


<h1 style="font-size: 2em; margin: 0;">Agenda</h1> 	<h2 style="text-align: center; margin: 0;">TIOGA COUNTY LEGISLATURE</h2> <p style="text-align: right; margin: 0;">12/9/2025 12:00 PM EDWARD D. HUBBARD AUDITORIUM Ronald E. Dougherty County Office Building 56 Main Street Owego NY 13827</p>	
Meeting called by:	Chair Martha Sauerbrey	
Type of meeting:	12 <sup>th</sup> Regular	
Attendees:	Legislator Aronstam Legislator Brown Legislator Bunce Legislator Ciotoli Legislator Flesher Legislator Monell Legislator Roberts Legislator Sauerbrey Legislator Standinger	
<div style="border: 1px solid black; padding: 5px;"> <h3 style="margin: 0;">Agenda topics</h3> </div>		
Invocation Pledge of Allegiance  Recognition Resolutions (5)  Privilege of the Floor	Legislator Monell Legislator Monell  <ul style="list-style-type: none"> <li>• Legislator/Chair Martha Sauerbrey</li> <li>• Legislator Barbara Roberts</li> <li>• County Treasurer James McFadden</li> <li>• Commissioner of Social Services Shawn Yetter</li> <li>• Public Defender Thomas Cline</li> </ul>	

<p>Approval of Minutes</p> <p>Petitions, Communications &amp; Notices</p> <p>Appointments/Reappointments</p> <p>Reports Standing Committees</p>	<p>November 12, 2025</p>	
<p>RESOLUTIONS</p>	<ol style="list-style-type: none"> <li>1. Fix Time of Organizational Meeting</li> <li>2. Appoint Directors Soil &amp; Water Conservation District</li> <li>3. Appoint Member to the Tioga County Industrial Development Agency (TCIDA)</li> <li>4. Appoint Member to the Broome-Tioga Workforce Development Board</li> <li>5. Appoint REAP Board Member</li> <li>6. Appoint Member to the Tioga County Agricultural and Farmland Protection Board</li> <li>7. Resolution Appointing New Member to Community Services Board</li> <li>8. Re-Appoint Member to the Tioga County Agricultural and Farmland Protection Board</li> <li>9. Re-Appoint Member to the Tioga County Planning Board</li> <li>10. Re-Appoint Member to the Tioga County Planning Board</li> <li>11. Re-Appoint Member to the Tioga County Planning Board</li> <li>12. Re-Appoint Member to the Tioga County Planning Board</li> <li>13. Re-Appoint Ralph Kelsey to the Tioga County Property Development Corporation Board</li> <li>14. Re-Appoint Joan Case to the Tioga County Property Development Corporation Board</li> <li>15. Re-Appoint Michael Baratta to the Tioga County Property Development Corporation Board</li> <li>16. Re-Appoint At-Large Member to the STERPDB Regional Board</li> </ol>	

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|  | <ol style="list-style-type: none"> <li>17. Re-Appoint Member to the Tioga County Board of Health</li> <li>18. Authorizing Tioga County to Serve as the Eligible Designee and to Apply for and Accept Funding from the New York State 250<sup>th</sup> Commemoration Commission through the New York State Education Department</li> <li>19. Authorize a Five-Year Agreement with Motorola Solutions for Radio System Maintenance and Lifecycle Support Services</li> <li>20. Approve Agreement with Trinity Services Group, Inc. for Jail Food Supply Services – Sheriff's Office</li> <li>21. Authorize Agreement with Metopio, Inc. for Software Application – Public Health</li> <li>22. Authorize Agreement with All-Mode Communications, Inc. for Mitel Telecommunications System for 2026</li> <li>23. Authorize Contract with Bree Health for Employee Assistance Program</li> <li>24. Enter into Contract with Catamount Consulting for Audiograms</li> <li>25. Authorize Contract with Children's Home of Wyoming Conference – Social Services</li> <li>26. Authorize Contract with Securitas Security Services</li> <li>27. Authorize Contract with Multiple Agencies – Social Services</li> <li>28. Authorization to Sign Contract – Social Services</li> <li>29. Authorization to Sign Contract – Social Services</li> <li>30. Authorize Intermunicipal Agreement with Broome County to Pay Cash Contribution to the Broome-Tioga Arts &amp; Cultural Master Plan</li> <li>31. Authorize NYS Department of Agriculture &amp; Markets County Agricultural &amp; Farmland Protection Plan Grant Application and Cash Match</li> <li>32. Authorize ED&amp;P to Submit a Renewal Application to NYS Community Development Block Grant Microenterprise Assistance Program and Authorize Legislative Chair Signature on Grant Related Documents</li> </ol> |  |
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|  | <p>33. Resolution to Renew Consultant Contract for Hazard Mitigation Plan Coordinator for 2026</p> <p>34. Authorize Renewal with Delta Dental to Administer Dental Benefits</p> <p>35. Authorize the Submission of ESINET Grant Application – Emergency Services</p> <p>36. Authorize Acceptance of the Floyd Hooker Foundation Grant and Modify 2025 Budget</p> <p>37. Resolution to Approve a Grant Award from NYS Division of Criminal Justice for County Pre-Trial Services</p> <p>38. Modify Snowmobile Grant Program Budget for 70% Award Disbursement to Snowmobile Clubs</p> <p>39. Authorize Purchase of Employer's Liability Insurance for Workers' Compensation Program</p> <p>40. Transfer Funds and Modify 2025 Budget for the ILS Fourth Family Defense Grant</p> <p>41. Modify 2025 Budget and Transfer Funds – Sheriff's Office</p> <p>42. Authorize the Re-Establishment of Prior Year Funds for 2026 Budget – Sheriff's Office</p> <p>43. Acceptance of Donation; Appropriation of Funds and Amend 2025 Budget – Social Services</p> <p>44. Appropriation of Funds and Amend 2025 Budget – Social Services</p> <p>45. Appropriation of Funds and Amend 2025 Budget – Social Services</p> <p>46. Appropriation of Funds Youth Bureau 2026</p> <p>47. Authorize Budget Transfer to Purchase Replacement Chairs</p> <p>48. Sole Source Procurement and Budget Transfer for Cohero Case Management System for the Coroner's Office</p> <p>49. Amend Budget &amp; Transfer of Funds – Public Health</p> <p>50. Amend 2025 Capital Budget, Transfer of Capital Funds to Offset Culvert Replacement Costs</p> <p>51. 2026 Budgetary Amendment Authorization as Related to the 2023 High-Profile Criminal Case</p> |  |
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|  | <p>52. Adopt County Budget for 2026, Appropriations and Salary Schedule</p> <p>53. Year End Transfers</p> <p>54. Authorize Treasurer to Encumber Funds</p> <p>55. County Tax Levy</p> <p>56. Town Tax Levy</p> <p>57. Authorize 2026 Salaries/Wages (Board of Elections)</p> <p>58. 2026 Staff Changes – Board of Elections</p> <p>59. 2026 Staff Changes – County Clerk</p> <p>60. 2026 Staff Changes – Veterans' Service Agency</p> <p>61. 2026 Staff Changes – ED&amp;P</p> <p>62. 2026 Staff Changes – Social Services</p> <p>63. Authorize Funding of Vacant Director of Social Services Position</p> <p>64. Authorize the Appointment of Commissioner of Social Services</p> <p>65. Authorize the Appointment of Public Defender</p> <p>66. Authorize Appointment of Case Manager (Part-Time) – Assigned Counsel Office</p> <p>67. Amend Employee Handbook: Section II. Ethics Rules; Add Subsection a. Nepotism Policy</p> <p>68. Amend Employee Handbook: Revise Section IV. Personnel Rules; Subsection s. Entitled Remote Work Policy – Pilot Program with a Six (6) Month Implementation Period</p> <p>69. Amend Employee Handbook: Section VIII. Comprehensive Information Security Policy to Adopt New Artificial Intelligence (AI) Policy under Section IV. Audience – End User</p> |  |
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REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

RESOLUTION RECOGNIZING  
MARTHA C. SAUERBREY'S  
20 YEARS OF DEDICATED SERVICE TO THE  
TIOGA COUNTY LEGISLATURE

WHEREAS: Martha C. Sauerbrey was elected to the position of Tioga County District #2 Legislator in November 2005 and took office on January 1, 2006; and

WHEREAS: Throughout Marte's tenure on the Tioga County Legislature, she provided dedicated leadership serving as Deputy Chair of the Legislature beginning in 2010 and Chair of the Legislature beginning in 2014; and

WHEREAS: As Chair of the Legislature, she oversaw the day-to-day business operations of Tioga County Government and, together with the Legislature, maintained county taxes for 14 years under the New York State tax cap mandate. Under her leadership, the County successfully overcame numerous challenges and achieved many accomplishments. Among the most significant was guiding the County through the COVID-19 pandemic; an unprecedented time that required keeping our employees and residents informed and safe; and

WHEREAS: Marte was a strong advocate for security services and upgrades at the Ronald E. Dougherty County Office Building to ensure the safety of the employees and public; and

WHEREAS: Marte was instrumental in supporting and strengthening the Tioga County Veterans' Service Agency during their organizational difficulty with assisting in expanding hours and services, programming, and hiring of staff to better serve the needs of Tioga County Veterans. In 2021, Marte developed the Veteran Employee Recognition honoring our county military staff for their service in the Armed Forces. Marte also reorganized and reenergized the Anti-Drug Coalition by taking it from a struggling program to a productive and growing organization known as the Tioga County Allies in Substance Abuse Prevention Coalition; and

WHEREAS: Marte exhibited a steady commitment in developing future leaders within the County Government by establishing monthly leaders' meetings with the Department Heads in 2015, co-founding the Institute for Advancement (I4A) in 2017, supporting the launch of the first I4A class in 2018 and establishing the Executive Team in 2021; and

WHEREAS: Marte had the vision for the next phase of County Government with the concept of creating a County Administrator position to oversee the day-to-day operations of County government which took several years to develop and resulted in the hiring of the first County Administrator in July 2024; and

WHEREAS: Marte has been actively engaged at the State level throughout her Legislative career serving on the NYSAC Board of Directors, elected to NYSAC Executive Committee and Women's Leadership Council in 2017, serving as the President of the NYSAC Board of Directors from 2021-2022, and serving as a Regional Economic Development Council Board Member; and

WHEREAS: Marte was responsible for carrying out State mandates such as implementing and chairing the Countywide Shared Services Initiative, the Police Reform Reinvention Collaboration under the administration of Governor Cuomo from 2020-2021 and participated in the Downtown Revitalization Initiative where the Village of Owego was awarded \$10 million dollars in 2018; and

WHEREAS: In her position as Tioga County Legislator, Marte was appointed to the Tioga County Industrial Development Agency from 2007-2014 and again from 2016-2025, served as the Vice-Chairwoman from 2010-2013, and served as Secretary from 2017-2025. She also served as the Chairwoman of the Tioga County Property Development Corporation Board (Land Bank) from 2017-2020 and continued her service as a Board member through 2025; and

WHEREAS: Marte has been extremely dedicated and loyal in the performance of her duties and responsibilities over the past 20 years to the Tioga County Legislature. She has earned the respect of her fellow Legislators, Local, State, and Federal officials, and employees; and

WHEREAS: Martha C. Sauerbrey will retire from her 20 years of dedicated public service as Tioga County District #2 Legislator effective January 1, 2026; therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Martha C. Sauerbrey for her 20 years of public service, leadership, and commitment to the residents of Tioga County as District #2 Legislator; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this outstanding Legislator, Martha C. Sauerbrey.



REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

RESOLUTION RECOGNIZING  
BARBARA J. ROBERTS  
4 YEARS OF DEDICATED SERVICE TO THE  
TIOGA COUNTY LEGISLATURE

WHEREAS: Barbara J. Roberts was elected to the position of Tioga County District #3 Legislator on January 1, 2022 for a three-year term; and

WHEREAS: Barbara J. Roberts was successfully re-elected to serve a new three-year term effective January 1, 2025 – December 31, 2027; and

WHEREAS: Over the course of her Legislative career, Barbara has served as Chairwoman of Economic Development & Planning Legislative Standing Committee from 2022-2024 and Chairwoman of the Public Works Legislative Standing Committee for 2025. Additionally, Barbara served on the Public Safety, Probation, & DWI, Personnel, and Finance, Legal & Safety Legislative Standing Committees; and

WHEREAS: During her tenure as a Tioga County Legislator, Barbara J. Roberts honorably served the residents of District #3 through good governance, strong leadership, and sound fiduciary responsibility; and

WHEREAS: Barbara has served with a total of 12 Legislators with whom they shared a mutual professional respect; and

WHEREAS: As Chair of the Economic Development & Planning Legislative Standing Committee, Barbara was instrumental in advancing the County's Strategic Plan for Legislature adoption in 2024; and

WHEREAS: Barbara J. Roberts has been extremely dedicated and loyal in the performance of her duties and responsibilities over the past four years to the Tioga County Legislature. She has earned the respect of her fellow Legislators, Tioga County officials, and employees; and

WHEREAS: Barbara J. Roberts submitted her resignation as Tioga County District #3 Legislator effective January 1, 2026 in order to assume her newly elected position as Tioga County Treasurer on January 2, 2026 where she will continue her distinguished public service to the residents of Tioga County; therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Barbara J. Roberts for her four years of dedicated and honorable public service, leadership, and commitment to the residents of Tioga County as District #3 Legislator; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this outstanding Legislator, Barbara J. Roberts.

REFERRED TO: FINANCE COMMITTEE

RESOLUTION NO. -25      RECOGNIZE JAMES P. MCFADDEN'S  
32 YEARS OF DEDICATED SERVICE  
TO TIOGA COUNTY

WHEREAS: James P. McFadden was first elected Tioga County Treasurer in 1994 and has since faithfully served Tioga County for thirty-two years with professionalism, integrity, and an exceptional commitment to public service; and

WHEREAS: Throughout his distinguished tenure, Mr. McFadden has earned the respect and admiration of his staff and colleagues, as well as state and local officials, through his extensive knowledge, steady leadership, and dedication to the residents of Tioga County; and

WHEREAS: As Treasurer, Mr. McFadden has been responsible for significant county functions, including delinquent tax enforcement, payroll and retirement reporting, accounting and audit preparation, bond issuance, and estate administration, as well as managing the County's investment portfolio, and has done so with exemplary financial stewardship; and

WHEREAS: His careful oversight, attention to detail, and fiscal responsibility have strengthened county operations, protected taxpayer resources, and upheld the highest standards of public finance; and

WHEREAS: This was especially critical during periods of crisis, including the major flooding events of 2006 and 2011, as well as the national financial downturn between 2007 and 2009, during which he kept Tioga County stable and secure even as many residents faced unprecedented hardship; and

WHEREAS: Mr. McFadden has served eight consecutive terms as Tioga County Treasurer, providing continuity, stability, and leadership that have benefited county government and the public it serves; and

WHEREAS: In addition to his official duties, Mr. McFadden has been a twenty-three-year member of the National Association of County Collectors, Treasurers, and Finance Officers, a forty-six-year member of the Owego Kiwanis Club, and has served on the Boards of Friends of Hospice as well as Tompkins Cortland Community College; and

WHEREAS: Mr. McFadden will retire from his long and honorable career in public service effective December 31, 2025; therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, expresses sincere gratitude to James P. McFadden for his thirty-two years of dedicated and loyal service to Tioga County and its citizens and extends best wishes on a well-deserved retirement; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this loyal, dedicated and outstanding employee, James P. McFadden.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -25 RECOGNIZE SHAWN L. YETTER'S  
35 YEARS OF CUMULATIVE DEDICATED SERVICE  
DEPARTMENT OF SOCIAL SERVICES

WHEREAS: Shawn began his career in public service with the Tioga County Department of Social Services in 1981, as a Summer Case Aide. He returned the following summer again as a Temporary Social Welfare Examiner. He was quickly given full-time employment as a Social Welfare Examiner. In 1986, Shawn was promoted to Sr. Social Welfare Examiner. Shawn left the Department in August of 1986 to pursue higher education, later returning in December of 1986 again as a Social Welfare Examiner. Throughout his pursuit of higher education, Shawn worked for the Department on a temporary basis. He returned full-time to the Department in 1988 as a Social Services Investigator for a short two months as he again left to pursue an opportunity in the not-for-profit arena. Shawn returned once again in 1991 as the TASAP Administrator. In 1993, Shawn was promoted to Executive Assistant to the Commissioner of Social Services. In 1996, Shawn was again promoted to Director of Administrative Services. In 1997, Shawn was again promoted to Deputy Commissioner. Shawn then departed for an opportunity in Orange County, NY as a Deputy Commissioner in 1998. Shawn returned to Tioga County Department of Social Services on January 21, 2003 as Commissioner; and

WHEREAS: Shawn L. Yetter has been a dedicated public servant to the citizens of Tioga County; and

WHEREAS: Shawn L. Yetter has ensured the Department's mission that all people are treated respectfully, fairly and with compassion in the performance of his duties; and

WHEREAS: Shawn L. Yetter will retire on December 12, 2025; therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Shawn L. Yetter for his thirty-five years of dedicated and loyal service to the Tioga County Department of Social Services and its most vulnerable citizens; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this loyal, dedicated, and outstanding employee, Shawn L. Yetter.

REFERRED TO: FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -25 RECOGNITION OF THOMAS R. CLINE'S  
12 YEARS OF DEDICATED SERVICE TO  
TIOGA COUNTY

WHEREAS: Thomas R. Cline, Esq. began his career with Tioga County as an Assistant Public Defender in the Public Defender's Office on August 14, 2013; and

WHEREAS: Thomas R. Cline was appointed as the Full-time Public Defender for Tioga County on January 1, 2024; and

WHEREAS: During Thomas's tenure he dealt with the challenges of revisions to Federal and State Laws and Statutes regarding Public Defender representation; and

WHEREAS: In over 12 years as a Public Defender, Thomas has provided excellent legal representation for the indigent clients within Tioga County in every case assigned to the office from traffic matters to homicides; and

WHEREAS: None of Thomas's cases were ever returned by an Appellate Court for new proceedings due to ineffective assistance of counsel on his part; and

WHEREAS: Thomas R. Cline acted as a liaison for Tioga County and Indigent Legal Services ("ILS") in Albany, New York to meet the constitutional standards for representation of indigent clients and thereby saving Tioga County from potential legal liability; and

WHEREAS: Thomas R. Cline was actively involved with the consolidation of positions within the Public Defender's Office that allowed the office to become more efficient in the day-to-day operations; and

WHEREAS: Thomas R. Cline maintained a cordial and helpful relationship with all Town and Village Courts and Tioga County Courts during his tenure with the Public Defender's Office; and

WHEREAS: Thomas R. Cline, Esq. will retire on December 31, 2025; therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as the citizens of Tioga County, expresses sincere gratitude to Thomas R. Cline, Esq., for his over 12 years of dedicated and loyal service as Public Defender to Tioga County and its residents; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this outstanding employee, Thomas R. Cline, Esq.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

FIX TIME OF ORGANIZATIONAL MEETING

RESOLVED: That the Organizational Meeting of this Legislature be held at 9:00 a.m., Friday, January 2, 2026.



REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

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, 2026 – December 31, 2026; and be it further

RESOLVED: That Tom Zorn be hereby re-appointed as the Tioga County Farm Bureau Representative to the Tioga County Soil & Water Conservation District Board for a three-year term of January 1, 2026 – December 31, 2028.

REFERRED TO: ED&P COMMITTEE  
LEGISLATIVE WORKSESSION

RESOLUTION NO. -25 APPOINT MEMBER TO THE TIOGA COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY (TCIDA)

WHEREAS: Pursuant to §856(2) of the General Municipal Law the members of the Tioga County Industrial Development Agency (TCIDA) serve at the pleasure of the Legislature without a term until they either resign or are replaced by the Legislature; and

WHEREAS: Martha Sauerbrey was appointed to the Tioga County IDA Board conditioned by her holding office as a Tioga County Legislator; and

WHEREAS: Martha Sauerbrey will retire as a Tioga County Legislator effective January 1, 2026; and

WHEREAS: The Tioga County Industrial Development Agency (TCIDA) Board of Directors desires to fill this vacant Legislative position; and

WHEREAS: Legislator Ron Ciotoli, as Chair of the Economic Development & Planning Legislative Standing Committee has expressed a desire to serve on the Tioga County Industrial Development Agency (TCIDA); therefore be it

RESOLVED: That the Tioga County Legislature hereby appoints Legislator Ron Ciotoli to replace Martha Sauerbrey's position on the Tioga County Industrial Development Agency Board of Directors effective January 1, 2026.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. - 25 APPOINT MEMBER TO THE  
BROOME-TIOGA WORKFORCE  
DEVELOPMENT BOARD

WHEREAS: Brittany Woodburn, representing the Public Sector on the Broome-Tioga Workforce Development Board is resigning, effective 12/31/25; and

WHEREAS: Megan Schnabl has expressed her desire to serve on the Broome-Tioga Workforce Development Board representing the Public Sector for a three-year term; and

WHEREAS: The Broome-Tioga Workforce Development Board is desirous of Megan Schnabl to fill said vacancy; therefore be it

RESOLVED: That the Tioga County Legislature hereby appoint Megan Schnabl to fill Brittany Woodburn's three-year term on the Broome-Tioga Workforce Development Board effective January 1, 2026 through December 31, 2028.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -25 APPOINT REAP BOARD MEMBER

WHEREAS: The By-Laws of the REAP Board require that the Legislature nominate one person to act as its member in the REAP Board of Directors; and

WHEREAS: Sean Lanning resigned from his position as Community Development Specialist of Economic Development and Planning on August 20, 2025; and

WHEREAS: Marley Norton has recently been hired as Community Development Specialist and is willing to serve a two-year term on the REAP Board of Directors; therefore be it

RESOLVED: That Marley Norton, Community Development Specialist, be hereby appointed to the REAP Board for a two-year term from January 1, 2026 through December 31, 2027.

REFERRED TO: AGRICULTURE COMMITTEE

RESOLUTION NO. -25 APPOINT MEMBER TO THE  
TIOGA COUNTY AGRICULTURAL AND  
FARMLAND PROTECTION BOARD

WHEREAS: Pam Moore's term as an Active Farmer position on the County Agricultural & Farmland Protection Board expires on 12/31/2025; and

WHEREAS: The Agricultural and Farmland Protection Board is desirous of filling said position and has found Paul Campbell willing and able to serve in this capacity for a four-year term; and

WHEREAS: Paul Campbell is an active dairy farmer from the Town of Nichols and he has completed and submitted the required Qualifications Form for Appointment; therefore be it

RESOLVED: That the Tioga County Legislature hereby appoints Paul Campbell to the County Agricultural and Farmland Protection Board, as an Active Farmer, replacing Pam Moore, for a term of 1/1/2026 – 12/31/2029.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -25 RESOLUTION APPOINTING NEW MEMBER TO  
COMMUNITY SERVICES BOARD

WHEREAS: Colleen Arnold has agreed to become a new member; and

WHEREAS: The Community Services Board has recommended  
Colleen Arnold's appointment; and

WHEREAS: Section Article 41.11 (d) of the Mental Hygiene Law allows counties  
to determine the length of term of Community Services Board members;  
therefore be it

RESOLVED: That Colleen Arnold be appointed to the Community Services  
Board for a full term, starting January 1, 2026 and ending  
December 31, 2030.

