d. Proper usage rules
 - e. Inspection and maintenance
- IV. Compliance

I. Purpose

To establish strict safety guidelines for the use of space heaters in the workplace to protect employees and County property from the risks of fire and electrical hazards.

II. Scope

This policy applies to all employees and personnel within the County and all County facilities.

III. Policy

- a. **Prohibition of personal appliances:** The use of personally owned space heaters in any County owned building/facility is strictly prohibited.
- b. **Approved equipment:** Only space heaters purchased, inspected, and maintained by Tioga County Buildings and Grounds are permitted to be used in County owned or leased facilities. All approved heaters must have the following safety features:
 - Certification by a Nationally Recognized Testing Laboratory (NRTL), such as Underwriters Laboratories (UL) or Intertek (ETL).
 - Automatic shut-off features for both overheating and tip-over events.
 - Thermostatic controls for regulating temperature.
 - Cool to touch exterior to prevent the risk of burns if touched or bumped.
- c. **Approval process for distribution of heaters:**
 - Requests for a County-provided space heater must be submitted to the Buildings and Grounds Supervisor via the Department Head for approval.
 - Approval shall be granted only if an assessment determines that the existing HVAC system cannot adequately maintain heat in the area to temperature requirements.
- d. **Proper usage rules:** All approved space heaters must be used in accordance with the following rules:
 - **Direct wall plug-in:** Heaters must be plugged directly into a wall outlet. The use of extension cords or power strips is strictly forbidden.
 - **Clearance from combustibles:** A minimum clearance of at least (3) three feet must be maintained around the heater at all times. The surrounding area must be kept clear of paper, cloth, curtains, furniture, and other flammable materials.
 - **Stable placement:** Heaters must be placed on a hard, level, non-combustible surface, or as determined by the Buildings and Grounds Supervisor.
 - **Limited use:** Heaters must be turned off and unplugged when a work area is unoccupied, and at the end of every business day.
- e. **Inspections and maintenance:**
 - Buildings and Grounds staff will perform periodic inspections to ensure all equipment is in good working condition.
 - Any heater with a damaged cord, plug, or housing must be immediately unplugged, taken out of service, and reported to the Buildings and Ground Supervisor.

IV. Compliance

- a. Employees found to be in violation of this policy may face disciplinary action, up to and including termination. Unauthorized heaters found on County property will be removed.

Therefore be it

RESOLVED: That this amended policy in its entirety shall take effect immediately and be incorporated into the next published version of the Tioga County Employee Handbook under the appropriate sections title and numbering.

REFERRED TO:

FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE ACCEPTANCE OF A GRANT
FROM THE NEW YORK STATE DIVISION OF CRIMINAL
JUSTICE SERVICES AND AMEND ASSIGNED
COUNSEL AND PUBLIC DEFENDER'S 2025 BUDGET

WHEREAS: Tioga County has been notified by NYS Division of Criminal Justice Services of a grant award notice for \$60,790.00 for Aid to Defense for Discovery Reform for the time period beginning April 1, 2025 until expended; and

WHEREAS: It is necessary for Tioga County to accept the grant funding for the distribution in said amount of \$60,790.00; and

WHEREAS: Said funding in the amount of \$60,790.00 needs to be appropriated and the 2025 budget be amended; and

WHEREAS: Acceptance of grant funding and appropriation of funds require Legislature approval; therefore be it

RESOLVED: That the Tioga County Legislature hereby accepts the NYS Division of Criminal Justice Services Grant of said distribution in the amount of \$60,790.00; and be it further

RESOLVED: That upon receipt of the funds through the Division of Criminal Justice Services Grant of \$60,790.00 the 2025 Budget be amended as follows:

Revenue Accounts: A1170.430250 DOCJS	State Aid DOCJS	\$ 30,395.00
A1172.430250 DOCJS	State Aid DOCJS	\$ 30,395.00
Expense Accounts: A1172.540330 DOCJS	Legal Fees	\$ 30,395.00
A1170.540140 DOCJS	Contracting Services	\$ 30,395.00

And be it further

RESOLVED: That available funds on 12/31/25 of the original grant award of \$60,790.00 allocated in each of these budget lines be carried forward into the New Year 2026.

REFERRED TO:

FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE ACCEPTANCE OF A GRANT
FROM THE NEW YORK STATE DIVISION OF CRIMINAL
JUSTICE SERVICES AND AMEND ASSIGNED
COUNSEL AND PUBLIC DEFENDER'S 2025 BUDGET

WHEREAS: Tioga County has been notified by NYS Division of Criminal Justice Services of a grant award notice for \$60,167.00 for Aid to Defense for Supplemental Reform for the time period beginning April 1, 2025 until expended; and

WHEREAS: It is necessary for Tioga County to accept the grant funding for the distribution in said amount of \$60,167.00; and

WHEREAS: Said funding in the amount of \$60,167.00 needs to be appropriated and the 2025 budget be amended; and

WHEREAS: Acceptance of grant funding and appropriation of funds require Legislature approval; therefore be it

RESOLVED: That the Tioga County Legislature hereby accepts the NYS Division of Criminal Justice Services Grant of said distribution in the amount of \$60,167.00; and be it further

RESOLVED: That upon receipt of the funds through the Division of Criminal Justice Services Grant of \$60,167.00, the 2025 Budget be amended as follows:

Revenue Accounts: A1172.430250 DOCJS	State Aid DOCJS	\$ 30,083.50
A1170.430250 DOCJS	State Aid DOCJS	\$ 30,083.50
Expense Accounts: A1172.540330 DOCJS	Legal Fees	\$ 30,083.50
A1170.540280 DOCJS	Investigations	\$ 30,083.50

And be it further

RESOLVED: That available funds on 12/31/25 of the original grant award of \$60,167.00 allocated in each of these budget lines be carried forward into the New Year 2026.