

Office of the County Attorney

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

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



FINANCE, LEGAL & SAFETY COMMITTEE

July 15, 2025

10:30 A.M.

- APPROVAL OF MINUTES: June 10, 2025
- FINANCIAL
 - Safety
 - Law
- OLD BUSINESS
 - Litigation and Claims
 - Ethics Board Meeting
 - NYMIR Walkthrough
- NEW BUSINESS
 - Budget
 - Water Testing
 - Active Shooter Training
 - Workplace Violence Facility Assessments
- PERSONNEL
 - 3rd Assistant County Attorney vacancy
 - Vacation Sellback
- RESOLUTIONS
 - APPROVAL OF CASE MANAGER POSITION (PUBLIC DEFENDER'S OFFICE)
 - APPROVAL OF CASE MANAGER POSITION (ASSIGNED COUNSEL OFFICE)
 - CREATE (1) FULL-TIME ASSISTANT PUBLIC DEFENDER PUBLIC DEFENDER'S OFFICE
 - AUTHORIZE RECLASSIFICATION OF DATA OFFICER TO PARALEGAL PUBLIC DEFENDER'S OFFICE
- PROCLAMATIONS
 - N/A

- EXECUTIVE SESSION
- ADJOURNMENT

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FINANCE, LEGAL & SAFETY COMMITTEE

June 10, 2025

10:30 A.M.

ATTENDANCE:

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

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

Guests: Andrew Aronstam

• APPROVAL OF MINUTES:

- Legislator Monell asked for a motion to approve May 13, 2025, minutes. Legislator Brown made the motion seconded by Legislator Flesher and was unanimously carried.

• FINANCIAL:

- Legal and Safety: Legal and Safety's budgets are tracking well

• OLD BUSINESS:

- Litigation: The child victim's act (CVA) lawsuit could potentially affect Legal's budget. Mr. DeWind is preparing for an upcoming trial and no new claims have been received.
- Workplace violence investigations continue. However, most are client-based reports.
- TTASC will be meeting tomorrow for their annual meeting.
- The Threat Assessment Team (TAM) has proven to be useful.
- Safety: Ms. Holbrook is working with another municipality to assist in setting up their compliance program.

• NEW BUSINESS:

- DSS Legal Appeal Decision: Attorney Pence just won an appeal and should be credited for the tremendous amount of work required for an appeal.
- PERSONNEL:
 - 3rd Assistant County Attorney: This position still open requiring Attorney DeWind to cover child support cases.
- RESOLUTIONS: EXECUTE LEASE AND EASEMENT AGREEMENT OF PROPERTY LOCATED AT PROSPECT ROAD, WAVERLY, NEW YORK TO MAINTAIN AN ACCESS ROAD FOR THE RADIO TOWER PROJECT; AMEND 2025 BUDGET & TRANSFER OF FUNDS FOR LAW DEPARTMENT; AUTHORIZATION TO CONTINUE CONTRACT WITH THOMSON REUTERS (WESTLAW) FOR A TWO YEAR SUBSCRIPTION TO WEST PROFLEX; AUTHORIZE SALARY INCREASE FOR PART-TIME ASSIGNED COUNSEL ADMINISTRATOR ASSIGNED COUNSEL OFFICE; AUTHORIZE ACCEPTANCE OF AMENDED FUNDING FROM THE NYS OFFICE OF INDIGENT LEGAL SERVICES AND ACCEPT THE AMENDED FUNDING FOR HURRELL-HARRING GRANT AND AMEND 2025 BUDGET; AUTHORIZE SALARY INCREASE FOR ASSISTANT PUBLIC DEFENDER FOR FAMILY COURT PUBLIC DEFENDER'S OFFICE; AUTHORIZE ACCEPTANCE OF FIRST YEAR FOURTH FAMILY DEFENSE GRANT FROM THE NYS OFFICE OF INDIGENT LEGAL SERVICES; RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING; BETWEEN TIOGA COUNTY AND PENNSYLVANIA STATE POLICE FOR THE RADIO TOWER PROJECT were moved into full Legislative Session without further questions.
- PROCLAMATIONS
 - N/A
- EXECUTIVE SESSION
 - Legislator Monell asked for a motion to enter into Executive Session. Legislator Flesher made the motion and was seconded by Legislator Standing at 11:02 A.M. to discuss a personnel matter.
- ADJOURNMENT:
 - Legislator Monell adjourned the Legal & Safety Committee at 11:25 A.M.