REFERRED TO: AGRICULTURE COMMITTEE

RESOLUTION NO. -25 REAPPOINT MEMBER TO THE  
TIOGA COUNTY AGRICULTURAL AND  
FARMLAND PROTECTION BOARD

WHEREAS: Howard Visscher's term as the Agribusiness representative on the County Agricultural & Farmland Protection Board expires on 12/31/2025; and

WHEREAS: The Agricultural and Farmland Protection Board is desirous of filling said position and has found Howard Visscher willing and able to serve in this capacity for another four-year term; therefore be it

RESOLVED: That the Tioga County Legislature hereby reappoints Howard Visscher to the County Agricultural and Farmland Protection Board as the Agribusiness representative for a term of 1/1/2026 – 12/31/2029.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -25 RE-APPOINT MEMBER TO THE  
TIOGA COUNTY PLANNING BOARD

WHEREAS: Grady Updyke's position on the Tioga County Planning Board representing the Town of Barton expires on 12/31/2025; and

WHEREAS: The Barton Town Board has nominated Grady Updyke 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 Grady Updyke to the Tioga County Planning Board for another three-year term of 1/1/26 – 12/31/28.



REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -25 RE-APPOINT MEMBER TO THE  
TIOGA COUNTY PLANNING BOARD

WHEREAS: Joe Budney's position on the Tioga County Planning Board representing the Town of Spencer expires on 12/31/2025; and

WHEREAS: The Spencer Town Board has nominated Joe Budney 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 Joe Budney to the Tioga County Planning Board for another three-year term of 1/1/26 – 12/31/28.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -25 RE-APPOINT MEMBER TO THE  
TIOGA COUNTY PLANNING BOARD

WHEREAS: Doug Chrzanowski's position on the Tioga County Planning Board representing the Town of Tioga expires on 12/31/2025; and

WHEREAS: The Tioga Town Board has nominated Doug Chrzanowski 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 Doug Chrzanowski to the Tioga County Planning Board for another three-year term of 1/1/26 – 12/31/28.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -25 RE-APPOINT MEMBER TO THE  
TIOGA COUNTY PLANNING BOARD

WHEREAS: Vicki Davis's position on the Tioga County Planning Board representing the Town of Richford expires on 12/31/2025; and

WHEREAS: The Richford Town Board has nominated Vicki Davis 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 Vicki Davis to the Tioga County Planning Board for another three-year term of 1/1/26 – 12/31/28.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -25 RE-APPOINT RALPH KELSEY TO THE TIOGA  
COUNTY PROPERTY DEVELOPMENT  
CORPORATION BOARD

WHEREAS: Ralph Kelsey, as a resident of Tioga County, was appointed At- Large Representative Board Member to the Tioga County Property Development Corporation (TCPDC) for an unexpired term until 12/31/25; and

WHEREAS: The TCPDC Bylaws allows for consecutive terms; and this re-appointment is conditioned upon the board member remaining a resident of Tioga County; and

WHEREAS: Ralph Kelsey is willing and able to continue to serve in this At- Large Representative position; therefore be it

RESOLVED: That the Tioga County Legislature hereby re-appoint Ralph Kelsey, as an At-Large Representative Board Member to the Tioga County Property Development Board Corporation for a three-year term of 1/1/26 – 12/31/28.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

RE-APPOINT JOAN CASE  
TO THE TIOGA COUNTY PROPERTY  
DEVELOPMENT CORPORATION BOARD

WHEREAS: Joan Case's position as a Board Member to the Tioga County Property Development Corporation (TCPDC) expires on 12/31/25; and

WHEREAS: Joan Case 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 Joan Case to the Tioga County Property Development Corporation Board as a Board Member for another two-year term of 1/1/26 – 12/31/27.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

RE-APPOINT MICHAEL BARATTA  
TO THE TIOGA COUNTY PROPERTY  
DEVELOPMENT CORPORATION BOARD

WHEREAS: Michael Baratta's position as a Board Member to the Tioga County Property Development Corporation (TCPDC) expires on 12/31/25; and

WHEREAS: Michael Baratta 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 Michael Baratta to the Tioga County Property Development Corporation Board as a Board Member for another two-year term of 1/1/26 – 12/31/27.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -25 RE-APPOINT AT-LARGE MEMBER TO THE STERPDB  
REGIONAL BOARD

WHEREAS: The bylaws of the Southern Tier East Regional Planning Development Board (STERPDB) require the composition of the membership from each county to be 1) a county legislator, 2) a local elected official, another county legislator or an at-large and 3) the County Planning Director; and

WHEREAS: Brittany Woodburn, Director of Tioga County Economic Development and Planning, has served as the at-large member on the STERPDB Regional Board and that term expires as of 12/31/2025; and

WHEREAS: Brittany Woodburn has expressed a desire to continue to serve in this capacity and the STERPDB Regional Board is desirous of Brittany Woodburn to continue to serve for another four-year term; therefore be it

RESOLVED: That the Tioga County Legislature hereby re-appoints Brittany Woodburn to the Tioga County's at-large position on the Southern Tier East Regional Planning Development Board for a four-year term, 1/1/2026 – 12/31/2029.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -25 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 Terry Hills, DVM on the Board of Health expires 12/31/25; and

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

RESOLVED: That Terry Hills, DVM, be re-appointed to the Board of Health for a term of 1/1/26-12/31/31.



REFERRED TO: LEGISLATIVE WORKSESSION  
FINANCE, LEGAL AND SAFETY COMMITTEE

RESOLUTION NO. -25 AUTHORIZING TIOGA COUNTY TO SERVE AS THE  
ELIGIBLE DESIGNEE AND TO APPLY FOR AND  
ACCEPT FUNDING FROM THE NEW YORK STATE  
250TH COMMEMORATION COMMISSION  
THROUGH THE NEW YORK STATE EDUCATION  
DEPARTMENT

WHEREAS: Tioga County has received formal notice from the New York State 250th Commemoration Commission and the New York State Education Department (NYSED) identifying the County as eligible to receive funding under the statewide Empower Local Partners strategy to support activities related to the commemoration of the 250th anniversary of the founding of the United States; and

WHEREAS: The notice dated October 1, 2025, identifies Tioga County's formula-based allocation as \$15,000, based on the County's P-12 enrollment; and

WHEREAS: NYSED requires each county to designate one eligible designee by October 15, 2025, such designee being either: a not-for-profit 501(c)(3) in good standing, the county itself, or the Archives Partnership Trust (APT); and

WHEREAS: Tioga County intends to designate Tioga County itself as the eligible designee in order to administer the funding in support of County Historian-led planning, programming, heritage tourism, community engagement, and other allowable activities consistent with the Commission's statewide plan; and

WHEREAS: Allowable uses of the grant, as identified by NYSED, include countywide programming, exhibitions, signature events, educator and student engagement, heritage tourism, inclusive history initiatives, and other locally prioritized activities aligned with the American Revolution commemoration framework; and

WHEREAS: NYSED requires that the designated designee: (1) Execute a brief Memorandum of Understanding (MOU) with NYSED; (2) Attest that the funds will be used for NY250-related activities; (3) Submit a short plan of work; and (4) Ensure that a grant report is submitted within 60 days of project completion or by September 2, 2026; and

WHEREAS: Acceptance and administration of this funding by Tioga County requires explicit authorization by the County Legislature pursuant to New York State Office of the State Comptroller (OSC) guidelines for grant acceptance, which require clear legislative approval, designation of responsible parties, and proper fiscal oversight; now therefore be it

RESOLVED: That the Tioga County Legislature hereby designates Tioga County as the eligible designee for the New York State 250th Commemoration Commission funding administered through NYSED; and be it further

RESOLVED: That the Tioga County Legislature hereby authorizes the County Historian, with administrative and fiscal support from the County Administrator, to prepare and submit all required materials including the designee form, plan of work, MOU, and related documentation; and be it further

RESOLVED: That the Chair of the Legislature and/or the County Administrator, is hereby authorized to execute the MOU, attestations, certifications, or any other documents necessary for the application, acceptance, and administration of the County's allocation, subject to review and approval by the County Attorney; and be it further

RESOLVED: That Tioga County accepts the formula-based allocation of \$15,000 and authorizes the establishment of any necessary budgetary accounts in accordance with NYS OSC guidelines for grant revenues and expenditures; and be it further

RESOLVED: That the Tioga County Historian and/or the County Administrator shall report to the appropriate Legislative Committee on the status of the designee submission, project plan, expenditures, and completion of all required reporting to NYSED; and be it further

RESOLVED: That funding for expenditures under this grant shall be appropriated as follows:

TO: A7510 438890 State Aid – Other Culture & Recreation	\$15,000.00
TO: A7510 540429 Outside Support	\$15,000.00

And be it further

RESOLVED: That any unspent funds under this award in FY2025 shall carry over to FY2026.



REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -25 AUTHORIZE A FIVE-YEAR AGREEMENT WITH  
MOTOROLA SOLUTIONS FOR RADIO SYSTEM  
MAINTENANCE AND LIFECYCLE SUPPORT  
SERVICES

WHEREAS: The Tioga County Emergency Management Office operates a countywide public safety radio communications system that supports law enforcement, fire, EMS, highway, emergency management, and other essential government operations; and

WHEREAS: The reliability and continuous operation of the radio communications system including the radio towers, associated hardware, and mission critical communications equipment are essential for public safety, emergency response, and daily governmental coordination; and

WHEREAS: Motorola Solutions, Inc. is the original equipment manufacturer (OEM) for the County's radio infrastructure and is the only vendor authorized to provide certified maintenance, lifecycle support, monitoring, and hardware replacement services necessary to preserve system integrity and warranty protections; and

WHEREAS: Pursuant to NYS General Municipal Law §103, competitive procurement is not required when services are procured directly from the sole source OEM for proprietary equipment necessary to maintain system operability; and

WHEREAS: Motorola has provided Tioga County with a proposed five-year Maintenance and Lifecycle Service Agreement covering calendar years 2027 thru 2031, including:

- System and Infrastructure Maintenance
- Network Monitoring and Technical Support
- Preventative and On-Site Service
- Lifecycle Upgrades for Hardware and Software
- Cybersecurity Support and Event Response
- Third Party Support Agreements; and

WHEREAS: The total cost of the five-year agreement is estimated at \$2,920,394, with annual expenditures as follows, subject to budget appropriation:

- 2027: \$537,981.61
- 2028: \$559,898.21
- 2029: \$582,911.36
- 2030: \$607,089.72
- 2031: \$632,513.10

And

WHEREAS: Pricing for the current proposal is contingent on the proposal being signed by December 15, 2025, so the County may “lock in” at a lower price, the proposal, however, would not take effect until the final completion of the Radio Project expected in late 2026; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes the County to enter into a five-year Maintenance and Lifecycle Services Agreement with Motorola Solutions, Inc. for radio tower and system maintenance for the period January 1, 2027, through December 31, 2031, at a total cost not to exceed \$2,920,394; and be it further

RESOLVED: That the Chair of the Legislature and/or the County Administrator, are hereby authorized to execute all necessary contracts, agreements, and supporting documents with Motorola Solutions, Inc. upon review and approval by the County Attorney; and be it further

RESOLVED: That the cost of such agreement shall be charged to A3641 540140 Contracting Services, subject to annual appropriation by the Legislature.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -25 APPROVE AGREEMENT WITH  
TRINITY SERVICES GROUP, INC. FOR  
JAIL FOOD SUPPLY SERVICES  
SHERIFF'S OFFICE

WHEREAS: Legislature approval is required for contracts exceeding \$10,000; and

WHEREAS: The Tioga County Sheriff's Office has been utilizing Trinity Services Group since 2018 and is requesting authorization to extend the agreement with Trinity Services Group, Inc. for Jail food supply services at the Tioga County Jail, at an estimated cost of \$216,209.43 annually, for the period December 15, 2025 through December 14, 2026; and

WHEREAS: Cayuga County awarded a contract to Trinity Services Group, Inc. for the provision of inmate food services through a competitive bidding process in accordance with General Municipal Law §103; and

WHEREAS: The executed contract between Cayuga County and Trinity Services Group, Inc. expressly states that it may be used by other political subdivisions within the State of New York, thereby satisfying the requirements of General Municipal Law §103(16) for cooperative purchasing ("piggybacking"); and

WHEREAS: Tioga County wishes to purchase such goods/services under the same terms, conditions, and pricing as set forth in the Cayuga County contract, as authorized by General Municipal Law §103(16); therefore be it

RESOLVED: That the Tioga County Sheriff's Office be authorized to enter into agreement with Trinity Services Group, Inc. at an estimated amount of \$216,209.43 for the period December 15, 2025 through December 14, 2026.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
ITCS COMMITTEE

RESOLUTION NO. -25 AUTHORIZE AGREEMENT WITH METOPIO, INC.  
FOR SOFTWARE APPLICATION  
PUBLIC HEALTH

WHEREAS: Tioga County Public Health (TCPH) desires to license a software application for access and collection of Public Health data for analysis, strategic planning, performance management and for sharing the data with partners and the public; and

WHEREAS: Metopio, Inc. will be beneficial in supporting the New York State mandated Community Health Assessment and Improvement Plan; and

WHEREAS: TCPH has identified Metopio, Inc. as a documented sole source provider for the application; and

WHEREAS: The software application does not reside on Tioga County networks; and

WHEREAS: An agreement is required to lease the application; and

WHEREAS: Funding is available in the TCPH budget in 2025, and this was included in the 2026 department budget request; therefore be it

RESOLVED: That the Public Health Director is authorized to execute a three (3) year agreement between Tioga County Public Health and Metopio Inc, in the amounts of \$12,400 in year one and then \$15,200 annually in years two and three.

