

Agenda



TIOGA COUNTY LEGISLATURE

6/9/2026

12:00 PM

EDWARD D. HUBBARD AUDITORIUM

Ronald E. Dougherty County Office Building

56 Main Street

Owego NY 13827

Meeting called by: Chair Tracy Monell

Type of meeting: 6th Regular

Attendees:
 Legislator Aronstam
 Legislator Brown
 Legislator Bunce
 Legislator Cantella
 Legislator Ciotoli
 Legislator Flesher
 Legislator Monell
 Legislator Rose
 Legislator Standinger

Agenda topics

| | |
|----------------------------|--|
| Invocation | Chair/Legislator Monell |
| Pledge of Allegiance | Chair/Legislator Monell |
| Recognition Resolution (1) | <ul style="list-style-type: none"> • David J. Russell, Sheriff's Office |
| Proclamation (1) | <ul style="list-style-type: none"> • Elder Abuse Awareness Month |
| Privilege of the Floor | |

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|---|---|
| <p>Approval of Minutes</p> <p>Petitions, Communications & Notices</p> <p>Appointments/Reappointments</p> <p>Reports Standing Committees</p> | <p>May 12, 2026</p> <p>County Office Building Committee & Sub-Committees:</p> <ul style="list-style-type: none"> • Executive Committee • Design & Construction Sub Committee • Regulatory & Financial Oversight Sub-Committee |
| <p>RESOLUTIONS</p> | <ol style="list-style-type: none"> 1. Appoint Member to Board of Ethics 2. Appoint Member to the Tioga County Property Development Corporation (TCPDC) Board 3. Resolution Reappointing Member to Community Services Board 4. Authorization to Apply for Grant Application – Public Health 5. Authorize the Submission of Bureau of Justice Assistance BJA FY25 Rural Law Enforcement Violent Crime Reduction Initiative – Sheriff's Office 6. Authorize the Submission of Combined 2025/2026 PSAP Operations Grant – Sheriff's Office 7. Authorize Submission of Combined 2025/2026 Statewide Interoperable Communications Formula-Based Grant Application – Office of Emergency Services 8. Modify 2026 Budget and Appropriation of Funds SHSP23 Grant – Office of Emergency Services 9. Amend 2026 Budget & Appropriate Funds – Public Health 10. Authorize Transfer of Funds for Purchase of a File Cabinet for the Economic Development & Planning Department 11. Approve Single Source Purchase of Parts for Secured Jail Doors – Sheriff's Office |

12. Requesting Tioga County Veterans' Service Agency be Allowed to Exceed Food & Beverage Purchase Guidelines
13. Acceptance of Donation; Appropriation of Funds and Amend 2026 Budget – Tioga County Veterans' Service Agency
14. Acceptance of Donation; Appropriation of Funds and Amend 2026 Budget – Tioga County Veterans' Service Agency
15. Award Additional Right-of-Way Services to Delta Engineers for Day Hollow Road Culvert
16. Award Bid for Tandem Trucks
17. Award Bid for Tandem Equipment Trailer and Authorize Chair of the Legislature Signature on Contract
18. Authorizing the Implementation and Funding in the First Instance 100% of the Federal Aid and State "Marchiselli" Program-Aid Eligible Costs of a Transportation Federal-Aid Project and Appropriating Funds
19. Authorize Use of ARPA Funds for Vehicle Wash Equipment
20. Authorize Use of ARPA Funds, Award Construction to K.B. Services, L.L.C. for 70 Delphine Street Roof Replacement and Authorize Chair of the Legislature Signature on Contract
21. Authorize Use of ARPA Funds and Award Construction Contract to PJF Enterprises, Inc. for 70 Delphine St. New Overhead Door Construction Project
22. Authorize Sole Source Purchase and Authorize Use of ARPA Funds for Vehicle Undercarriage Wash System
23. Award Contract to Broome Bituminous for Driveway Installation at 70 Delphine Street Vehicle Wash and Authorize Chair of the Legislature Signature on Contract

24. Authorize Use of ARPA Funds and Chair of the Legislature Signature on Installation Contracts to Rug Fair Commercial and Industrial for Carpet Installation at 56 Main St.
25. Award Contract to Rug Fair Commercial and Industrial for Carpet Installation at District Attorney's Office and Authorize Chair of the Legislature Signature on Contract
26. Award Contract to Rug Fair Commercial and Industrial for Carpet Installation at the Public Safety Building and Authorize Chair of the Legislature Signature on Contract
27. Award Carpet Installation Contract to Ahwaga Paint and Coatings at the Court Annex and Authorize Chair of the Legislature Signature on Contract
28. Authorize Purchase of Large Mowing Equipment and Authorize Chair of the Legislature Signature on Contract
29. Authorize HVAC Preventative Maintenance Agreement for 56 Main Data Center
30. Authorizing Acceptance ITCS Catalog of Services for the Town of Owego and Town of Barton
31. Acceptance of Master Service Agreement between Information Technology & Communication Services and the Town of Spencer
32. Acceptance of Master Service Agreement between Information Technology & Communication Services and the Town of Nichols
33. Acceptance of Master Service Agreement between Information Technology & Communication Services the Town of Candor
34. Acceptance of Master Service Agreement between Information Technology & Communication Services and Tioga County Soil and Water
35. Acceptance of Master Service Agreement between Information Technology & Communication Services and Tioga County Tourism

36. Acceptance of Master Service Agreement between Information Technology & Communication Services and the Village of Waverly
37. Authorization to Contract with School Districts for On-site Mental Health Services – Mental Hygiene
38. Authorize Contracts for Television and Streaming Services Advertising – Public Health
39. Amend Resolution No. 135-25; Award Contract Radio Consulting Services and Modify 2026 Budget and Transfer of Funds
40. Ratify Collective Bargaining Agreement for TCLEA
41. Reclassify Position – Mental Hygiene
42. Authorize One (1) Position Reclassification – Social Services
43. Authorize Funding an Unfunded Position and Unfund an Existing Position – Mental Hygiene
44. Authorize Appointment of Deputy Director of Information Technology & Communication Services
45. Standard Work Day and Reporting Resolution
46. Authorizing a (6) Six-Month Extension of the Tioga County Remote Work Policy-Pilot Program
47. Amend Employee Handbook: Section IV. Personnel Rules; Subsection c. Orientation/ Exit Interviews/Recruitment/Retirement
48. Amend Employee Handbook: Section IV. Personnel Rules; Add Subsection u. Gender-Based Violence and the Workplace Policy

REFERRED TO: PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -26 RESOLUTION RECOGNIZING
DAVID RUSSELL'S 25 YEARS
OF DEDICATED SERVICE TO TIOGA COUNTY

WHEREAS: David Russell was hired as a Corrections Officer Part-Time on 12/9/00; and appointed to a Corrections Officer Full-Time on 1/27/01; and

WHEREAS: David Russell has been dedicated and loyal in the performance of his duties and responsibilities during the 25 years of service to Tioga County, thereby earning the respect of his colleagues and peers throughout Tioga County; and

WHEREAS: David Russell will retire from the Tioga County Sheriff's Office on June 30, 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 David Russell for 25 years of dedicated and loyal service to the residents of Tioga County; and be it further

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

**COUNTY OF TIOGA
EXECUTIVE PROCLAMATION**

WHEREAS: People who are elderly or have disabilities have contributed to the general welfare of Tioga County by helping to preserve customs, convictions, and traditions of many people from diverse backgrounds; and

WHEREAS: These residents are vital and integral members of our society, and their wisdom and experience have enriched our lives; and

WHEREAS: The health and well-being of disabled and elderly people in our county should be one of our highest priorities and of concern to all Americans; and

WHEREAS: People who are elderly or have disabilities are among the most important resources of our county, and it is fitting that we recognize the need to protect their health, safety, and rights; and

WHEREAS: Abuse of the elderly and people with disabilities in domestic and institutional settings is a widespread problem, affecting hundreds of thousands of people across the country; and

WHEREAS: Elder abuse is underreported because the elderly who are being abused find it very difficult to tell anyone and are usually ashamed and sometimes afraid; and

WHEREAS: Elder abuse happens to men and women of all income levels, all cultural and ethnic groups, whether they are in good health or incapacitated in some way, in poor neighborhoods and in suburbia; and

WHEREAS: Many of the cases investigated by Adult Protective Services in New York involve self-neglect or financial exploitation and it is our duty as citizens to reach out to people in need; now therefore

THE TIOGA COUNTY LEGISLATURE does hereby proclaim the month of June 2026 to be

Elder Abuse Awareness Month

in Tioga County and urge all citizens to work together to help reduce abuse and neglect of people who are elderly or have disabilities.