Respectfully submitted,

Christine Freyvogel

Paralegal to the County Attorney

DRAFT



TIOGA COUNTY, NEW YORK

Tioga County 2025 LEGAL BUDGET REPORT

FOR 2025 12

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1420 Law							
A1420 412706 Shared Services-At	-50,079	0	-50,079	3,251.80	.00	-53,330.80	-6.5%*
A1420 510010 Full Time	231,528	-46,489	185,039	100,352.43	.00	84,686.12	54.2%
A1420 510020 Part Time/Temporar	41,641	0	41,641	20,421.63	.00	21,219.37	49.0%
A1420 520200 Office Equipment	450	0	450	.00	.00	450.00	.0%
A1420 540000 Contract Expense	500	0	500	250.75	.00	249.25	50.2%
A1420 540010 Advertising	635	-425	210	210.00	.00	.00	100.0%
A1420 540040 Books	1,500	0	1,500	631.61	.00	868.39	42.1%
A1420 540180 Dues	2,400	0	2,400	1,029.40	.00	1,370.60	42.9%
A1420 540330 Legal Fees	65,000	2,500	67,500	33,429.84	18,015.00	16,055.16	76.2%
A1420 540331 Legal Fees-Adolesc	1,500	0	1,500	.00	.00	1,500.00	.0%
A1420 540390 Mileage Expense	300	925	1,225	911.60	.00	313.40	74.4%
A1420 540420 Office Supplies	825	0	825	68.93	.00	756.07	8.4%
A1420 540480 Postage	150	0	150	23.84	.00	126.16	15.9%
A1420 540485 Printing/Paper	400	0	400	345.80	.00	54.20	86.5%
A1420 540731 Training/State Req	1,000	0	1,000	436.00	.00	564.00	43.6%
A1420 581088 State Retirement F	27,207	-5,997	21,210	9,847.56	.00	11,362.69	46.4%
A1420 583088 Social Security Fr	20,191	-3,589	16,602	9,345.07	.00	7,257.03	56.3%
A1420 584088 Workers Compensati	4,780	-971	3,809	2,148.96	.00	1,659.89	56.4%
A1420 585588 Disability Insuran	204	-57	147	75.48	.00	71.62	51.3%
A1420 586088 Health Insurance F	94,872	-9,493	85,379	49,861.08	.00	35,517.92	58.4%
A1420 588988 Eap Fringe	64	-13	51	28.32	.00	22.63	55.6%
TOTAL Law	445,068	-63,609	381,459	232,670.10	18,015.00	130,773.70	65.7%
TOTAL General Fund	445,068	-63,609	381,459	232,670.10	18,015.00	130,773.70	65.7%
TOTAL REVENUES	-50,079	0	-50,079	3,251.80	.00	-53,330.80	
TOTAL EXPENSES	495,147	-63,609	431,538	229,418.30	18,015.00	184,104.50	
GRAND TOTAL	445,068	-63,609	381,459	232,670.10	18,015.00	130,773.70	65.7%

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



Tioga County, New York

Tioga County 2025 SAFETY BUDGET REPORT

FOR 2025 12

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
CI Liability Insurance Fund							
CI8042 504 Coordinator/Safety							
CI8042 424010 Interest And Earn	0	0	0	-4,573.33	.00	4,573.33	100.0%
CI8042 510010 Fulltime	60,568	0	60,568	29,703.68	.00	30,864.32	49.0%
CI8042 540070 Car Maintenance	1,000	0	1,000	.00	.00	1,000.00	.0%
CI8042 540140 Contracting Servi	4,500	0	4,500	2,097.00	803.00	1,600.00	64.4%
CI8042 540140 M7674 Contracting	160,000	1,000	161,000	71,261.32	88,738.68	1,000.00	99.4%
CI8042 540220 Automobile Fuel	200	0	200	.00	.00	200.00	.0%
CI8042 540340 Literature	50	0	50	.00	.00	50.00	.0%
CI8042 540410 Nursing Supplies	2,000	0	2,000	89.97	.00	1,910.03	4.5%
CI8042 540420 Office Supplies	400	0	400	213.69	.00	186.31	53.4%
CI8042 540480 Postage	75	0	75	.00	.00	75.00	.0%
CI8042 540640 Supplies (Not Off	600	0	600	394.63	.00	205.37	65.8%
CI8042 540733 Training/All Othe	2,500	0	2,500	554.34	.00	1,945.66	22.2%
CI8042 581088 State Retirement	7,113	0	7,113	5,079.06	.00	2,033.94	71.4%
CI8042 583088 Social Security F	4,477	0	4,477	2,291.08	.00	2,185.92	51.2%
CI8042 584088 Workers Compensat	1,195	0	1,195	626.78	.00	568.22	52.5%
CI8042 585588 Disability Insura	68	0	68	31.08	.00	36.92	45.7%
CI8042 586088 Health Insurance	28,133	0	28,133	15,930.18	.00	12,202.82	56.6%
CI8042 588988 Eap Fringe	16	0	16	8.26	.00	7.74	51.6%
TOTAL 504 Coordinator/Safety	272,895	1,000	273,895	123,707.74	89,541.68	60,645.58	77.9%
TOTAL Liability Insurance Fund	272,895	1,000	273,895	123,707.74	89,541.68	60,645.58	77.9%
TOTAL REVENUES	0	0	0	-4,573.33	.00	4,573.33	
TOTAL EXPENSES	272,895	1,000	273,895	128,281.07	89,541.68	56,072.25	
GRAND TOTAL	272,895	1,000	273,895	123,707.74	89,541.68	60,645.58	77.9%