REFERRED TO: ITCS COMMITTEE  
FINANCE/LEGAL COMMITTEE  
LEGISLATIVE WORKSESSION

RESOLUTION NO. -25 AUTHORIZE AGREEMENT WITH  
ALL- MODE COMMUNICATIONS INC. FOR  
MITEL TELECOMMUNICATIONS SYSTEM FOR 2026

WHEREAS: The Tioga County Information Technology and Communication Services (ITCS) department currently maintains a support agreement with All-Mode Communications Inc. for the County's Mitel telecommunications system; and

WHEREAS: The current Mitel system is projected to reach end-of-life (EOL) in 2029, and ITCS intends to maintain support coverage while evaluating future telecommunications solutions; and

WHEREAS: All-Mode Communications Inc. has provided a new Service and Support Agreement for the period of January 1, 2026 through December 31, 2026, offering multiple plan options; and

WHEREAS: ITCS has selected the Economy Remote Plan with 24-hour coverage, billed annually, which qualifies for a 2% discount off the standard annual rate of \$1,960.00 Monthly, resulting in a total cost of \$23,049.60 for the 2026 contract year; and

WHEREAS: Funding for this agreement will be provided through the ITCS budget line A1680 540140 (Contracted Services); therefore be it

RESOLVED: That the Chair of the Tioga County Legislature is authorized to execute the 2026 Service and Support Agreement with All-Mode Communications Inc., upon review and approval by the County Attorney; and be it further

RESOLVED: That the amount of \$23,049.60 be paid from budget line A1680 540140 for the 2026 contract year.



REFERRED TO: PERSONNEL COMMITTEE

RESOLUTION NO. -25 AUTHORIZE CONTRACT WITH BREE HEALTH FOR  
EMPLOYEE ASSISTANCE PROGRAM

WHEREAS: Tioga County employees are covered under an Employee Assistance Program (EAP), and the current vendor contract expires December 31, 2025; and

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

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

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

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

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

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to enter into a contract with eni, subject to review by the County Attorney, to administer our Employee Assistance Program for full-time and part-time employees at a cost of \$1.32/per covered employee per month effective January 1, 2026 through December 31, 2027.

REFERRED TO: FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -25 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 2026 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 of \$950.00 or a PO for the full amount. 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: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -25 AUTHORIZE CONTRACT WITH  
CHILDREN'S HOME OF WYOMING  
CONFERENCE SOCIAL SERVICES

WHEREAS: The Department of Social Services contracts with Children's Home of Wyoming Conference to provide In-Home Parenting Education services; and

WHEREAS: The Department of Social Services wishes to renew the contract for January 1, 2026 through December 31, 2026 in the amount of \$110,000; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with Children's Home of Wyoming Conference for the provision of In-Home Parent Education Services for the period January 1, 2026 through December 31, 2026.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -25 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, 2026; 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. -25 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, 2026 through December 31, 2026; 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.

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

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -25 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, 2026 through December 31, 2026 at an amount not to exceed \$255,500; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with Steuben County for one detention bed for a period of January 1, 2026 to December 31, 2026; 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  
LEGISLATIVE WORKSESSION

RESOLUTION NO. -25 AUTHORIZATION TO SIGN CONTRACT  
SOCIAL SERVICES

WHEREAS: Tioga County contracts with Liberty Resources Inc. for a co-located clinician to provide effective coordination and collaboration between the child welfare system and the behavioral health systems for adults and children; and

WHEREAS: The Department of Social Services wishes to renew the contract for January 1, 2026 through December 31, 2026 at an amount not to exceed \$80,050; therefore be it

RESOLVED: That the Tioga County Department of Social Services is authorized to contract with Liberty Resources Inc. for a period of January 1, 2026 to December 31, 2026; 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. -25 AUTHORIZE INTERMUNICIPAL AGREEMENT WITH  
BROOME COUNTY TO PAY CASH  
CONTRIBUTION TO THE BROOME-TIOGA  
ARTS & CULTURAL MASTER PLAN

WHEREAS: Per Tioga County Legislature Resolution No. 234-24, Tioga County Department of Economic Development & Planning was authorized to contribute a cash match of \$5,000 toward the Broome-Tioga Arts & Cultural Master Plan; and

WHEREAS: The Broome County Law Department has determined that an intermunicipal agreement is required for Tioga County to pay Broome County Department of Planning & Economic Development the committed \$5,000 cash match toward the consultant cost for said Plan; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes said intermunicipal agreement with Broome County; and be it further

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to sign said agreement contingent upon review and approval of the County Attorney.



REFERRED TO: ED&P COMMITTEE  
AGRICULTURE COMMITTEE

RESOLUTION NO -25 AUTHORIZE NYS DEPARTMENT OF  
AGRICULTURE & MARKETS COUNTY  
AGRICULTURAL & FARMLAND PROTECTION  
PLAN GRANT APPLICATION AND CASH MATCH

WHEREAS: NYS Agricultural and Markets Law 25-AA, §324 enables the county to create a County Agricultural & Farmland Protection Plan and update said plans if the county's last Ag Plan is 10 or more years old; and

WHEREAS: The Tioga County Legislature adopted Tioga County's last County Agricultural & Farmland Protection Plan in 2015 and, therefore, Tioga County is eligible for funding from NYS Department of Agriculture & Markets to update our County Agricultural & Farmland Protection Plan; and

WHEREAS: NYS Department of Agriculture & Markets requires a 20% cash match for said grant application and based on outreach to relevant consultants, Tioga County Planning has developed a project budget totaling \$80,000 with the required cash match coming from both the Tioga County Legislature at \$10,000 and the Tioga County Soil & Water Conservation District at \$10,000; and

WHEREAS: The Tioga County Planning Director will provide in-kind services in the amount of \$11,000, with Tioga County Soil & Water Conservation District and Cornell Cooperative Extension of Tioga County contributing \$6,000 and \$3,000 of in-kind services respectively as well; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes a County Agricultural & Farmland Protection Planning Grant to NYS Department of Agriculture and Markets in the amount of \$80,000, which includes a \$10,000 cash match as well as \$11,000 of in-kind services match from the County; and be it further

RESOLVED: That the Tioga County Legislature hereby authorizes the Chair of the Tioga County Legislature to sign all grant application paperwork contingent upon review and approval of the County Attorney.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

AUTHORIZE ED&P TO SUBMIT A RENEWAL  
APPLICATION TO NYS COMMUNITY  
DEVELOPMENT BLOCK GRANT  
MICROENTERPRISE ASSISTANCE PROGRAM AND  
AUTHORIZE LEGISLATIVE CHAIR SIGNATURE ON  
GRANT RELATED DOCUMENTS

WHEREAS: Tioga County was awarded \$212,500.00 grant funds through New York State Community Development Block Grant (CDBG) for a Microenterprise Assistance Program and was approved to accept the funds per Resolution No. 351-24; and

WHEREAS: New York State Homes and Community Renewal allow applicants to submit a renewal request for additional grant funds when the existing Microenterprise Assistance Program funds are 100% committed and a minimum of 50% of funds are expended; and

WHEREAS: Tioga County Microenterprise Assistance Program has met these requirements and is eligible for a renewal application under the NYS CDBG Grant Program to assist microenterprises in Tioga County; therefore be it

RESOLVED: That the Tioga County Legislature authorizes said grant renewal application in the amount of \$200,000 and upon award authorizes the Chair of the Legislature to sign any and all grant-related contract and other paperwork contingent upon review by the County Attorney.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -25 RESOLUTION TO RENEW CONSULTANT  
CONTRACT FOR HAZARD MITIGATION PLAN  
COORDINATOR FOR 2026

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 2026 county budget, the Tioga County Planning Department anticipates having sufficient funds in the 2026 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, 2026, 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:

PERSONNEL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE RENEWAL WITH DELTA DENTAL TO  
ADMINISTER DENTAL BENEFITS

WHEREAS: Tioga County uses the service of the CSEA Employee Benefit Fund to administer dental insurance benefits for Management/Confidential employees of Tioga County; and

WHEREAS: Employees have expressed a desire for more competitively priced dental benefits; and

WHEREAS: Delta Dental has offered a plan with similar coverage at a lower rate than the CSEA Employee Benefit Fund; and

WHEREAS: Delta Dental has offered a two-year rate guarantee; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to enter into a renewal with Delta Dental, subject to review by the County Attorney, to administer dental insurance benefits for Tioga County for the period January 1, 2026 through December 31, 2027; therefore be it

RESOLVED: That the Delta Dental insurance plan will be the only dental insurance plan made available to Management/Confidential employees during the contract period.

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
LEGAL/FINANCE COMMITTEE

RESOLUTION NO. -25

AUTHORIZE THE SUBMISSION OF  
ESINET GRANT APPLICATION  
EMERGENCY SERVICES

WHEREAS: The NYS Department of Homeland Security Emergency Services (DHSES) has issued an ESNET (Emergency Services IP Network) Grant application to the Office of Emergency Services, with no local share to the County, for the purpose of supporting the operation of fiber optic, cable-based emergency service IP networks; and

WHEREAS: County Policy requires Legislative approval before any such grant applications are submitted. However, due to the short notification period, the application for this funding had to be submitted by November 12, 2025; therefore be it

RESOLVED: That the Office of Emergency Services be given authorization to apply for the ESNET Grant, after the fact, to be in compliance with county policy and authorizes the Chair of the Legislature to sign any and all grant related paperwork upon review by the County Attorney.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -25 AUTHORIZE ACCEPTANCE OF THE  
FLOYD HOOKER FOUNDATION GRANT AND  
MODIFY 2025 BUDGET

WHEREAS: The Probation Department applied and was awarded the  
Floyd Hooker Foundation grant in the amount of \$10,000.00; and

WHEREAS: This funding is for the Juvenile/Youth at Probation;  
therefore be it

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

RESOLVED: That the 2025 budget be modified to reflect this grant  
and that this funding be receipted with the following accounts:

FROM: A3140 422800 FH01 Grants – Floyd Hooker Fund \$10,000.00

TO: A3140 540487 FH01 Program Expense-FHF \$10,000.00

And be it further

RESOLVED: That appropriations be re-established for the remaining  
unspent balance as of year-end until projects are completed.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -25 RESOLUTION TO APPROVE A GRANT AWARD  
FROM NYS DIVISION OF CRIMINAL JUSTICE  
FOR COUNTY PRE-TRIAL SERVICES

WHEREAS: The Probation Department received a Grant Award from the New York State Division of Criminal Justice Services for the County Pre-Trial Services in the amount of \$100,000; and

WHEREAS: This funding must be accepted and appropriated; therefore be it

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

RESOLVED: That the 2025 Budget be modified and funds be appropriated to the following accounts:

FROM: A3140.433100 CPS01 State Aid-Probation Pretrial Grant \$100,000

TO:	A3140.520060 CPS01 Car/Truck	\$45,000
	A3140.540487 CPS01 Program Expenses	\$55,000

And be it further

RESOLVED: That appropriations be re-established for the remaining unspent balance as of 12/31/25 and carried forward into the New Year until projects are completed.