REFERRED TO: LEGISLATIVE WORKSESSION
LEGAL/FINANCE COMMITTEE

RESOLUTION NO. -26 APPOINT MEMBER TO BOARD OF ETHICS

WHEREAS: The term of Wendy Neild, on the Board of Ethics, expired on March 31, 2026; and

WHEREAS: Kimberly A. Zimmerman, a resident of Tioga County, has expressed an interest and willingness to serve a term on the Board of Ethics; therefore be it

RESOLVED: That Kimberly A. Zimmerman, Majority Chair of the Legislature nomination, is hereby appointed to the Board of Ethics for a term of April 1, 2026 through March 31, 2029.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -26 APPOINT MEMBER TO THE
TIOGA COUNTY PROPERTY DEVELOPMENT
CORPORATION (TCPDC) BOARD

WHEREAS: Per Resolution No. 26-12 the TCPDC Bylaws allow for a board member representing the non-profit sector and this appointment is conditioned upon the board member remaining a representative of the non-profit sector serving Tioga County; and

WHEREAS: Christine Shaver, as a resident of Tioga County and employee of a non-profit organization that serves Tioga County meets the criteria for membership of the TCPDC Board; and

WHEREAS: The Board is seeking to fill this vacant position; and

WHEREAS: Christine Shaver is willing and able to serve in this position on the TCPDC Board; therefore be it

RESOLVED: That the Tioga County Legislature hereby appoints Christine Shaver to the Tioga County Property Development Corporation Board to fill the vacant position for the term of 6/9/26 – 12/31/28.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
RESOLUTION NO. -26 RESOLUTION REAPPOINTING MEMBER
TO COMMUNITY SERVICES BOARD

WHEREAS: Shawn Nalepa's appointment to the Community Services Board expired on May 31st, 2026; and

WHEREAS: The Community Services Board has recommended Shawn Nalepa's reappointment; 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 Shawn Nalepa be reappointed to the Community Services Board, for term starting June 1st, 2026 and ending May 31st, 2030.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -26 AUTHORIZATION TO APPLY FOR
GRANT APPLICATION
PUBLIC HEALTH

WHEREAS: Tioga County Public Health and Tioga County Mental Hygiene currently hold an Office of National Drug Control Policy (ONDCP) and Centers for Disease Control and Prevention (CDC) grant toward Comprehensive Addiction and Recovery Act (CARA); and

WHEREAS: The current CARA Grant term concludes 6/30/2026, and continued funding is necessary to sustain and expand ongoing prevention efforts in Tioga County; and

WHEREAS: The ONDCP and CDC have released additional federal grant funding opportunities to reduce substance abuse among youth; and

WHEREAS: CARA grant funding supports community-based prevention strategies that reduce youth substance use, promote early intervention, and enhance coordinated prevention efforts; and

WHEREAS: The grant currently is and will continue to be managed by TCPH, with efforts coordinated by Tioga County Advocacy, Support, and Prevention (ASAP) Coalition; and

WHEREAS: If authorized and awarded funding for the next five-year CARA Grant cycle, TCPH will continue to focus on preventing and reducing youth misuse of opioids, methamphetamines, and prescription drugs in Tioga County through evidence-based strategies, community education campaigns, activities that build resilience, and initiatives addressing local risk and protective factors; and

WHEREAS: This new funding cycle will award \$75,000 annually, for a total of \$375,000 from 9/30/2026 through 9/29/2031, and funds will flow directly through Tioga County Public Health; and

WHEREAS: Tioga County Public Health will serve as the lead agency for the grant, with the Director of Public Health designated as the Authorized Signing Official; and

WHEREAS: If awarded the grant, Tioga County Public Health will submit a resolution to amend the budget and appropriate the funds at that time; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes Tioga County Public Health to submit an application for the CARA Grant for an additional five-year term; and be it further

RESOLVED: That the Director of Public Health, as the Authorized Signing Official, is permitted to execute all necessary agreements, certifications, and related materials to secure this funding, while fully complying with Tioga County contract requirements.

REFERRED TO:

FINANCE, LEGAL & SAFETY COMMITTEE
PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -26

AUTHORIZE THE SUBMISSION OF
BUREAU OF JUSTICE ASSISTANCE
BJA FY25 RURAL LAW ENFORCEMENT VIOLENT
CRIME REDUCTION INITIATIVE
SHERIFF'S OFFICE

WHEREAS: The Bureau of Justice Assistance (BJA) has announced the FY25 Rural Law Enforcement Violent Crime Reduction Initiative grant which would be used towards the purchase of a forensic phone analysis program and hardware through Cellebrite Inseyets, with no county share; and

WHEREAS: County Policy requires that a resolution be approved before any such grant application is submitted. However, due to the short notification period, the Tioga County Sheriff's Office had to submit an application for this funding by June 5, 2026; therefore be it

RESOLVED: That the Tioga County Sheriff's Office be authorized to submit the appropriate grant application for the purpose of securing this funding, after the fact, and authorizes the Chair of the Legislature, County Administrator, or other authorized officer, contingent upon the review and approval of the County Attorney, to execute the Bureau of Justice Assistance BJA FY25 Rural Law Enforcement Violent Crime Reduction Initiative Grant.

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

RESOLUTION NO. -26 AUTHORIZE THE SUBMISSION OF
COMBINED 2025/2026 PSAP OPERATIONS GRANT
SHERIFF'S OFFICE

WHEREAS: The NYS Office of Interoperable and Emergency Communications has announced the Combined 2025/2026 PSAP (Public Safety Answering Point) Operations grant funding to be used towards public safety call taking and dispatching expenses, with no county share; and

WHEREAS: County Policy requires that a resolution be approved before any such grant application is submitted. However, due to the short notification period, the Tioga County Sheriff's Office had to submit an application for this funding by June 3, 2026; therefore be it

RESOLVED: That the Tioga County Sheriff's Office be authorized to submit the appropriate grant application for the purpose of securing this funding, after the fact, and authorizes the Chair of the Legislature, County Administrator, or other authorized officer, contingent upon the review and approval of the County Attorney, to execute the Combined 2025/2026 PSAP (Public Safety Answering Point) Operations Grant.

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

RESOLUTION NO. -26 AUTHORIZE SUBMISSION OF
COMBINED 2025/2026 STATEWIDE
INTEROPERABLE COMMUNICATIONS
FORMULA-BASED GRANT APPLICATION
OFFICE OF EMERGENCY SERVICES

WHEREAS: The Office of Homeland Security and Emergency Services has issued a Combined 2025-2026 Statewide Interoperable Communications Formula-Based Grant. The grant will be used for the maintenance and upgrading of the radio communications in the county and no local share is associated with said grant; and

WHEREAS: County Policy requires that permission be obtained prior to submitting said application; therefore be it

RESOLVED: That the Tioga County Office of Emergency Services be authorized to submit the appropriate grant application for the purpose of securing this funding, and authorizes the Chair of the Legislature, County Administrator, or other authorized officer, contingent upon the review and approval of the County Attorney, to execute the Combined 2025-2026 Statewide Interoperable Communications Formula-Based Grant.

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

RESOLUTION NO. -26 MODIFY 2026 BUDGET AND
APPROPRIATION OF FUNDS
SHSP23 GRANT
OFFICE OF EMERGENCY SERVICES

WHEREAS: Legislative approval is needed to modify the 2026 budget and appropriation of funds; and

WHEREAS: The Office of Emergency Services has a need to appropriate funds, from the SHSP23 Grant, to cover the costs of a thermal camera from Max Fire Training; therefore be it

RESOLVED: That the 2026 budget be modified and appropriation of funds be made as follows:

| | | |
|--------------------------|----------------------|----------|
| FROM: A3360.540140.SHS23 | Contracting Services | \$776.00 |
| TO: A3360.520130.SHS23 | Equipment (Not Car) | \$776.00 |

AND

| | | |
|--------------------------|---------------------|----------|
| FROM: A3360.540620.SHS23 | Software Expense | \$456.22 |
| TO: A3360.520130.SHS23 | Equipment (Not Car) | \$456.22 |

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26 AMEND 2026 BUDGET & APPROPRIATE FUNDS
PUBLIC HEALTH

WHEREAS: Tioga County Public Health (TCPH) applied for a grant from the Floyd Hooker Foundation with authorization from Legislative Resolution No. 137-26; and

WHEREAS: TCPH has been awarded the grant and will receive the funds specifically for the Traffic Safety program; and

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

RESOLVED: That funding be appropriated as follows:

| | | |
|-------|--|----------|
| From: | | |
| | A4053.422800 CFBH Grants -Non State or Federal | \$10,000 |
| To: | | |
| | A4053.540640 CFBH Supplies (Not Office) | \$10,000 |

And be it further

RESOLVED: That the balance of this funding on 12/31/2026 be carried forward into the 2027 budget in the same budget lines.