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

REFERRED TO:

PERSONNEL COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

APPROVAL OF CASE MANAGER POSITION
(PUBLIC DEFENDER'S OFFICE)

WHEREAS: Legislative approval is required to create any position within Tioga County; and

WHEREAS: By Resolution No. 150-25 adopted on April 15, 2025, Tioga County entered into a three-year agreement with the New York State Office of Indigent Legal Services for distribution of Fourth Family Defense Grant funds to provide representation and case manager services to persons legally entitled to counsel but unable to hire an attorney; and

WHEREAS: The continued expansion of the Indigent Legal Services Program to include the Fourth Family Defense Grant provides for a three-year contract totaling \$750,000.00; and

WHEREAS: The Fourth Family Defense Grant provides for a case manager position with an annual part-time non-union salary of \$25,500 to \$29,500 per year through December 31, 2027; therefore be it

RESOLVED: That the Public Defender is authorized to hire a part-time Management/Confidential Case Manager with an annual salary of \$25,500 to \$29,500 per year of the three-year Fourth Family Defense Grant contract for the period January 1, 2025 through December 31, 2027; and be it further

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

REFERRED TO:

PERSONNEL COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

APPROVAL OF CASE MANAGER POSITION
(ASSIGNED COUNSEL OFFICE)

WHEREAS: Legislative approval is required to create any position within Tioga County; and

WHEREAS: By Resolution No. 150-25 adopted on April 15, 2025, Tioga County entered into a three-year agreement with the New York State Office of Indigent Legal Services for distribution of Fourth Family Defense Grant funds to provide representation and case manager services to persons legally entitled to counsel but unable to hire an attorney; and

WHEREAS: The continued expansion of the Indigent Legal Services Program to include the Fourth Family Defense Grant provides for a three-year contract totaling \$750,000.00; and

WHEREAS: The Fourth Family Defense Grant provides for a case manager position with an annual part-time non-union salary of \$25,500 to \$29,500 per year through December 31, 2027; therefore be it

RESOLVED: That the Assigned Counsel Office is authorized to hire a part-time Management/Confidential Case Manager with an annual salary of \$25,500 to \$29,500 per year of the three-year Fourth Family Defense Grant contract for the period January 1, 2025 through December 31, 2027; and be it further

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

REFERRED TO:

FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25

CREATE (1) FULL-TIME ASSISTANT PUBLIC DEFENDER
PUBLIC DEFENDER'S OFFICE

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

WHEREAS: The Public Defender, in consultation with NYS Office of Indigent Legal Services and the Personnel Officer, have identified a need for an additional full-time Assistant Public Defender; and

WHEREAS: The County has been awarded a Grant from NYS Office of Indigent Legal Services to fund the position; and

WHEREAS: The Grant provides funding for the position over the course of three years; therefore be it

RESOLVED: That the Public Defender is hereby authorized to create one (1) full-time position of Assistant Public Defender within the existing salary and benefits range for the position; and be it further

RESOLVED: That one (1) full-time Management/Confidential position of Assistant Public Defender (\$75,465 - \$85,465) be created; and be it further

RESOLVED: That the Public Defender will be required to obtain Legislative approval to fill the position if and when a suitable candidate is identified; and be it further

RESOLVED: That this resolution will be null and void in the event that the Grant is withdrawn or is not renewed after the three-year period; and be it further

RESOLVED: That the Public Defender's Office authorized full-time headcount for 2025 is increased from six (6) to seven (7).

REFERRED TO:

FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE RECLASSIFICATION OF
DATA OFFICER TO PARALEGAL
PUBLIC DEFENDER'S OFFICE

WHEREAS: Legislative approval is required for the reclassification of any Management/Confidential position; and

WHEREAS: Upon review of the department needs, the Public Defender in conjunction with the Personnel Officer have determined that he can better address the workload by reclassifying the position of Data Officer to Paralegal; and

WHEREAS: The position would be fully funded by New York State grants under the Hurrell-Harring settlement on a reimbursement basis; and

WHEREAS: Stacy Reynolds, presently employed as Data Officer, was formerly employed as a Paralegal in the County and has the requisite skills and experience, is already performing some of the needed functions and is well qualified to fill the position; therefore be it

RESOLVED: That the Personnel Department is hereby authorized to reclassify the position of Data Officer to Paralegal; and be it further

RESOLVED: That the Public Defender is hereby authorized to provisionally appoint Stacy Reynolds to the position of Paralegal, with a start date of July 26, 2025, at an annual Management/Confidential salary of \$56,487, pending successful completion of civil service examination requirements; and it is further

RESOLVED: That this resolution will be null and void in the event that the grants are withdrawn or not renewed.