REFERRED TO: ED&P COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -25      MODIFY SNOWMOBILE GRANT PROGRAM  
BUDGET FOR 70% AWARD DISBURSEMENT  
TO SNOWMOBILE CLUBS

WHEREAS: Tioga County serves as a Local Sponsor to request state funding advances for costs incurred in performing the work required in the development and maintenance of a snowmobile trail system according to the provisions of Section 27.17 of the Parks, Recreation and Historic Preservation (OPRHP) Law of New York State completed by the Tioga County Snowmobile Clubs; and

WHEREAS: Requests for funding advances are made to the NYS OPRHP via the Tioga County Economic Development and Planning Department based on detailed labor and materials in the development and maintenance of the Countywide snowmobile trail system solely within the boundaries of Tioga County as approved by OPRHP; and

WHEREAS: The snowmobile clubs included in this program are named: Tioga Ridge Runners, Ridge Riders of Whitney Point, Spencer-VanEtten Snowmobile Club, Dryden-Caroline Drifters and Candor Valley Riders; and

WHEREAS: The 2025-2026 Snowmobile 70% Award request of \$58,402.40 was made October 31, 2025, and has been received by the County on November 6, 2025; and be it further

RESOLVED: That the 2025 Snowmobile Grant Program budget be modified and funds be appropriated to reflect the 2025-2026 70% grant award to the following accounts:

From: A7180	439890 State Aid-Snowmobile Grant	\$58,402.40
To: A7180	540590 Services Rendered	\$58,402.40



REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE PURCHASE OF EMPLOYER'S  
LIABILITY INSURANCE FOR WORKERS'  
COMPENSATION PROGRAM

WHEREAS: The Tioga County Self-Insurance Plan's employer's liability insurance policy expires December 31, 2025; and

WHEREAS: The continuance of employer's liability insurance helps to limit exposure to the Tioga County Self-Insurance Plan; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the purchase of employer's liability insurance, subject to review by the County Attorney, from an A-Rated or better insurance company for the period of January 1, 2026 through December 31, 2026, to be paid for out of the 2026 Tioga County Self-Insurance budget.

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE

RESOLUTION NO. -25 TRANSFER FUNDS AND MODIFY 2025 BUDGET  
FOR THE ILS FOURTH FAMILY DEFENSE GRANT

WHEREAS: Tioga County Family Public Defender and Assigned Counsel caseworkers require a cell phone; and

WHEREAS: The current Fourth Family Defense Grant Budget does not have the Telephone account open and funded; and

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

RESOLVED: That the Tioga County Legislature authorizes the establishment and Modification of the Fourth Family Defense 2025 Budget by transferring the appropriate funds as follows:

From: A1171 520200 PD	Office Equipment	\$600.00
To: A1171 540660 PD	Telephone	\$600.00
From: A1171 520200 AC	Office Equipment	\$600.00
To: A1171 540660 AC	Telephone	\$600.00

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

MODIFY 2025 BUDGET AND TRANSFER FUNDS  
SHERIFF'S OFFICE

WHEREAS: Funds need to be transferred to reimburse Cortland County for training related expenses; and

WHEREAS: Legislative approval is needed to modify the 2025 budget and transfer funds; therefore be it

RESOLVED: That the 2025 budget be modified and transfer of funds be made as follows:

FROM:

A3110.510010 Full Time

\$17,618.74

TO:

A3110.540733 Training (non-mandatory)

\$17,618.74

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE THE RE-ESTABLISHMENT OF  
PRIOR YEAR CAPITAL FUNDS IN THE 2026  
BUDGET FOR THE SHERIFF'S OFFICE

WHEREAS: The Sheriff's Office would like to re-establish available funds from the H3110 521060 Car/Truck 2025 capital budget line to use towards the purchase of a vehicle in 2026; and

WHEREAS: Legislative approval is needed to transfer funds and amend the 2026 budget; therefore be it

RESOLVED: That the remaining unencumbered balance of \$24,894.81 be re-established in the 2026 capital budget line H3110 521060 Car/Truck.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE  
LEGISLATIVE WORKSESSION

RESOLUTION NO. -25 ACCEPTANCE OF DONATION; APPROPRIATION  
OF FUNDS AND  
AMEND 2025 BUDGET  
SOCIAL SERVICES

WHEREAS: The Department of Social Services has received notification of a \$500 unsolicited donation from Tioga Downs to support holiday gifts for children in foster care; and

WHEREAS: This donation is being provided as a restricted, pass-through contribution for the sole purpose of purchasing holiday gifts for children/youth in foster care; and

WHEREAS: Pursuant to County Law §363 and the Tioga County Section III Financial Rules, n. Gifts and Donations Policy, all donations must be formally accepted by the Legislature, and the 2025 Budget must be amended to recognize both the revenue and related appropriation; therefore be it

RESOLVED: That the Tioga County Legislature hereby accepts the \$500 donation from Tioga Downs for the Department of Social Services Foster Care Holiday Gift program; and be it further

RESOLVED: That the 2025 Budget be amended as follows:

From: A6010 427050 Gifts & Donations	\$ 500.00
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To: A6010 540487 Program Expense	\$ 500.00
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And be it further

RESOLVED: That said funds shall be made available to expend on December 10, 2025.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -25 APPROPRIATION OF FUNDS AND  
AMEND 2025 BUDGET  
SOCIAL SERVICES

WHEREAS: Youth Bureau program funding has been awarded to Tioga County Department of Social Services which is 100% reimbursable from the New York State Office of Children and Family Services for the operation of the Child Advocacy Center; and

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

RESOLVED: That funding be appropriated as follows:

From: A6050.436100 State Aid – Child Advocacy Center \$ 2,000

To: A6050.540487 Program Expense \$ 2,000

And be it further

RESOLVED: That available funds on 12/31/25 of the original \$2,000 will be carried forward into the New Year.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. - 25 APPROPRIATION OF FUNDS AND  
AMEND 2025 BUDGET  
SOCIAL SERVICES

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

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

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

RESOLVED: That funding be appropriated as follows:

From: A6010.446100 Federal Aid: Administration	\$ 41,112
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To: A6010.540140 Contracting Services	\$ 41,112
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And be it further

RESOLVED: That available funds on 12/31/25 of the original \$41,112 will be carried forward into the New Year.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -25 APPROPRIATION OF FUNDS  
YOUTH BUREAU 2026

WHEREAS: The Tioga County Legislature approves Youth Bureau program funding which is 100% reimbursable from the New York State Office of Children and Family Services; and

WHEREAS: The Tioga County Youth Bureau's 2026 program funding was approved by Resolution No. 370-25; and

WHEREAS: The plan submitted for expenditure of these funds has been approved by New York State Office of Children and Family Services; and

WHEREAS: Appropriation of these funds requires Legislative approval; therefore be it

RESOLVED: That funding be appropriated as follows:

From: A7310. 438200	State Aid- Youth Programs	\$ 104,017
To: A7310. 541540	Reimbursements	\$ 104,017

And be it further

RESOLVED: That available funds on 12/31/25 of the original \$104,017 will be carried forward into the New Year.



REFERRED TO: INFORMATION TECHNOLOGY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -25 AUTHORIZE BUDGET TRANSFER TO  
PURCHASE REPLACEMENT CHAIRS

WHEREAS: The Information Technology and Communication Services department has identified a need to replace damaged or worn office chairs for specific staff members; and

WHEREAS: Funds are available in the Contracted Services budget line (A1680 540140) that can be reallocated to support this necessary equipment purchase; and

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

RESOLVED: That the following funds be transferred and the 2025 budget be modified as follows:

FROM:	A1680 540140 Contracting Services	\$1,000.00
TO:	A1680 520070 Chairs	\$1,000.00

REFERRED TO: ITCS COMMITTEE  
FINANCE/LEGAL COMMITTEE  
PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -25 SOLE SOURCE PROCUREMENT AND  
BUDGET TRANSFER FOR COHERO CASE  
MANAGEMENT SYSTEM FOR THE  
CORONER'S OFFICE

WHEREAS: The Tioga County Coroner's Office has identified the need for a modern, cloud-based Case Management System (CMS) to improve operational efficiency, streamline reporting, and integrate directly with forensic laboratories; and

WHEREAS: Cohero offers a Professional Edition Case Management System that includes a bi-directional interface with NMS Labs, a leading provider of forensic toxicology services, allowing for direct toxicology request submission and automatic results retrieval, eliminating manual data entry and improving accuracy and efficiency; and

WHEREAS: Cohero's CMS is a fully hosted Software-as-a-Service (SaaS) solution that includes system setup, implementation, training, documentation, maintenance, and support in a single annual subscription fee, providing best value through an all-inclusive pricing model; and

WHEREAS: Cohero has developed two custom fillable forms (State Motor Vehicle Accident Reporting Form and Violent Death Form) tailored to the Coroner's Office needs, as outlined in Estimate No. 25-1103-01, at a one-time cost of \$2,925.00; and

WHEREAS: The first-year annual subscription cost for the Cohero CMS is \$3,127.00, which includes all services and support; and

WHEREAS: Cohero is the sole provider of this integrated CMS and NMS Labs interface, and no other vendor offers a comparable solution with the same level of integration, support, and customization, making this a sole source procurement based on best value; and

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

RESOLVED: That the Tioga County Legislature authorizes the sole source procurement of the Cohero Case Management System for the Coroner's Office from Cohero, including the one-time setup cost of \$2,925.00 and the first-year subscription cost of \$3,127.00, for a total of \$6,052.00; and be it further

RESOLVED: That the 2025 budget be modified and funds be transferred as follows:

FROM: H.387804 Capital Software Reserve	\$6,052.00
TO: H1185 520620 Software Expense	\$6,052.00

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -25 AMEND BUDGET & TRANSFER OF FUNDS  
PUBLIC HEALTH

WHEREAS: The costs of Rabies post-exposure medical treatments have exceeded the 2025 budgeted amounts and additional invoices are expected; and

WHEREAS: Funds for the additional costs are available within the Tioga County Public Health budget, yet require transfer into the appropriate budget lines; and

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

RESOLVED: That funding be transferred and appropriated as follows:

From:

A4070.540140	Public Health: Contracting Services	\$25,000
A4070.540640	Public Health: Supplies (Not Office)	\$ 5,000

To:

A4090.540487	Public Health: Program Expense	\$30,000
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REFERRED TO: PUBLIC WORKS COMMITTEE  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 AMEND 2025 CAPITAL BUDGET, T  
TRANSFER OF CAPITAL FUNDS TO OFFSET  
CULVERT REPLACEMENT COSTS

WHEREAS: Tioga County has budgeted for construction costs for the Day Hollow Road near Walker Road culvert replacement project; and

WHEREAS: The Tioga County Legislature has approved the supplemental contract for right-of-way services for the project to be provided to the County by way of Resolution No. 313-25 in the amount of \$27,920; and

WHEREAS: Budget amendments require Legislative approval; therefore be it

RESOLVED: That the 2025 Capital Budget be modified and funds be transferred as follows:

FROM:	H5130 521909 One Ton Pickup & Plow	\$8,046.92
FROM:	H1620 520937 Trailer	\$2,875.00
FROM:	H1620 520935 Dump Truck	\$9,709.52
FROM:	H5130 520920 Loader	\$4,675.00
FROM:	H1325 520090 Computer	\$243.83
FROM:	H1620 520901 Mowing Tractor	\$133.28
FROM:	H5130 521130 Equipment (Not Car)	\$2,236.45
TO:	H5110 520003 H2302 Culverts	\$27,920.00

REFERRED TO: LEGISLATIVE WORKSESSION  
FINANCE, LEGAL AND SAFETY COMMITTEE

RESOLUTION NO. -25 2026 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 2026 Budget, the Tioga County Legislature has approved an additional \$250,000.00 to be used as necessary by 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 ORG will amend the 2026 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: 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, only for the Fiscal Year 2026; and be it further

RESOLVED: Expenditures for the High-Profile Criminal Case are to be tracked accordingly by departments and presented to the Tioga County Legislature at its 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 2026.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

ADOPT COUNTY BUDGET FOR 2026,  
APPROPRIATIONS AND SALARY SCHEDULE

RESOLVED: That the tentative budget for Tioga County for the year 2026 submitted by the County Administrator on November 12, 2025 and approved by the Finance Committee be, and the same hereby is adopted as the official Budget for the year 2026; 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, 2026; and be it further

RESOLVED: That the full-time Salary Schedule 5 set forth in the budget be adopted January 1, 2026.