REFERRED TO: ED&P COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26 AUTHORIZE TRANSFER OF FUNDS FOR PURCHASE
OF A FILE CABINET FOR THE ECONOMIC
DEVELOPMENT & PLANNING DEPARTMENT

WHEREAS: The Economic Development & Planning Department has a need for a filing cabinet; and

WHEREAS: The Economic Development & Planning Department would like to purchase a filing cabinet; and

WHEREAS: The Economic Development file cabinet expense account, A6422 520150 does not have the funds available to make the purchase; and

WHEREAS: The Amending of Budget and Transfer of Funds from a training line to an equipment line requires Legislative approval; therefore be it

RESOLVED: That the Director of Economic Development & Planning be authorized to purchase the filing cabinet and complete the following budget transfer as follows:

| | | |
|--------------------|--------------------|---------|
| From: A6422 540733 | Training/All Other | \$97.00 |
| To: A6422 520150 | File Cabinets | \$97.00 |

REFERRED TO:

PUBLIC SAFETY COMMITTEE
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -26

APPROVE SINGLE SOURCE PURCHASE OF
PARTS FOR SECURED JAIL DOORS
SHERIFF'S OFFICE

WHEREAS: The Sheriff's Office has determined that the replacement components must be compatible with the existing secured detention door system currently installed at the Tioga County Jail; and

WHEREAS: Craftmaster Hardware is the authorized provider of the required detention door components compatible with the County's existing system, and the use of alternate components could compromise system integrity, safety, or operational functionality; and

WHEREAS: Legislative approval is required for all single source purchases; therefore be it

RESOLVED: That the Tioga County Legislature approves the single source purchase of parts for the secured Jail doors from Craftmaster Hardware, Northvale, NJ in the amount of \$7,423.40 to be paid from account A3150.540093.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -26 REQUESTING TIOGA COUNTY
VETERANS' SERVICE AGENCY BE ALLOWED
TO EXCEED FOOD & BEVERAGE
PURCHASE GUIDELINES

WHEREAS: The Tioga County Veterans' Service Agency (TCVSA) conducts multiple community outreach events monthly and at these events provides food, beverages, and supplies to those in attendance as well as information on resources, benefits, and services available to veterans, military, and their families; and

WHEREAS: County Policy – Section III; Subsection H. Purchase of Food, Beverages, and Supplies limit expenses to \$150 per event; and

WHEREAS: The TCVSA will be holding the following events in June and July 2026 in support of Veteran Outreach and Community Awareness and Support, Dwyer grant funds being used, that will exceed the \$150.00 per event limit, and requests to exceed the event limit must be made by resolution and require the approval of the County Legislature:

June 20th, 2026, the Owego Strawberry Festival \$200.00.

June 27th, 2026, Support for the 10th Mountain Division Band Concert; In Support of the Newark Valley Historical Society Event; Food/Drink for Veterans \$500.00.

July 04th, 2026, The Candor 4th of July Parade, Candy and Flags from TCVSA float given to the children and adult attendees \$500.00

Total amount requested \$1,200.00

Therefore be it

RESOLVED: That the Tioga County Legislature allows the Tioga County Veterans' Service Agency to exceed the per event limit using grant funding as identified, Dwyer Funds, noting that TCVSA will not exceed the total amount mentioned for the above listed events.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26 ACCEPTANCE OF DONATION;
APPROPRIATION OF FUNDS AND
AMEND 2026 BUDGET
TIOGA COIUNTY VETERANS'SERVICE AGENCY

WHEREAS: The Tioga County Veterans' Service Agency has received notification of a \$500 unsolicited donation from The Southern Tier Veterans Support Group; and

WHEREAS: This donation is being provided as a monetary gift to assist Tioga County Veterans' Service Agency in its outreach efforts and to recognize graduating Seniors from the school districts located in Tioga County; and

WHEREAS: Pursuant to County Law §363 and the Tioga County Section III Financial Rules, n. Gifts and Donations Policy, donations of less than \$1,000 in value are to be approved by the County Treasurer, County Administrator, or Chair of the Legislature, and the 2026 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 the Southern Tier Veterans Support Group; and be it further

RESOLVED: That the 2026 Budget be amended as follows:

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|--------------------------------------|-----------|
| From: A6510 427050 Gifts & Donations | \$ 500.00 |
| To: A6510 540487 Program Expense | \$ 500.00 |

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26 ACCEPTANCE OF DONATION;
APPROPRIATION OF FUNDS AND
AMEND 2026 BUDGET
TIOGA COUNTY VETERANS' SERVICE AGENCY

WHEREAS: The Tioga County Veterans' Service Agency has received notification of a \$1,000 unsolicited donation from Valerie Smith the widow of Army and Vietnam War Veteran, Ronald Smith. Ronald Smith passed away on May 25th, 2025, from a Service-Connected illness. Mrs. Smith requested that the TCVSA accept the donation in order to fund the Annual Scholarship Award that is given to a graduating senior in each of the Tioga County School Districts; and

WHEREAS: This donation is being provided as a monetary gift to assist Tioga County Veterans' Service Agency in its outreach efforts and to recognize graduating Seniors from the school districts located in Tioga County; and

WHEREAS: Pursuant to County Law §363 and the Tioga County Section III Financial Rules, n. Gifts and Donations Policy, donations equal to or greater than \$1000 in value must be formally accepted by the Legislature, and the 2026 Budget must be amended to recognize both the revenue and related appropriation; therefore be it

RESOLVED: That the Tioga County Legislature hereby accepts the \$1000 donation from Mrs. Smith; and be it further

RESOLVED: That the 2026 Budget be amended as follows:

From: A6510 427050 Gifts & Donations \$ 1000.00

To: A6510 540487 Program Expense \$ 1000.00

REFERRED TO: PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26 AWARD ADDITIONAL RIGHT-OF-WAY SERVICES
TO DELTA ENGINEERS FOR
DAY HOLLOW ROAD CULVERT

WHEREAS: Tioga County awarded right-of-way services and negotiations to Delta Engineers for replacement of a culvert on Day Hollow Road; and

WHEREAS: The Commissioner of Public Works received a proposal for additional right-of-way services for this project from Delta Engineers, Endwell, NY; and

WHEREAS: The proposal for the additional right-of-way services for the project is \$19,534.25; therefore be it

RESOLVED: That the Tioga County Legislature approve the proposal for additional right-of-way services for Day Hollow Road Culvert Replacement not to exceed \$19,534.25 to be paid out of the following account:

| | | |
|--------------------|----------|-------------|
| H5110.520003.H2302 | Culverts | \$19,534.25 |
|--------------------|----------|-------------|

REFERRED TO: PUBLIC WORKS COMMITTEE

RESOLUTION NO. -26 AWARD BID FOR TANDEM TRUCKS

WHEREAS: The Commissioner of Public Works budgeted for two (2) tandem trucks; and

WHEREAS: On May 13th, 2026 the Department of Public Works received one sealed bid from the following vendor:

Burr Truck & Trailer Sales, Inc., Vestal NY \$667,138.00

Therefore be it

RESOLVED: That the Tioga County Legislature award the bid to Burr Truck & Trailer Sales, Inc. not to exceed \$333,569.00 per truck for a total of \$667,138.00 to be paid out of Account H5130 521908 – Tandem Axle Truck.

REFERRED TO: PUBLIC WORKS COMMITTEE

RESOLUTION NO. -26 AWARD BID FOR TANDEM EQUIPMENT TRAILER
AND AUTHORIZE CHAIR OF THE LEGISLATURE
SIGNATURE ON CONTRACT

WHEREAS: The Commissioner of Public Works has budgeted for the purchase of a tandem equipment trailer; and

WHEREAS: On May 27th, 2026 the Department of Public Works received sealed bids from the following vendors:

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|---|--------------------|
| Stephenson Equipment, Inc., East Syracuse NY | \$45,265.00 |
| With trade-in of 2019 Felling Trailer option | \$37,200.00 |
| One Nation Distribution, L.L.C., Volant PA | \$49,989.00 |
| With trade-in of 2019 Felling Trailer option | No Bid |
| Tracey Road Equipment, Inc., Kirkwood NY | \$51,885.16 |
| With trade-in of 2019 Felling Trailer option | \$40,385.16 |

Therefore be it

RESOLVED: That the Tioga County Legislature award the bid to Stephenson Equipment, Inc., East Syracuse, NY with the trade-in of 2019 Felling Trailer option not to exceed \$37,200.00 for a trailer to be paid out of Account H5130 521907 – Tandem Equipment Trailer; and be it further

RESOLVED: That the Tioga County Legislature hereby authorizes the Chair of the Legislature, County Administrator, or other authorized officer, contingent upon review of the County Attorney, to execute the contract with Stephenson Equipment, Inc., East Syracuse, NY not to exceed \$37,200.

REFERRED TO: PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26 AUTHORIZING THE IMPLEMENTATION AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL AID AND STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE COSTS OF A TRANSPORTATION FEDERAL-AID PROJECT AND APPROPRIATING FUNDS

WHEREAS: A project for the Bridge Replacement, BIN 3335110 Glenmary Drive over Thorn Hollow Creek, PIN 9755.38 (the Project) is eligible for funding under Title 23 U.S. Code, as amended that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal Funds and 20% non-Federal Funds; and

WHEREAS: The County of Tioga desires to advance the Project by making a commitment of 100% of the Federal and non-Federal share of the costs of the Construction, Construction Support, and Construction Inspection work.

NOW, THEREFORE, the Tioga County Legislature, duly convened does hereby

RESOLVE: That the Tioga County Legislature hereby approves the above-subject project; and it is hereby further

RESOLVED: That the Tioga County Legislature hereby authorizes the County of Tioga to pay in the first instance 100% of the Federal and non-Federal share of the cost of the Construction, Construction Support, and Construction Inspection work for the Project or portions thereof; and it is further

RESOLVED: That funding be appropriated and made available to cover the cost of participation in the above phases of the project and new project accounts established as follows:

| | |
|---|-----------------|
| From: H5110.445020.H2401 Federal Aid-County Road Bridge | \$ 1,249,822.00 |
| H5110.435020.H2401 State Aid-County Road Bridge | \$ 234,342.00 |
| H.390900 Fund Balance Unrestricted | \$ 78,114.00 |
| To: H5110.540004.H2401 Glenmary Dr Bridge BIN 3335110 | \$ 1,562,278.00 |

RESOLVED: That in the event the full Federal and non-Federal share costs of the project exceeds the amount appropriated above, the Tioga County Legislature shall convene as soon as possible to appropriate said excess amount

immediately upon notification by the New York State Department of Transportation thereof; and it is further

RESOLVED: That the Chair of the Tioga County Legislature of the County of Tioga be and is hereby authorized to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and/or Marchiselli Aid on behalf of the County of Tioga with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and it is further

RESOLVED: That a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and it is further

RESOLVED: This Resolution shall take effect immediately.

REFERRED TO: PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26 AUTHORIZE USE OF ARPA FUNDS
FOR VEHICLE WASH EQUIPMENT

WHEREAS: American Rescue Plan Act "ARPA" Funds have been granted to Tioga County by the US Treasury in 2021; and

WHEREAS: The Commissioner of Public Works has identified equipment that is essential for a vehicle wash facility for Tioga County; and

WHEREAS: The first identified requirement is an eye wash station; and

WHEREAS: The second identified requirement is a driveway; and

WHEREAS: The third identified requirement is a scissor lift; and

WHEREAS: The fourth identified requirement is a natural gas line upgrade; and

WHEREAS: The fifth identified requirement is heater installation; and

WHEREAS: The sixth identified requirement is removal and disposal of old heating system; and

WHEREAS: The seventh identified requirement is for installation of a waterline; and

WHEREAS: The eighth identified requirement is installation of undercarriage wash system; and

WHEREAS: The ninth identified requirement is installation of motorized louvers; and

WHEREAS: The tenth identified requirement is installation of vent fans; and

WHEREAS: The Tioga County Legislature oversees and authorizes the use of any and all "ARPA" American Rescue Plan Act funds; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the following payments totaling \$120,709.36 to be paid out of the account H1 620.520994.M7674 Building Construction – ARPA.

Eye wash station: \$ 225.00

| | |
|---|-------------|
| Installation of new driveway: | \$43,790.36 |
| Scissor lift: | \$21,579.00 |
| Natural gas line upgrade: | \$14,890.00 |
| Heater Installation: | \$14,560.00 |
| Removal and disposal of old heating system: | \$ 3,805.00 |
| Waterline to pressure washers: | \$ 3,580.00 |
| Undercarriage wash system installation: | \$ 3,475.00 |
| Motorized louver installation: | \$ 9,960.00 |
| Vent fan installation: | \$ 4,845.00 |

REFERRED TO:

PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26

AUTHORIZE USE OF ARPA FUNDS,
AWARD CONSTRUCTION TO K.B. SERVICES, L.L.C.
FOR 70 DELPHINE STREET ROOF REPLACEMENT,
AND AUTHORIZE CHAIR OF THE LEGISLATURE
SIGNATURE ON CONTRACT

WHEREAS: American Rescue Plan Act "ARPA" Funds have been granted to Tioga County by the US Treasury in 2021; and

WHEREAS: The Commissioner of Public Works has identified the need to repair the roof located at 70 Delphine Street; and

WHEREAS: The Commissioner of Public Works received sealed bids on May 28, 2026 and the bid results were as follows:

| Bidder | Total Price | Price/SF Insulation | Price/SF BUR Asphalt |
|-----------------------------------|--------------------|----------------------------|-----------------------------|
| K.B. Services, L.L.C. | \$68,500.00 | \$3.00 | \$6.00 |
| CFE, Inc. | \$88,882.00 | \$4.83 | \$9.49 |
| AB Construction and Roofing, Inc. | \$90,000.00 | \$3.00 | \$15.00 |
| Titan Roofing, Inc. | \$90,300.00 | \$5.00 | \$15.00 |
| Hale Contracting, Inc. | \$96,130.00 | \$6.00 | \$13.00 |
| J&B Installations, Inc. | \$98,950.00 | \$3.00 | \$15.00 |
| New Britain Roofing Company | \$245,000.00 | \$5.00 | \$7.00 |

And

WHEREAS: Public Works have completed the review of the bids and finds that the low bidder, K.B. Services, L.L.C., meets all the qualifications of the bid specifications; therefore be it

RESOLVED: That the Tioga County Legislature authorizes awarding the bid to K.B. Services, L.L.C. for the 70 Delphine Street roof replacement project not to exceed \$68,500.00 to be paid out of the following account:

H1620 520994 M7674 Building Construction – ARPA

And be it further

RESOLVED: That the Tioga County Legislature hereby authorizes the Chair of the Legislature, County Administrator, or other authorized officer, contingent upon review of the County Attorney to execute the contract with K.B. Services, L.L.C. not to exceed \$68,500.00.

REFERRED TO:

PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26

AUTHORIZE USE OF ARPA FUNDS AND AWARD
CONSTRUCTION CONTRACT TO
PJF ENTERPRISES, INC. FOR 70 DELPHINE ST. NEW
OVERHEAD DOOR CONSTRUCTION PROJECT

WHEREAS: American Rescue Plan Act "ARPA" Funds have been granted to Tioga County by the US Treasury in 2021; and

WHEREAS: The Commissioner of Public Works received one sealed bid for a new overhead door to be constructed at 70 Delphine St. on May 21, 2026 and the bid result was as follows:

| | |
|------------------------------|--------------------|
| PJF Enterprises, Inc. | \$47,000.00 |
|------------------------------|--------------------|

And

WHEREAS: Tioga County has completed the review of the bid and finds the bidder PJF Enterprises, Inc., meets all the qualifications of the bid specifications; therefore be it

RESOLVED: That the Tioga County Legislature authorizes awarding the bid to PJF Enterprises, Inc. for the construction of a new overhead door at 70 Delphine St. not to exceed \$47,000.00 to be paid out of the following account:

| | |
|---|----------|
| H1620 520994 M7674 – Building Construction-ARPA | \$47,000 |
|---|----------|

And be it further

RESOLVED: That the Tioga County Legislature hereby authorizes the Chair of the Legislature of the Legislature, County Administrator, or other authorized officer, contingent upon review of the County Attorney, to execute the contract with PJF Enterprises, Inc. not to exceed \$47,000.

REFERRED TO:

PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26

APPROVE SOLE SOURCE PURCHASE AND
AUTHORIZE USE OF ARPA FUNDS FOR
VEHICLE UNDERCARRIAGE WASH SYSTEM

WHEREAS: American Rescue Plan Act "ARPA" Funds have been granted to Tioga County by the US Treasury in 2021; and

WHEREAS: A need to procure a drive-over vehicle undercarriage wash system has been identified by the Commissioner of Public Works to safely and efficiently wash fleet vehicles; and

WHEREAS: In researching such equipment, only one product was discovered to accommodate the need, durability, and capabilities required to thoroughly and efficiently wash fleet vehicles; and

WHEREAS: The retailer, Dultmeier Sales, sells complete undercarriage wash systems; and

WHEREAS: Due to this company selling this turn-key system, there are no equivalent products being sold or distributed at a competitive price point resulting in no other comparable equipment being available on the market; and

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

WHEREAS: This purchase will be in Tioga County's best financial interest; therefore be it

RESOLVED: That the Tioga County Legislature approve the purchase of the vehicle undercarriage wash system in the amount of \$21,425.00 to be paid for out of H1620.520994.M7674 – Building Construction – ARPA.

REFERRED TO:

PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26

AWARD CONTRACT TO BROOME BITUMINOUS
FOR DRIVEWAY INSTALLATION AT
70 DELPHINE STREET VEHICLE WASH AND
AUTHORIZE CHAIR OF THE LEGISLATURE
SIGNATURE ON CONTRACT

WHEREAS: The Commissioner of Public Works received an OGS bid (Contract #PC70623) for installation of a new driveway and the results were as follows:

Broome Bituminous

\$43,790.36

And

WHEREAS: Tioga County has completed the review of the bid and finds the bidder Broome Bituminous, meets all the qualifications of the bid specifications; therefore be it

RESOLVED: That the Tioga County Legislature authorizes awarding the bid to Broome Bituminous for the installation of a driveway not to exceed \$43,790.36 to be paid out of the following account:

H1620 520994 M7674 – Building Construction - ARPA \$43,790.36

And be it further

RESOLVED: That this resolution is contingent upon Legislative approval for the use of ARPA funds; and be it further

RESOLVED: That the Tioga County Legislature hereby authorizes the Chair of the Legislature, County Administrator, or other authorized officer, contingent upon review of the County Attorney to execute the contract with Broome Bituminous not to exceed \$43,790.36.