REFERRED TO:

FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

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. -25 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 31, 2025 to allow proper coding of bills for payment through the Accounts Payable check run of February 19, 2026.

REFERRED TO: FINANCE COMMITTEE

RESOLUTION NO. -25 COUNTY TAX LEVY

WHEREAS: This Legislature by Resolution No. -25 dated December , 2025 adopted a Budget for the fiscal year 2026 and by Resolution No. -25 dated December , 2025 has made appropriations for the conduct of the County Government during said fiscal year and has by Resolution No. -25 dated December , 2025 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 \$ 27,450,882 and in addition thereto upon the real property liable therefore, and following taxes:

For Returned Village Taxes	644,965.91
For School Tax Returned	3,740,406.18
For Deficits from prior years' taxes	7.02
For Reimbursement of Erroneous taxes, etc.	14,356.70

All of the forgoing being subject to	
Credit for excess collection the prior year of	11.41

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. -25 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, 2025; and be it further

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

Barton	Out	11.959039
	In	11.959039
Berkshire	Out	10.330264
Candor	Out	10.926984
	In	10.926984
Newark Valley	Out	15.817144
	In	15.817144
Nichols	Out	38.587933
	In	38.587933
Owego	Out	12.833076
	In	12.833076
Richford	Out	7.753469
Spencer	Out	9.567728
	In	9.567728
Tioga	Out	156.105145

REFERRED TO: FINANCE COMMITTEE

RESOLUTION NO. -25 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, 2026; 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	3,732.00	6,500.00
Newark Valley	-	-
Nichols	-	288,381.00
Owego	-	2,291,000.00
Spencer	13,982.00	357,456.00

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	21,618.49
Lockwood Fire Protection	52,105.71
Waverly-Barton Fire District	378,065.00
Town of Berkshire	
Berkshire Fire District	214,221.00
Town of Candor	
Candor Fire District	495,563.00
Town of Newark Valley	
Newark Valley Fire District	336,918.74

Town of Nichols	
Nichols Joint Fire District	503,220.00
Town of Owego	
Apalachin Fire District	1,369,144.00
Owego Fire District	2,612,592.45
Newark Valley Fire District	49,115.76
Town of Richford	
Richford Fire District	334,400.00
Town of Spencer	
Spencer Fire Protection	90,000.00
Town of Tioga	
Tioga Fire District	330,201.08

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	11,670.00
Water District No. 4/Ext. 15	-
Water District No. 4/Ext. 17	-
Water District No. 4/Ext. 20	-
Sewer District No. 2/Ext. 14	5,731.00
Sewer District No. 2/Ext. 15	12,288.00
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	280.00
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	750.00
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 \$428,679.60; 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 \$8,298.13; 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 Candor returned property maintenance bills in the amount of \$1,412.32; 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	295,800.00	732,220.00
Berkshire	116,509.00	364,277.00
Candor	1,081,732.00	979,000.00
Newark Valley	498,034.50	316,845.86
Nichols	-	-
Owego	1,380,000.00	-
Richford	251,634.00	520,960.00
Spencer	440,016.00	306,885.00
Tioga	296,400.00	700,000.00

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: ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -25 AUTHORIZE 2026 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 2026; therefore be it

RESOLVED: That the 2026 rates for the Board of Elections staff shall be as follows:

2026 pay:

Commissioners	\$ 63,552.00/yr.
Deputy Commissioners	\$ 48,237.00/yr.
Voting Machine Technicians	\$ 24.45/hr.
Election Clerk (Seasonal)	\$ 19.89/hr.
Election Workers	\$ 16.07/hr.
Election Inspectors (Seasonal)	\$ 16.04/hr.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -25 2026 STAFF CHANGES  
BOARD OF ELECTIONS

WHEREAS: The Board of Elections Commissioners have requested a staffing change as part of the 2026 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, 2026:

<u>Name</u>	<u>Current Title</u>	<u>New Title</u>	<u>Budget</u>
<u>Impact</u>	<u>/Salary</u>	<u>/Salary</u>	
NEW	(2) Election Clerk PT (Seasonal)		19.89/hr.

And be it further

RESOLVED: That the Board of Election's authorized 2026 part-time headcount shall increase from 238 to 240.



REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -25 2026 STAFF CHANGES  
COUNTY CLERK

WHEREAS: The County Clerk requested staffing changes as part of the 2026 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, 2026:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
VACANT	Recording Clerk PT (\$17.03/hr; 17.5 hrs/wk)	UNFUND	-\$15,497
NEW		Sr. Recording Clerk (CSEA SG VI)	+\$38,859
UNFUNDED	Sr. Motor Vehicle License Clerk (CSEA SG VI)	FUND	+\$38,859

And be it further

RESOLVED: That the 2026 County Clerk full-time headcount is increased from 15 to 16. Part-time headcount remains unchanged.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -25 2026 STAFF CHANGES  
VETERANS' SERVICE AGENCY

WHEREAS: The Veterans' Service Agency requested a staffing change as part of the 2026 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, 2026:

<u>Name</u>	<u>Current Title</u>	<u>New Title</u>	<u>Budget</u>
<u>Impact</u>	<u>/Salary</u>	<u>/Salary</u>	
Vacant	Veterans' Services Officer PT (\$21.28/hr; 19.5 hrs/wk)	Unfund	-\$21,578

And be it further

RESOLVED: That the Veterans' Service Agency's authorized headcount is unchanged at 3 FT and 1 PT positions.

REFERRED TO: ED&P COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -25 2026 STAFF CHANGES  
ECONOMIC DEVELOPMENT & PLANNING

WHEREAS: The Economic Development & Planning Department requested a staffing change as part of the 2026 Budget process; and

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

RESOLVED: That the following staffing change be effective January 1, 2026:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
Unfunded	Office Specialist II PT (\$0.00/hr; 17.5 hrs/wk)	Abolish	-\$00,000.00

And be it further

RESOLVED: That the Economic Development & Planning Department's authorized 2026 part-time headcount shall decrease from 1 to 0.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -25 2026 STAFF CHANGES  
SOCIAL SERVICES

WHEREAS: The Department of Social Services requested staffing changes as part of the 2026 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, 2026:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
NEW		Sr. Social Welfare Examiner (CSEA SG IX)	+\$48,939
NEW		Office Specialist II (CSEA SG IV)	+\$34,253
NEW		Community Services Worker (CSEA SG IV)	+\$34,253
ABOLISH	Community Services Worker (Part-time) (\$16.07/hour; 17.5 hrs/wk)		-\$14,624
ABOLISH	Youth Bureau Director (Part-time) (Management/Confidential)		-\$11,947

And be it further

RESOLVED: That the Department of Social Services authorized 2026 full-time headcount is increased from 91 to 94 and the 2026 part-time headcount is decreased from 10 to 8.

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

RESOLUTION NO. -25 AUTHORIZE FUNDING OF VACANT  
DIRECTOR OF SOCIAL SERVICES POSITION

WHEREAS: Legislative approval is required to fund any unfunded vacancy and to authorize any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: Since 2023, the Director of Social Services position has been left vacant and unfunded; however, due to staffing needs, the Commissioner of Social Services wishes to now fund said vacancy; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the funding of the vacant Director of Social Services position at an annual 2025 Management/Confidential salary range of \$73,748 - \$83,748 effective December 9, 2025.

REFERRED TO: PERSONNEL COMMITTEE  
HEALTH & HUMAN SERVICES

RESOLUTION NO. -25 AUTHORIZE THE APPOINTMENT OF  
COMMISSIONER OF SOCIAL SERVICES

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

WHEREAS: The current Commissioner of Social Services is retiring effective December 13, 2025; and

WHEREAS: A committee was formed to recruit for a replacement and after interviewing a number of candidates, the committee has identified a qualified candidate; therefore be it

RESOLVED: That the Tioga County Legislature appoints Elizabeth Myers to the position of Commissioner of Social Services at an annual salary of \$110,292, effective December 13, 2025, for a five-year term, which will run through December 13, 2030; and be it further

RESOLVED: That in accordance with the Tioga County Employee Handbook Management/Confidential Benefits policy, Ms. Myers shall be eligible for any authorized 2026 Management/Confidential salary increase effective June 13, 2026, following a successful six-month evaluation; and be it further

RESOLVED: That in accordance with Tioga County's Civil Service Rules, Ms. Myers shall serve a probationary period of eight to fifty-two weeks.

REFERRED TO: PERSONNEL COMMITTEE  
FINANCE, LEGAL AND SAFETY COMMITTEE

RESOLUTION NO. -25 AUTHORIZE THE APPOINTMENT OF  
PUBLIC DEFENDER

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

WHEREAS: The current Public Defender is retiring effective December 31, 2025; and

WHEREAS: A committee was formed to recruit for a replacement and, the committee has identified a qualified candidate; therefore be it

RESOLVED: That the Tioga County Legislature appoints Michael Arcesi to the title of Public Defender at an annual Management/Confidential salary of \$127,561, effective January 1, 2026, for a three-year term, which will continue through December 31, 2028; and be it further

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

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -25 AUTHORIZE APPOINTMENT OF  
CASE MANAGER (PART TIME)  
ASSIGNED COUNSEL OFFICE

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

WHEREAS: The Legislature has previously approved the creation of this new position to assist the Assigned Counsel Office in providing services in FCA Article 10 cases; and

WHEREAS: The County has been awarded a grant from NYS Office of Indigent Legal Services to fund the position for a three-year period; and

WHEREAS: The Assigned Counsel Office has conducted a recruitment search and has identified a suitable desirable candidate for the position; and

WHEREAS: Jo Ellen Yoest has ample training and over eleven years of directly relevant experience to be successful in the position and can provide benefits to the clients of the office; therefore be it

RESOLVED: That the Assigned Counsel Office is hereby authorized to provisionally appoint Jo Ellen Yoest to the title of Case Manager (Part Time), pending successful completion of civil service examination requirements at an annual Management/Confidential salary of \$29,500, effective December 15, 2025; and be it further

RESOLVED: That in accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Jo Ellen Yoest shall be eligible for any authorized 2026 Management/Confidential salary increase effective June 15, 2026, following a successful six-month evaluation; and be it further

RESOLVED: That this resolution will be null and void if the Grant is withdrawn or is not renewed after the three-year period.



REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE  
LEGISLATIVE WORKSESSION  
PERSONNEL COMMITTEE

RESOLUTION NO. -25 AMEND EMPLOYEE HANDBOOK:  
SECTION II-ETHICS RULES: ADD SUBSECTION A.  
NEPOTISM POLICY

WHEREAS: By Local Law No. 5 of the Year 1990 Tioga County adopted the Tioga County Ethics Law to provide guidance to county officers, employees, and appointed officials regarding Tioga County's expectations for standards of ethics and conduct; and

WHEREAS: The County Attorney, in conjunction with the Personnel Officer, have determined Tioga County would benefit from a comprehensive nepotism policy codified in a single location and that provides greater clarity and guidance to county officers, employees, and appointed officials to ensure employment decisions in Tioga County are based on qualifications, merit, and business necessity, and to avoid conflicts of interest or the appearance of favoritism; and

WHEREAS: The County Attorney has written and proposed a new program entitled Nepotism Policy; therefore be it

RESOLVED: That the Employee Handbook is hereby amended to add a new policy to Section II–Ethics Rules, Subsection a. entitled Nepotism Policy.