REFERRED TO:

PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26

AUTHORIZE USE OF ARPA FUNDS AND CHAIR OF THE LEGISLATURE SIGNATURE ON INSTALLATION CONTRACTS TO RUG FAIR COMMERCIAL AND INDUSTRIAL FOR CARPET INSTALLATION AT 56 MAIN ST.

WHEREAS: American Rescue Plan Act "ARPA" Funds have been granted to Tioga County by the US Treasury in 2021; and

WHEREAS: The Commissioner of Public Works received an OGS bid (Contract #PC70829) for carpet installation for Personnel and ITCS offices and the bid results were as follows:

| | |
|---|-----------------|
| Rug Fair Commercial and Industrial (Personnel) | \$14,500 |
| Rug Fair Commercial and Industrial (ITCS) | \$ 9,500 |

And

WHEREAS: Tioga County has completed the review of the bid and finds the bidder Rug Fair Commercial and Industrial, meets all the qualifications of the bid specifications; therefore be it

RESOLVED: That the Tioga County Legislature authorizes awarding the bid to Rug Fair Commercial and Industrial for the installation of carpet not to exceed \$24,000 to be paid out of the following account:

H1620 520911 M7674 – Renovations 56 Main St - ARPA \$24,000

And be it further

RESOLVED: That the Tioga County Legislature hereby authorizes the Chair of the Legislature, County Administrator, or other authorized officer, contingent upon review of the County Attorney to execute the contracts with Rug Fair Commercial and Industrial not to exceed \$24,000.

REFERRED TO: PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26 AWARD CONTRACT TO RUG FAIR COMMERCIAL
AND INDUSTRIAL FOR CARPET INSTALLATION AT
DISTRICT ATTORNEYS' OFFICE AND AUTHORIZE
CHAIR OF THE LEGISLATURE SIGNATURE ON
CONTRACT

WHEREAS: The Commissioner of Public Works received an OGS bid (Contract #PC70829) for carpet installation for the District Attorneys' office and the bid result was as follows:

| | |
|---|--------------------|
| Rug Fair Commercial and Industrial | \$17,556.62 |
|---|--------------------|

And

WHEREAS: Tioga County has completed the review of the bid and finds the bidder Rug Fair Commercial and Industrial, meets all the qualifications of the bid specifications; therefore be it

RESOLVED: That the Tioga County Legislature authorizes awarding the bid to Rug Fair Commercial and Industrial for the installation of carpet not to exceed \$17,556.62 to be paid out of the following account:

| | |
|--------------------------|-------------|
| H1620 520931 – Carpeting | \$17,556.62 |
|--------------------------|-------------|

And be it further

RESOLVED: That the Tioga County Legislature hereby authorizes the Chair of the Legislature, County Administrator, or other authorized officer, contingent upon review of the County Attorney, to execute the contract with Rug Fair Commercial and Industrial not to exceed \$17,556.62.

REFERRED TO:

PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26

AWARD CONTRACT TO RUG FAIR COMMERCIAL
AND INDUSTRIAL FOR CARPET INSTALLATION AT
THE PUBLIC SAFETY BUILDING AND AUTHORIZE
CHAIR OF THE LEGISLATURE SIGNATURE ON
CONTRACT

WHEREAS: The Commissioner of Public Works received an OGS bid (Contract #PC70829) for carpet installation for Public Safety Building Admin offices and the bid result was as follows:

| | |
|---|--------------------|
| Rug Fair Commercial and Industrial | \$17,808.54 |
|---|--------------------|

And

WHEREAS: Tioga County has completed the review of the bid and finds the bidder Rug Fair Commercial and Industrial, meets all the qualifications of the bid specifications; therefore be it

RESOLVED: That the Tioga County Legislature authorizes awarding the bid to Rug Fair Commercial and Industrial for the installation of carpet not to exceed \$17,808.54 to be paid out of the following account:

| | |
|---|-------------|
| H1620 520913 – Public Safety Building Renovations | \$17,808.54 |
|---|-------------|

And be it further

RESOLVED: That the Tioga County Legislature hereby authorizes the Chair of the Legislature, County Administrator, or other authorized officer, contingent upon review of the County Attorney to execute the contracts with Rug Fair Commercial and Industrial not to exceed \$17,808.54.

REFERRED TO:

PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -26

AWARD CARPET INSTALLATION CONTRACT TO
AHWAGA PAINT AND COATINGS AT THE COURT
ANNEX AND AUTHORIZE CHAIR OF THE
LEGISLATURE SIGNATURE ON CONTRACT

WHEREAS: The Commissioner of Public Works received three quotes for carpet installation for the Court Annex offices and the lowest quote is as follows:

Ahwaga Paint and Coatings \$23,919

Therefore be it

RESOLVED: That the Tioga County Legislature authorizes awarding the contract to Ahwaga Paint and Coatings for the installation of carpet not to exceed \$23,919 to be paid out of the following account:

H1620 520927– Court Annex \$23,919

And be it further

RESOLVED: That the Tioga County Legislature hereby authorizes the Chair of the Legislature, County Administrator, or other authorized officer, contingent upon review of the County Attorney, to execute the contract with Ahwaga Paint and Coatings not to exceed \$23,919.

REFERRED TO: PUBLIC WORKS COMMITTEE

RESOLUTION NO. -26 AUTHORIZE PURCHASE OF
LARGE MOWING EQUIPMENT AND
AUTHORIZE CHAIR OF THE
LEGISLATURE SIGNATURE ON CONTRACT

WHEREAS: The Commissioner of Public Works budgeted for a large piece of mowing equipment known as a "mulching head,"; and

WHEREAS: The Tioga County Department of Public Works is authorized to procure services and commodities based on New York State (NYS) Office of General Services bids; and

WHEREAS: The Commissioner of Public Works received an OGS bid (Contract #PC70886) for a mulching head and the bid result was as follows:

| | |
|---|--------------------|
| Southworth-Milton, Inc. d/b/a Milton CAT | \$65,000.00 |
|---|--------------------|

And

WHEREAS: Tioga County has completed the review of the bid and finds that the bidder, Milton CAT, meets all the qualifications of the bid specifications; therefore be it

RESOLVED: That the Legislature authorizes the purchase of the mulching head for the sum of \$65,000.00 to be paid out of Account H5130 520918 – Large Mowing Equipment; and be it further

RESOLVED: That the Tioga County Legislature hereby authorizes the Chair of the Legislature, County Administrator, or other authorized officer, contingent upon review of the County Attorney to execute the contract with Milton CAT not to exceed \$65,000.00.

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

RESOLUTION NO. -26 AUTHORIZE HVAC PREVENTATIVE
MAINTENANCE AGREEMENT FOR
56 MAIN DATA CENTER

WHEREAS: The Chief Information Officer has reviewed the current HVAC maintenance requirements for the critical Data Center infrastructure at 56 Main Street and has recommended entering into a new preventative maintenance agreement for the Liebert system located at that facility; and

WHEREAS: In 2025, the Liebert unit experienced a significant system failure near the conclusion of the prior contract, prompting the Department to evaluate vendor performance and explore alternative maintenance providers better suited to ensure system reliability; and

WHEREAS: Quotes were requested and obtained, and TCR has submitted the most advantageous proposal, providing the best value not only in cost but in total number of annual visits, offering four preventative maintenance visits per year, which will improve early detection of issues; and

WHEREAS: The TCR proposal for annual preventative maintenance in the amount of \$4,064.00 represents \$701 savings from the original StarkTech maintenance contract; and

WHEREAS: The costs associated with this maintenance agreement are to be paid from the account A1680 540140; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes entering into an HVAC preventative maintenance agreement with TCR for the Liebert system at 56 Main Street in Owego, NY, for a total cost not to exceed \$4,064; and be it further

RESOLVED: That all invoices related to this preventative maintenance agreement shall be paid from A1680 540140 Contracting Services.