RESOLVED: That Section II-Ethics Rules: Nepotism Policy is hereby added to read as follows:

**SECTION II – ETHICS RULES**

**a. Nepotism Policy (NEW)**

NEPOTISM POLICY

Sections:

- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. Post-Employment Relationships
- VI. Disclosure Requirements
- VII. Exceptions
- VIII. Enforcement and Remedies
- IX. Related Policies

## I. Purpose

To ensure employment decisions in Tioga County are based on qualifications, merit, and business necessity, and to avoid conflicts of interest or the appearance of favoritism.

## II. Scope

- This policy applies to all departments, offices, and positions under the jurisdiction of Tioga County, including elected officials, appointed officials, and employees and any members of any board, commission, or agency of government.

## III. Definitions

- **Conflicts of Interest:** Occurs when an employee or official's personal, familial, or financial relationships interfere with, or appear to interfere with, the impartial performance of their duties or decision-making responsibilities.
- **Employee:** All persons filling positions of any title within Tioga County including elected officials, appointed officials, paid staff, and any members of any board, commission, or agency of government.
- **Nepotism:** The practice of granting employment advantages—such as hiring, promotion, or preferential treatment—to relatives or individuals with close personal relationships, regardless of qualifications or merit. In the context of county government, nepotism undermines fairness, transparency, and public trust by allowing personal relationships to improperly influence employment decisions.
- **Relative:** Includes spouse, domestic partner, parent, child, sibling, grandparent, grandchild, in-laws, stepparents, stepchildren, and anyone residing in the same household.
- **Supervisory Relationship:** Direct or indirect authority to hire, supervise, evaluate, promote, discipline, or terminate employment.

## IV. Policy

Tioga County permits members of the same family to work for the County. However, Tioga County will not authorize an appointment where employment would result in nepotism or a possible conflict of interest.

- No employee or official may **hire, promote, or supervise** a relative in any county government role.
- Relatives of current employees or officials **may be hired**, but only if:

- The Department Head or supervisor determines that the safety, efficiency, morale, or administration of the department's operation is not adversely affected if a relative is employed in the same department or division with final approval by the Personnel Officer.
- There is no direct or indirect supervisory relationship.
- They will not influence each other's terms and conditions of employment.
- Any pre-existing family relationship that predates this policy shall be exempt from this policy. However, if the existing employment relationship changes so that this conflict no longer exists, i.e., the relative is in a position that no longer directly reports to the relative supervisor, this policy will apply for future decisions.

## **V. Post-Employment Relationships**

If two employees subsequently begin a personal relationship like those identified above (e.g. marriage, dating, cohabitation), or one that, in the County's judgement, creates potential conflicts of interest or perception of favoritism it is the responsibility of the employees to disclose the existence of the relationship to their Department Head and the Personnel Officer. The Department Head, in conjunction with the Personnel Officer, shall make reasonable efforts to minimize the issues and reserves the right to address the concern through reassignment of duties or relocating and/or removing employees from their positions

## **VI. Disclosure Requirements**

Employees or candidates must disclose any familial relationships with current employees during the hiring or promotion process, and the hiring or promotion must first be approved by the Personnel Officer which may include creating a Nepotism Compliance Plan.

## **VII. Exceptions**

- The policy does not apply to appointments made by **popular elections**.
- Existing employment relationships established before the adoption of this policy may be **grandfathered in** but must be reviewed to ensure no conflict of interest exists.
- Where a Nepotism Compliance Plan has been created. This is a written plan and Agreement created by the Department Head and/or Supervisor that describes the situation warranting an exception and outlines a plan to address and avoid conflicts of interest. The plan must include the signatures of all affected parties and employees involved

including the Department Head(s), Personnel Officer, and the County Administrator. The proposed plan must then be submitted to the Legislative Committee responsible for Personnel and the committee to which the involved department(s) reports. Once approved by the appropriate legislative committees, the Chair of those committees must sign off on the proposed plan.

### **VIII. Enforcement and Remedies**

- Violations of this policy may result in disciplinary action, reassignment, or invalidation of the personnel action.
- Any alleged violation must be reviewed by the Personnel Office in conjunction with the Tioga County Ethics Board.

### **IX. Related Policies**

- Ethics Rules
- Equal Employment Opportunity/Affirmative Action/ADA/PWFA Policy

REFERRED TO: LEGISLATIVE WORKSESSION  
PERSONNEL COMMITTEE

RESOLUTION NO. -25 AMEND EMPLOYEE HANDBOOK:  
REVISE SECTION IV. PERSONNEL RULES;  
SUBSECTION S. ENTITLED REMOTE WORK  
POLICY – PILOT PROGRAM WITH A SIX (6)  
MONTH IMPLEMENTATION PERIOD

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, making the policy effective January 1, 2023 – December 31, 2024; and

WHEREAS: The Tioga County Legislature adopted Resolution No. 467-24 on December 10, 2024, authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program, making the policy effective January 1, 2025 – June 30, 2025; and

WHEREAS: The Tioga County Legislature adopted Resolution No. 231-24 on June 10, 2025, authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program, making the current policy effective July 1, 2025 – December 31, 2025; and

WHEREAS: The Tioga County Policy Review Committee has completed a comprehensive review and update of the County's Remote Work Policy - Pilot Program to ensure alignment with operational needs, service delivery

expectations, technological capacity, and best practices in public sector workforce management; and

WHEREAS: 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; and

WHEREAS: The Tioga County Legislature finds it prudent to implement the revised Remote Work Policy – Pilot Program on a limited basis in order to evaluate its effectiveness, operational impact, and suitability for future adoption; therefore be it

RESOLVED: That the Tioga County Legislature hereby adopts the revised Tioga County Remote Work Policy – Pilot Program, as submitted by the Policy Review Committee, for a (6) six-month period of January 1, 2026 – June 30, 2026; and be it further

RESOLVED: That the County Administrator, in coordination with the Policy Review Committee and Personnel Department, shall issue guidance as needed to support implementation and shall report back to the Legislature through the Legislative Clerk no later than thirty (30) days prior to the conclusion of the (6) six-month period with recommendations for continuation and/or further amendments to the policy; and be it further

RESOLVED: The Employee Handbook is hereby amended to revise in its entirety Section IV. Personnel Rules, Subsection s. entitled Remote Work Policy – Pilot Program:

s. REMOTE WORK POLICY – PILOT PROGRAM

### **Tioga County Remote Work Policy-Pilot Program**

#### **PURPOSE**

Establish a procedure to allow Departments to implement remote work opportunities for eligible employees, where appropriate, for a portion of the standard work week; in an effort to attract and retain a diverse and talented workforce.

**IMPORTANT NOTES:**

- This Remote Work Policy – Pilot Program, shall supersede all prior and/or existing Telecommute/Remote Work guidelines, policies, or programs.
- This policy does not apply in situations where an employee is seeking reasonable accommodation in relation to a disability or injury. Such requests should be considered under **Tioga County's Equal Employment Opportunity/ Affirmative Action/ ADA/ PWFA Policy**.
- This policy is implemented as a pilot program and is subject to periodic review and adjustment based on operational feedback.
- As this policy is being implemented by the County, it is not incorporated into any collective bargaining agreement or grievance procedure included within them.
- Determinations made by Department Heads and/or Supervisors regarding Remote Work Agreements, supervision and terminations shall not be subject in any manner to grievance provisions of the employee's collective bargaining unit per the Memorandum of Understanding by and between Tioga County and CSEA, Local 1000 AFSCME, AFL-CIO.

**SCOPE**

This policy applies to all Tioga County departments where a remote work arrangement and location are both feasible and appropriate, as determined by the immediate supervisor and/or the Department Head.

**DEFINITIONS**

"Approved Work Schedule" is the specific hours and days during which a remote employee is expected to perform their duties, as outlined in the Remote Work Agreement.

"Centrally Located Worksite" is a Tioga County worksite where the employee would be required to work if they were not working remotely.

"Eligible Employee" is an employee who meets criteria and performance standards required to be considered for participation in a Remote Work Agreement as outlined in IV. Sections a. & b. of this policy.

"On-Call Employees" is an employee who, by the nature of their position or departmental need, is designated to be available outside of their regular working hours to respond to work-related emergencies, perform critical functions, or provide essential services as needed.

"Remote Employee" is an employee who has an approved Remote Work Agreement and performs their job duties from a designated remote work location.

"Remote Work Agreement" is a written agreement between the employee, Department Head, and immediate supervisor (if applicable) that permits the employee to work from a remote location for up to two days per standard workweek, in accordance with this policy.

"Remote Work Location" is the non-County site, such as the employee's home, where the employee is authorized to perform official County work under a Remote Work Agreement.

"Standard Workweek" is Tioga County's official workweek, defined as Monday through Friday.

## **GENERAL POLICY**

### **Eligibility:**

Employees shall be approved for a Remote Work Agreement based on their role and the department needs. Meeting the criteria below does not guarantee approval, operational and organizations needs will be priority.



Remote work may be available to Management/Confidential and CSEA members; however, it is not guaranteed and may not be suitable for all roles. Employees do not have an inherent right to a Remote Work Agreement, nor is such an agreement indefinite. Department Heads, and/or immediate supervisors (where applicable), have full discretion to approve, modify, or revoke Remote Work Agreements based on operational needs and policy compliance. Furthermore, Department Heads and/or immediate supervisors may terminate a Remote Work Agreement at any time if it is deemed inconsistent with departmental objectives or if an employee fails to adhere to established policy and guidelines.

The characteristics of an eligible employee will include a demonstrated conscientiousness about work time and productivity, self-motivation and ability to work alone. The employee communicates effectively with supervisors, co-workers, support staff and clients. The employee operates a computer or other equipment independently, to the degree necessary to work from their home. The employee must be performing at an overall satisfactory level or above in their position.

An employee's work must be of a nature that face-to-face interaction with internal or external individuals is minimal and/or the employee's tasks can be performed successfully away from the centrally located worksite.

The need for specialized material or equipment to work remotely should be minimal. Employees interested in Remote Work must already have a safe and ergonomic home office environment or work area and the basic materials and equipment needed at their home to remote work.

Employees must have completed a reasonable amount of employment to be assessed by Department Head to be a successful candidate for a Remote Work Agreement.

Employees must have appropriate dependent care arrangements that allow the employee to work without distraction and mitigate undue interruption, which could impact productivity.

## **Ineligibility**

Employees in training capacity or that provides hands-on service.

Employees with attendance, behavior or tardiness issues.

Employees who have been counseled or disciplined within the two years immediately preceding the request.

Department Heads are eligible for a Remote Work Agreement pending the unanimous approval of their Legislative Committee and recommendation of the County Administrator. Department Heads are authorized to work remotely as needed but are discouraged from engaging in a continuous Remote Work agreement.

## **EXPECTATIONS**

### **Hours**

Employees will be expected to complete their remote work during their approved work schedule. The Remote Work Agreement must indicate the hours that the remote employee will be available to be reached by staff and clients in conjunction with the County Hours of Operation Policy

Approved remote schedules and any deviations of these for remote work must be approved in advance by the Department Head and/or immediate supervisor.

Accrual time, overtime, and lunch breaks during remote hours shall follow the same policy and procedures as when an employee is located at their centrally located worksite. Remote work is not an alternative to utilization of leave time.

### **Frequency**

No more than the equivalent of (2) two days per standard work week may be worked from a remote work location, with the exception of Attorneys.

Employees with a 35-hour workweek, (2) two days, shall mean (14) fourteen hours.

Employees with a 40-hour workweek, (2) two days, shall mean (16) sixteen hours.

Attorneys employed by Tioga County, with Department Head and Legislative consideration and approval, may be eligible to work remotely for up to (5) five days per week.

### **Impact on County Operations**

The essential duties, obligations, and responsibilities of an employee who works remotely are the same as at their centrally located worksite. Employees must be available to communicate with those with whom they normally conduct business (e.g., supervisor, clients/the public, co-workers, etc.) by phone and email while working remotely. Employees must respond to inquiries in the same fashion and within the same timeframes, as if they were in the office.

County operations take priority over Remote Work Agreements. Employees may be required to report to their centrally located worksite on remote workdays at the discretion of their Department Head and/or immediate supervisor, to address operational needs.

The travel time from the employees' home to the centrally located worksite will be treated as commuting time and will not be counted as hours worked, nor will the employees' mileage be reimbursed. On-Call employees are exempt from this and are to comply with their department's procedures in conjunction with the current CBA rules for On-Call pay. Remote work must not create additional burdens for in-office staff. Remote employees are expected to complete their assigned tasks independently, ensuring that colleagues working on-site do not have to take on extra responsibilities due to their absence. Workflows, communication, and task distribution should be managed efficiently so that remote work does not disrupt operations or increase workload for others.

**Accountability**

Employees are required to accurately record and report all hours worked. Department Heads and/or supervisors are responsible for implementing a review process to ensure that assigned tasks and responsibilities are completed effectively. The Remote Work Weekly Log is available on the County's Intranet under "Employee Handbook – EH Forms." Department Heads are not required to regularly report Remote Work hours, but should there be an issue with performance or availability, it should be brought to the direct attention of the full Legislature by the County Administrator.

Department Heads shall include "Remote Work" as an agenda item, with a detail report on the status of employees approved for Remote Work to their Legislative Committee. This shall be reported on the first month of each quarter (January, April, July, October), and include the approved employee name, title, the number of days per week they're approved to work remotely, and which days of the work week or indicate "flexible" is the days change.

Non-work-related interruptions must be kept to a minimum. Remote work shall not be used as a substitute for dependent child or elder care. Remote employees are expected to make dependent or childcare arrangements during the period they will be working.

Remote work is not intended to enable employees to conduct personal or non-County business while on County time.

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 while working remotely.

Violations of this policy may result in rescission of a Remote Work Agreement, as well as potential disciplinary action.

**Prohibited**

Employees shall not conduct any unauthorized external (non-County) work during their remote work schedule.

Remote employees shall not hold in-person business meetings with internal or external clients, customers, or colleagues at their remote work location.

**Applicability of County Conduct Expectations**

Any County policies pertaining to workplace conduct and behavior apply in full to employees working remotely, including, but not limited to, the County's anti-discrimination and harassment policy.

**BENEFITS & WORKERS' COMPENSATION****Benefits**

The remote employee's salary, retirement, and benefits are the same as if the employee were working at the centrally located worksite.

**Workers' Compensation**

Remote employees 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.

Workers' compensation will not apply to non-job-related injuries that occur at the remote work location in accordance with the Workers' Compensation Law. 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 employees' premises and employees will hold Tioga County harmless for injury to others at the remote work location.

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.

The employee must allow inspections of the employee's work area(s), home office, or other relevant location to be conducted by Tioga County or its agent if a job-related incident, accident, or injury has occurred. If the employee refuses to allow the County to inspect the remote work location following a reported injury, the Workers' Compensation claim may be denied. The refusal may also result in a revocation of the Remote Work Agreement or other appropriate disciplinary action.

## **TECHNOLOGY & SECURITY**

### **Supplies**

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. Internet access is expected to be reliable and secure, and meet the bandwidth needed for the job.

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.

Department expenses incurred in the implementation and execution of Remote Work Agreements 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 current County Comprehensive Information Security Policy and returned in working order to the County upon conclusion of the Remote Work Agreement.

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 site will not be reimbursed. Office furniture will not be provided for remote employees.

Remote employees are subject to the same internal County policies regarding the use of County-provided equipment (hardware and/or software) and services as those of employees at the centrally located worksite.

Note: Employees who are approved to engage in a Remote Work Schedule, are still required to comply with County Policy Section XI – Records Management Policy and Procedures.

Remote employees shall not allow anyone, except County employees, to use or access County-provided equipment (including hardware, software, chargers, storage devices) and services.

Employees are prohibited from accessing the County network using a public access computer.

## **Hardware**

New or existing computer equipment shall be provided for remote employees, 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.

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 remote employee bring their device back to the worksite or internal network. Remote employees can request technical support for County computer devices by submitting a ticket through the Tioga County Service Center (<https://tiogacountyny.freshservice.com/support/home>). County Information Technology staff will not visit the remote employee's remote work location to provide service onsite.

**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.

Remote access to the County's network may be provided to the remote 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. Remote employees 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.

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.

**TRAINING REQUIREMENTS**

Employees shall participate in any County-sponsored remote work and/or technology training as requested by the employee's supervisor, Department Head, CIO, or County Legislature.

The employee shall participate as requested in any County evaluation of the remote working agreement or policy.



## CONFIDENTIALITY

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.

The employee shall continue to follow all Tioga County policies that address confidentiality and security, as found in the Employee Handbook.

Employees must maintain documents in their possession in a safe and secure manner while they are outside of their normal workplace. Documents containing confidential information must be shredded, not discarded in regular trash, and electronic documents must be stored on County-approved systems.

## REVIEW

The County reserves all rights to continuously review this policy, and any Remote Work 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 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.

## EFFECTIVE DATE

This policy shall be effective immediately upon approval by the County Legislature and will remain in effect until amended or repealed.

## PROCEDURE

### Initial Request and Submission

The employee completes and submits the **Tioga County Remote Work Request Form** to their **Department Head and/or immediate supervisor**, in accordance with the process established within their department.

The Remote Work Request Form can be found on the County's Intranet under "Employee Handbook – EH Forms".

If the **Remote Work Request Form is approved** by the Department Head and/or immediate supervisor, the form must be **forwarded to the Information Technology Department** for review and confirmation that all **technical needs** can be met.

Once Information Technology approves the request, the completed form must be submitted **to the Legislative Office** for final review and approval by the County Administrator and/or the Legislative Chair.

Upon approval by the County Administrator or Legislative Chair, a copy of the fully executed Remote Work Request Form must be forwarded to the Employee, Department Head and/or the immediate supervisor, and the Legislative Clerk, and the employee is authorized to begin remote work as outlined in the agreement.

If the Remote Work Agreement is not approved, the rejecting party must provide a written explanation to the employee within 10 working days of submission. The employee may revise and resubmit the form if appropriate.

### **Amendments to Current Agreements**

Any requests to revise the Agreement are to be submitted by the employee to the Department Head and/or immediate supervisor in writing and answered in writing within 10 days of the request. If the request results in **significant changes** (e.g., change in work schedule, remote location, duties), an amended agreement must be filed with the Legislative Office.

### **Annual Renewal**

Remote work requests do not renew and must be completed and re-submitted annually. Employees who fail to submit a new remote work request will have their accessibility terminated by the ITCS department.

Renewals are to be completed in their entirety by the last day of February.

In the Remote Work Request Form, in Section I: Employee Information, there is a box that is to be marked "yes" if the request is for a renewal.

### **Termination of Agreements**

Any Remote Work Agreement terminated prior to the original end date must be reported to the Legislative Office via e-mail to the Legislative Clerk within 10 days of the termination.

## **FORMS**

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

Remote Work Request Form

REFERRED TO: ITCS COMMITTEE

RESOLUTION NO. -25 AMEND EMPLOYEE HANDBOOK:  
SECTION VIII; COMPREHENSIVE INFORMATION  
SECURITY POLICY TO ADOPT NEW  
ARTIFICIAL INTELLIGENCE (AI) POLICY  
UNDER SECTION IV. AUDIENCE – END USER

WHEREAS: The Tioga County Information Technology and Communication Services (ITCS) Department has developed a new Acceptable Use – Artificial Intelligence (AI) policy to address the responsible, secure, and compliant use of AI technologies within County operations; and

WHEREAS: This policy addition is designed to align with applicable federal and state regulations, including but not limited to NIST 800-53, HIPAA, FERPA, CJIS, and the NYS SHIELD Act; and

WHEREAS: The proposed AI policy establishes:

- Approved AI platforms.
- Prohibited uses, including legal interpretation, processing of sensitive data and autonomous decision-making in critical systems.
- Data privacy and security requirements.
- Oversight and governance by the ITCS Department.
- User responsibilities and enforcement provisions.

Therefore be it

RESOLVED: That the Tioga County Information Technology and Communication Services Department respectfully requests that the Tioga County Legislature:

1. Formally adopt the Acceptable Use – Artificial Intelligence (AI) policy as an official addition to the Comprehensive Information Security Policy – Updated NOV2025; and
2. Authorize the amendment of the Tioga County Employee Handbook to reflect the inclusion of this AI policy; and
3. Direct all County departments and employees to comply with the new policy and acknowledge their receipt and understanding.

And be it further

RESOLVED: That the ITCS Department shall be responsible for implementing the policy, providing necessary training, and ensuring compliance across all County departments; and be it further

RESOLVED: That the Comprehensive Information Security Policy Section IV. Audience- End User hereby be amended with the addition of P. Acceptable Use – Artificial Intelligence (AI) and that the remainder of the policy remains unchanged.

## **P. Acceptable Use – Artificial Intelligence (AI)**

Tioga County supports the responsible and secure use of Artificial Intelligence (AI) technologies to enhance productivity, decision-making, and service delivery. This policy establishes clear boundaries for AI use, ensuring alignment with federal and state regulations, including **NIST 800-53, FERPA, HIPAA, HITECH, NYS SHIELD ACT, and CJIS** standards.

### **1. Approved Use of AI**

Tioga County permits the use of AI tools **only when explicitly approved and vetted by the Tioga County ITCS Department**. As of this policy's effective date, **Microsoft Copilot and Freshworks Freddy** are the only authorized AI platform for general use.

Approved uses include:

- Drafting documents, emails, and reports.
- Summarizing meeting notes or transcripts.
- Assisting with data analysis and visualization.
- Enhancing productivity in Microsoft 365 applications.

### **2. Prohibited Use of AI**

The following uses of AI are strictly prohibited:

- **Legal or Compliance Matters:** AI must not be used to interpret, draft, or advise on legal, regulatory, or compliance-related content.
- **Unvetted AI Tools:** Use of any AI platform or service not explicitly approved by Tioga County ITCS is not allowed.
- **Sensitive Data Processing:** AI must not be used to process, analyze, or store **Protected Health Information (PHI), Criminal Justice Information (CJI)**, or any other **regulated or confidential data** unless explicitly authorized and secured.
- **Decision-Making in Critical Systems:** AI must not be used to make autonomous decisions in systems related to public safety, law enforcement, or health services.

### 3. Data Privacy and Security

All AI use must comply with:

- **NIST 800-53** security and privacy controls.
- **HIPAA** and **HITECH** regulations for health data.
- **CJIS** standards for criminal justice information.
- **NYS SHIELD ACT** security and privacy controls.

Users must not input sensitive, confidential, or personally identifiable information (PII) into AI tools unless explicitly authorized and secured.

### 4. Oversight and Governance

- All AI tools must be reviewed and approved by **Tioga County ITCS** before deployment or use.
- ITCS will maintain a list of approved AI tools and use cases.
- Departments must consult ITCS before initiating any AI-related project or procurement.

### 5. User Responsibilities

All users are expected to:

- Use AI tools ethically and responsibly.
- Understand the limitations of AI-generated content.
- Report any misuse or suspected security incidents to ITCS immediately.

### 6. Enforcement

Violations of this policy may result in disciplinary action, up to and including revocation of system access, termination of employment, or legal action, depending on the severity of the violation.

### 7. Policy Review

This policy will be reviewed annually by the ITCS Department and updated as necessary to reflect changes in technology, regulation, and organizational needs.