REFERRED TO: ITCS COMMITTEE
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -26 AUTHORIZING ACCEPTANCE
ITCS CATALOG OF SERVICES FOR THE
TOWN OF OWEGO AND TOWN OF BARTON

WHEREAS: Tioga County Resolution No. 133-26 established the process, governance, and required documents for municipalities participating in ITCS Shared Services, including the use of the ITCS Catalog of Services, the standardized ITCS Risk Assessment rubric, and the development of a Master Service Agreement; and

WHEREAS: In accordance with that established framework, the Information Technology & Communication Services (ITCS) department has conducted the necessary meetings and discussions directly with the Town of Owego and Town of Barton regarding Shared Services participation; and

WHEREAS: Each municipality has reviewed and submitted its signed ITCS Catalog of Services to Tioga County for formal acceptance; and

WHEREAS: Under Resolution No. 133-26, acceptance of the Catalog of Services is the prerequisite step that authorizes ITCS to conduct the required ITCS Risk Assessment for each municipality using the standardized rubric evaluating governance, cybersecurity controls, infrastructure lifecycle, user training, and cyber-insurance readiness; and

WHEREAS: The results of these Risk Assessments must be presented to the ITCS Committee prior to the drafting of any Master Service Agreement, as established by the Shared Services governance process; therefore be it

RESOLVED: That the Tioga County Legislature hereby accepts the ITCS Catalog of Services submitted by the Town of Owego and Town of Barton; and be it further

RESOLVED: That the Legislative Chair is authorized to sign the accepted Catalogs of Services on behalf of Tioga County; and be it further

RESOLVED: That upon acceptance, the Chief Information Officer is authorized to initiate and complete the ITCS Risk Assessments for each municipality, with findings presented to the ITCS Committee prior to drafting the corresponding Master Service Agreements; and be it further

RESOLVED: That this resolution shall take effect immediately once approved.

REFERRED TO: ITCS COMMITTEE

RESOLUTION NO. -26 ACCEPTANCE OF MASTER SERVICE AGREEMENT
BETWEEN INFORMATION TECHNOLOGY &
COMMUNICATION SERVICES AND
THE TOWN OF SPENCER

WHEREAS: Tioga County Information Technology & Communication Services (ITCS) have prepared a Master Service Agreement (MSA) for the provision of IT and communication services; and

WHEREAS: The agreement is a **backdated agreement beginning April 1, 2026** as outlined in the Master Service Agreement; and

WHEREAS: The Town of Spencer has selected services from the County's 2026 Catalog of Services, including the required foundational shared services; and

WHEREAS: ITCS has completed the required risk assessment referenced in the Master Service Agreement; and

WHEREAS: Execution of this Agreement requires review by the Tioga County Attorney and receipt of The Town of Spencer's signature; therefore be it

RESOLVED: That the Tioga County Legislature hereby accepts the Master Service Agreement between ITCS and The Town of Spencer as a backdated agreement beginning April 1, 2026, contingent upon County Attorney review and The Town of Spencer's signature; and be it further

RESOLVED: That the Chair of the Legislature is authorized to sign the Agreement and any related documents upon completion of these requirements.

REFERRED TO: ITCS COMMITTEE

RESOLUTION NO. -26 ACCEPTANCE OF MASTER SERVICE AGREEMENT
BETWEEN INFORMATION TECHNOLOGY &
COMMUNICATION SERVICES AND
THE TOWN OF NICHOLS

WHEREAS: Tioga County Information Technology & Communication Services (ITCS) have prepared a Master Service Agreement (MSA) for the provision of IT and communication services; and

WHEREAS: The agreement is a **backdated agreement beginning April 1, 2026** as outlined in the Master Service Agreement; and

WHEREAS: The Town of Nichols has selected services from the County's 2026 Catalog of Services, including the required foundational shared services; and

WHEREAS: ITCS has completed the required risk assessment referenced in the Master Service Agreement; and

WHEREAS: Execution of this Agreement requires review by the Tioga County Attorney and receipt of The Town of Nichols signature; therefore be it

RESOLVED: That the Tioga County Legislature hereby accepts the Master Service Agreement between ITCS and The Town of Nichols as a backdated agreement beginning April 1, 2026, contingent upon County Attorney review and The Town of Nichols's signature; and be it further

RESOLVED: That the Chair of the Legislature is authorized to sign the Agreement and any related documents upon completion of these requirements.

REFERRED TO: ITCS COMMITTEE

RESOLUTION NO. -26 ACCEPTANCE OF MASTER SERVICE AGREEMENT
BETWEEN INFORMATION TECHNOLOGY &
COMMUNICATION SERVICES AND
THE TOWN OF CANDOR

WHEREAS: Tioga County Information Technology & Communication Services (ITCS) have prepared a Master Service Agreement (MSA) for the provision of IT and communication services; and

WHEREAS: The agreement is a **backdated agreement beginning April 1, 2026** as outlined in the Master Service Agreement; and

WHEREAS: The Town of Candor has selected services from the County's 2026 Catalog of Services, including the required foundational shared services; and

WHEREAS: ITCS has completed the required risk assessment referenced in the Master Service Agreement; and

WHEREAS: Execution of this Agreement requires review by the Tioga County Attorney and receipt of The Town of Candor's signature; therefore be it

RESOLVED: That the Tioga County Legislature hereby accepts the Master Service Agreement between ITCS and The Town of Candor as a backdated agreement beginning April 1, 2026, contingent upon County Attorney review and The Town of Candor's signature; and be it further

RESOLVED: That the Chair of the Legislature is authorized to sign the Agreement and any related documents upon completion of these requirements.

REFERRED TO:

ITCS COMMITTEE

RESOLUTION NO. -26

ACCEPTANCE OF MASTER SERVICE AGREEMENT
BETWEEN INFORMATION TECHNOLOGY &
COMMUNICATION SERVICES AND
TIOGA COUNTY SOIL AND WATER

WHEREAS: Tioga County Information Technology & Communication Services (ITCS) have prepared a Master Service Agreement (MSA) for the provision of IT and communication services; and

WHEREAS: The agreement is a **backdated agreement beginning April 1, 2026** as outlined in the Master Service Agreement; and

WHEREAS: Tioga County Soil and Water has selected services from the County's 2026 Catalog of Services, including the required foundational shared services; and

WHEREAS: ITCS has completed the required risk assessment referenced in the Master Service Agreement; and

WHEREAS: Execution of this Agreement requires review by the Tioga County Attorney and receipt of Tioga County Soil and Water's signature; therefore be it

RESOLVED: That the Tioga County Legislature hereby accepts the Master Service Agreement between ITCS and Tioga County Soil and Water as a backdated agreement beginning April 1, 2026, contingent upon County Attorney review and Tioga County Soil and Water's signature; and be it further

RESOLVED: That the Chair of the Legislature is authorized to sign the Agreement and any related documents upon completion of these requirements.

REFERRED TO: ITCS COMMITTEE

RESOLUTION NO. -26 ACCEPTANCE OF MASTER SERVICE AGREEMENT
BETWEEN INFORMATION TECHNOLOGY &
COMMUNICATION SERVICES AND
TIOGA COUNTY TOURISM

WHEREAS: Tioga County Information Technology & Communication Services (ITCS) have prepared a Master Service Agreement (MSA) for the provision of IT and communication services; and

WHEREAS: The agreement is a **backdated agreement beginning April 1, 2026** as outlined in the Master Service Agreement; and

WHEREAS: Tioga County Tourism has selected services from the County's 2026 Catalog of Services, including the required foundational shared services; and

WHEREAS: ITCS has completed the required risk assessment referenced in the Master Service Agreement; and

WHEREAS: Execution of this Agreement requires review by the Tioga County Attorney and receipt of Tioga County Tourism's signature; therefore be it

RESOLVED: That the Tioga County Legislature hereby accepts the Master Service Agreement between ITCS and Tioga County Tourism as a backdated agreement beginning April 1, 2026, contingent upon County Attorney review and Tioga County Tourism's signature; and be it further

RESOLVED: That the Chair of the Legislature is authorized to sign the Agreement and any related documents upon completion of these requirements.

REFERRED TO: ITCS COMMITTEE

RESOLUTION NO. -26 ACCEPTANCE OF MASTER SERVICE AGREEMENT
BETWEEN INFORMATION TECHNOLOGY &
COMMUNICATION SERVICES AND
THE VILLAGE OF WAVERLY

WHEREAS: Tioga County Information Technology & Communication Services (ITCS) have prepared a Master Service Agreement (MSA) for the provision of IT and communication services; and

WHEREAS: The agreement is a **backdated agreement beginning April 1, 2026** as outlined in the Master Service Agreement; and

WHEREAS: The Village of Waverly has selected services from the County's 2026 Catalog of Services, including the required foundational shared services; and

WHEREAS: ITCS has completed the required risk assessment referenced in the Master Service Agreement; and

WHEREAS: Execution of this Agreement requires review by the Tioga County Attorney and receipt of The Village of Waverly's signature; therefore be it

RESOLVED: That the Tioga County Legislature hereby accepts the Master Service Agreement between ITCS and The Village of Waverly as a backdated agreement beginning April 1, 2026, contingent upon County Attorney review and The Village of Waverly's signature; and be it further

RESOLVED: That the Chair of the Legislature is authorized to sign the Agreement and any related documents upon completion of these requirements.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -26 AUTHORIZATION TO CONTRACT WITH
SCHOOL DISTRICTS FOR ON-SITE
MENTAL HEALTH SERVICES
MENTAL HYGIENE

WHEREAS: Tioga County Mental Hygiene has historically contracted with school districts within Tioga County to provide on-site Mental Health Therapy Services to students; and

WHEREAS: These contracts run for one school year, from July 1st to June 30th of each year; and

WHEREAS: County Policy requires all contracts that could exceed \$10,000 annually must be approved by the Legislature; and

WHEREAS: Tioga County Mental Hygiene is proactively seeking Legislative approval to enter into agreements with the listed school districts located in Tioga County to provide Mental Health Therapy Services; and

WHEREAS: Tioga County Mental Hygiene will follow all County Policies in regards to the execution of the contracts; therefore be it

RESOLVED: That Tioga County Mental Hygiene is authorized to contract with the following school districts to provide Mental Health Therapy Services for the July 1, 2026, through June 30, 2027, school year:

- Newark Valley Central School District
- Owego-Apalachin Central School District
- Spencer Van-Etten Central School District
- Tioga Central School District
- Waverly Central School District

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -26 AUTHORIZE CONTRACTS FOR TELEVISION AND
STREAMING SERVICES ADVERTISING
PUBLIC HEALTH

WHEREAS: Tioga County Public Health desires to continue using television and streaming services advertisements in the promotion of their programs, including Immunization, Injury Prevention and the ASAP Coalition; and

WHEREAS: Resolution No. 270-24 authorized the exemptions of quotes for these purchases and Resolution No. 220-26 establishes the Contract policies which require Legislative approval for any contracts that may exceed \$10,000 annually; therefore be it

RESOLVED: That Tioga County Public Health be authorized to enter into agreements to advertise with television stations and streaming services with budgeted funds that may exceed the \$10,000 threshold, while fully complying with both the County Purchasing/Payment and Contract Policies; and be it further

RESOLVED: That the authorization would include television stations that provide local coverage including, but not limited to the following stations or their parent companies:

| | |
|---------|------------------------|
| WBGH-TV | NBC |
| WBNG-TV | CBS |
| WICZ-TV | FOX: DeltaVision Media |
| WIVT-TV | ABC: Nexstar Media Inc |

REFERRED TO: PUBLIC SAFETY COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -26 AMEND RESOLUTION NO. 135-25;
AWARD CONTRACT
RADIO CONSULTING SERVICES AND
MODIFY 2026 BUDGET AND
TRANSFER OF FUNDS

WHEREAS: Resolution No. 135-25 authorized a contract with Yoder Communications, LLC at a cost not to exceed \$30,560 for Phase 1 and \$2,480 for Phase II; and

WHEREAS: Resolution No. 248-25 authorized an additional \$46,500 for a total of \$77,060 for Phase I; and

WHEREAS: Resolution No. 406-25 authorized an additional \$24,600 for a total of \$101,660; and

WHEREAS: Resolution No. 79-26 authorized an additional \$24,600 for a total of \$126,260; and

WHEREAS: An additional \$47,500 is anticipated to fund consultant services through October 31, 2026 for a total of \$173,760; and

WHEREAS: Professional Services under General Municipal Law 104-b is exempt from competitive bidding; and

WHEREAS: Additional funds would need to be transferred to account A3021.540140.E911 in order to pay for the extended radio consultant services contract; therefore be it

RESOLVED: That funds be transferred as follows:

| | | | |
|-------|-------------------|----------------------|-------------|
| FROM: | A3021.520130.E911 | Equipment (Not Car) | \$26,967.71 |
| TO: | A3021.540140.E911 | Contracting Services | \$26,967.71 |

And be it further

RESOLVED: That the Tioga County Legislature hereby authorizes the Chair of the Legislature, County Administrator, or other authorized officer, contingent upon the review and approval of the County Attorney to execute the extended radio consultant services contract with an additional \$47,500 through October 31, 2026.

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. - 26 RATIFY COLLECTIVE BARGAINING AGREEMENT
FOR TCLEA

WHEREAS: Tioga County and the Tioga County Law Enforcement Association (TCLEA) have been negotiating an agreement; and

WHEREAS: The parties have reached agreement on a contract for the period of 2026-2029; and

WHEREAS: The TCLEA members ratified the agreement at a vote on May 6, 2026; therefore be it

RESOLVED: That the Tioga County Legislature hereby ratifies the 2026-2029 collective bargaining agreement; and be it further

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

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

REFERRED TO: HEALTH AND HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -26 RECLASSIFY POSITION
MENTAL HYGIENE

WHEREAS: Legislative approval is required to reclassify and create any position within a Tioga County department or office; and

WHEREAS: After discussing with the Personnel Officer, the Director of Community Services has determined she can better address staffing needs and workload by reclassifying a recently vacated Clinical Social Worker position in order to create a full-time Supervising Clinical Social Worker position; and

WHEREAS: Mental Hygiene has determined that funding for this reclassification is already within its budget; therefore be it

RESOLVED: That effective June 13, 2026, one (1) vacant, full-time Clinical Social Worker position (\$69,259 CSEA SG XVI) shall be reclassified to one (1) full-time Supervising Clinical Social Worker position (\$75,287 CSEA SG XVIII).

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -26 AUTHORIZE ONE (1) POSITION RECLASSIFICATION
SOCIAL SERVICES

WHEREAS: Legislative approval is required for position reclassification; and

WHEREAS: The Commissioner of Social Services has reviewed the staffing needs within the Department and has determined that a Senior Social Welfare Examiner position (CSEA Grade IX) will better meet the operational needs of the agency following the retirement of the Disability Case Manager, a contracted position with Tioga Opportunities Inc. and their inability to fill the position; and

WHEREAS: There is currently a vacant Social Welfare Examiner position (CSEA Grade V \$38,859 - \$39,859) within the Department of Social Services which the Commissioner recommends reclassifying to Senior Social Welfare Examiner (CSEA Grade IX \$48,939 - \$49,939) in order to more effectively address workload demands; therefore be it

RESOLVED: That the vacant position of Social Welfare Examiner be reclassified to Senior Social Welfare Examiner with authorization to fill said position effective June 13, 2026; and be it further

RESOLVED: That this reclassification shall not result in any change to the overall headcount of the Department of Social Services

REFERRED TO: HEALTH AND HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -26 AUTHORIZE FUNDING AN UNFUNDED POSITION
AND UNFUND AN EXISTING POSITION
MENTAL HYGIENE

WHEREAS: Legislative approval is required to fund an unfunded position and to unfund any position within a Tioga County department or office; and

WHEREAS: Mental Hygiene currently has an unfunded Billing Specialist position that the Director of Community Services has identified a need to fill with an internal department employee; and

WHEREAS: Mental Hygiene has determined that funding for the Billing Specialist position is already within its budget; therefore be it

RESOLVED: That the currently unfunded Billing Specialist position (CSEA SG VIII) within Mental Hygiene be funded effective June 13, 2026, payroll #13; and be it further

RESOLVED: That the Accounting Associate III (CSEA SG VII) position being vacated be unfunded effective June 13, 2026, payroll #13.

REFERRED TO: ITCS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -26 AUTHORIZE APPOINTMENT OF
DEPUTY DIRECTOR OF INFORMATION
TECHNOLOGY & COMMUNICATION SERVICES

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

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

RESOLVED: That the Chief Information Officer is authorized to appoint Ryan Ceruti as Deputy Director of ITCS at an annual salary of \$90,590 effective June 15, 2026; and be it further

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

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -26 STANDARD WORK DAY AND
REPORTING RESOLUTION

WHEREAS: The New York State Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials and a resolution stating such at the onset of each term; therefore be it

RESOLVED: That the County of Tioga hereby establishes the following as standard work days for elected and appointed officials, and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the following officials to the Clerk of this body;

| Title | Name | Standard Work Day (Hrs/day) | Term Begins/Ends | Participates in Employer's Time Keeping System (Y/N) | Days/Month (based on Record of Activities) |
|--------------------------------|--------------|-----------------------------|----------------------|--|--|
| Appointed Officials | | | | | |
| Assistant EMS Coordinator (PT) | Scott Gurney | 6 | 1/26/2026-12/31/2028 | N | 8.96 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

I, Cathy Haskell, Secretary/Clerk of the governing board of the County of Tioga, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the XXXX day of XXXX, 20XX on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Tioga County Legislature on this XXXX day of XXXX, 20XXX.

Tioga County Legislative Clerk

Affidavit of Posting: I, Cathy Haskell, being duly sworn, depose and say that the posting of the resolution began on XXXXXXXX and continued for at least 30 days. That the resolution was available to the public on the

- Employer's website at www.tiogacountyny.gov
- Official sign board at Tioga County Legislative Office.
- Main Entrance Clerk's Office at _____

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -26 AUTHORIZING A (6) SIX-MONTH EXTENSION
OF THE TIOGA COUNTY REMOTE WORK POLICY-
PILOT PROGRAM

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

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

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

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

WHEREAS: The Tioga County Legislature adopted Resolution No. 466-24 on December 10, 2024, authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program, making the current policy effective January 1, 2025 – June 30, 2025; and

WHEREAS: The Tioga County Legislature adopted Resolution No. 231-25 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 Legislature adopted Resolution No. 497-25 on December 9, 2025, authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program, making the current policy effective January 1, 2026 – June 30, 2026; 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; therefore be it

RESOLVED: That the Legislature is authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program with a new expiration date of December 31, 2026; and be it further

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

REFERRED TO: PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -26 AMEND EMPLOYEE HANDBOOK:
SECTION IV. PERSONNEL RULES;
SUBSECTION c. ORIENTATION/
EXIT INTERVIEWS/ RECRUITMENT/
RETIREMENT

WHEREAS: Tioga County's Employee Handbook Section IV. Personnel Rules; Subsection c. Orientation/Exit Interviews/Recruitment/Retirement Section **IV. Retirement** needs to be amended per Memorandum of Agreement with the Tioga County Law Enforcement Association (TCLEA); therefore be it

RESOLVED: That the Tioga County Employee Handbook, Section IV. Personnel Rules; Subsection c. **IV. Retirement** is hereby amended to include new paragraph D. to read as follows:

IV. Retirement

D. The parties agree that the provision of retiree health insurance to TCLEA members remain governed by County Resolution and that the Resolution be modified as reflected in the chart below through County Resolution. The County also agrees that the amendment shall not be diminished by future legislative action. It is agreed by the parties that this language regarding retiree health insurance will be included in the Memorandum of Agreement but not be included in the Collective Bargaining Agreement.

| Years of Service | % Paid by Employer | | % Paid by Retiree | |
|------------------|--------------------|-------|-------------------|-------|
| | Ind | Fam | Ind | Fam |
| 15 | 53.3% | 43.3% | 46.7% | 56.7% |
| 16 | 56.0% | 46.0% | 44.0% | 54.0% |
| 17 | 58.7% | 48.7% | 41.3% | 51.3% |
| 18 | 61.3% | 51.3% | 38.7% | 48.7% |
| 19 | 64.0% | 54.0% | 36.0% | 46.0% |
| 20 | 66.7% | 56.7% | 33.3% | 43.3% |
| 21 | 69.3% | 59.3% | 30.7% | 40.7% |
| 22 | 72.0% | 62.0% | 28.0% | 38.0% |
| 23 | 74.7% | 64.7% | 25.3% | 35.3% |
| 24 | 77.3% | 67.3% | 22.7% | 32.7% |
| 25 | 80.0% | 70.0% | 20.0% | 30.0% |

The above amended formula shall not affect those TCLEA members hired before January 1, 2005.

And be it further

RESOLVED: That the Tioga County Employee Handbook, Section IV. Personnel Rules current paragraph D. is hereby amended by redesignating as paragraph E. to read as follows:

- E. If an employee/retiree passes away, the spouse and family of the employee/retiree will be allowed to continue the same coverage for the balance of the month that the employee/retiree passed away and the following month at no cost, then the spouse and family will be offered the opportunity to carry the coverage for as long as eligible if they pay 100% of the premiums.

And be it further

RESOLVED: That the remainder of this policy remains unchanged.

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -26 AMEND EMPLOYEE HANDBOOK:
SECTION IV. PERSONNEL RULES; ADD SUBSECTION
U. GENDER-BASED VIOLENCE AND THE
WORKPLACE POLICY

WHEREAS: Tioga County is committed to providing a safe, healthy, and respectful work environment for all employees, free from discrimination, harassment and violence; and

WHEREAS: Gender-based violence, including domestic violence, sexual assault, stalking and workplace harassment, significantly impacts the safety, well-being, and productivity of employees; and

WHEREAS: The County Attorney and Personnel Officer have reviewed this policy for compliance with State and Federal Law and has identified the need to amend the Employee Handbook to include this policy; therefore be it

RESOLVED: That the Employee Handbook is hereby amended to add the Gender-Based Violence and the Workplace Policy to Section IV. Personnel Rules, Subsection u.

SECTION IV. – PERSONNEL RULES

u. Gender-Based Violence and the Workplace

GENDER-BASED VIOLENCE AND THE WORKPLACE

- I. Purpose
- II. Definitions
- III. Persons Covered by This Policy
- IV. Statement of Confidentiality
- V. Survivor Rights
- VI. Employer Responsibilities
- VII. Non-Discrimination and Responsive Personnel Policies
- VIII. Non-Retaliation Policy
- IX. Orders of Protection
- X. Accountability for Employees who Perpetrate Acts of Gender-Based Violence

I. Purpose

Gender-based violence occurs within a broad spectrum of relationships; therefore, Tioga County will take appropriate measures to prevent and/or address gender-based violence as it impacts the workplace. Tioga County recognizes the rights of victims to have self-determination and the need to respond in a survivor-centered, trauma-informed, and culturally responsive manner. This policy shall apply to all victims of gender-based violence, regardless of where the incidents took place.

Tioga County, to the fullest extent possible, without violating any existing rules, regulations, statutory requirements, contractual obligations, or collective bargaining agreements, designates and directs Personnel to implement the following Gender-Based Violence and the Workplace Policy. This policy includes the means by which Tioga County will share information regarding gender-based violence, refer employee survivors to services, comply with all applicable state laws, including the New York State Human Rights Law, and offers support to employees facing gender-based violence. The policy also prohibits retaliation against anyone based on their status as a domestic violence victim or for otherwise utilizing the resources within this policy.

II. Definitions

- a. Gender-Based Violence:** Violence or threats that happen because of someone's sex, gender, sexual orientation, gender identity or expression, or other related characteristics. Gender-based violence is an umbrella term that includes domestic violence, sex-based discrimination, sexual harassment, sexual assault, and sexual violence, and can also include stalking or human trafficking.
- b. Domestic Violence:** A pattern of coercive behavior, including acts or threatened acts, used by a perpetrator to gain power and control over a victim, as defined in New York State Social Services Law § 459-a, including, but not limited to physical, sexual, psychological, economic, and/or emotional abuse; or the threat of any of the acts as mentioned earlier. Domestic violence includes but is not limited to family violence, intimate partner violence, dating violence, or dating abuse.
- c. Sexual Harassment:** Sexual Harassment is a type of gender-based violence. As defined by NYS Law and Tioga County's Sexual Harassment Prevention Policy, sexual harassment is defined as unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex, and:
 - i. unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment; or
 - ii. made, explicitly or implicitly, a term or condition of employment; or
 - iii. when submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

Anyone who experiences sexual harassment in the workplace can report it under the Tioga County Sexual Harassment Prevention Policy, and/or to the New York State Division of Human Rights or Federal Equal Employment Opportunities Commission ("EEOC."). See the Tioga County Sexual Harassment Prevention Policy for more information.
- d. Survivor-Centered:** An approach to supporting and assisting survivors focused on meeting their needs as they prioritize and define them. Key elements of a survivor-centered approach include confidentiality, safety, respect, and non-discrimination.
- e. Trauma-Informed:** An approach to supporting and assisting survivors that realizes trauma is common, recognizes the signs, activators, and symptoms of trauma, and uses this knowledge to inform practices, policies, and procedures.

f. Culturally Responsive: A holistic approach to supporting and assisting survivors that recognizes a person's complex identities and cultural values, by responding to differences in identities to actively meet the needs of all survivors and communities.

g. Victim of Domestic Violence – pursuant to NYS Social Services Law § 459-a (1):

Any person over the age of sixteen, any married person, or any parent accompanied by their minor child or children in situations in which such person or such person's child is a victim of an act which would constitute a violation of the penal law, including, but not limited to, acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted assault, attempted murder, criminal obstruction of breathing or blood circulation, or strangulation, identity theft, grand larceny, or coercion; and

- i. Such act or acts have resulted in actual physical or emotional injury or have created a substantial risk of physical or emotional harm to such person or such person's child; and
- ii. Such act or acts are or are alleged to have been committed by a family or household member.

h. “Family or household members” means the following individuals pursuant to NYS Social Services Law § 459-a (2):

- i. persons related by consanguinity or affinity (blood or a person's relation to blood relatives of their spouse);
- ii. persons legally married to one another;
- iii. persons formerly married to one another, regardless of whether they still reside in the same household;
- iv. persons who have a child in common, regardless of whether such persons are married or have married or have lived together at any time;
- v. unrelated persons who are continually or at regular intervals living in the same household or who in the past continually or at regular intervals lived in the same household;
- vi. persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an “intimate relationship” include but are not limited to: the nature or type of relationship, regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an “intimate relationship”; or
- vii. any other category of individuals deemed to be a victim of domestic violence as defined by the Office of Children and Family Services in regulation.

- i. **“Parent” pursuant to NYS Social Services Law § 459-a (2):** means a natural or adoptive parent or any individual lawfully charged with a minor child's care or custody.
- j. **Victim or Survivor:** A person who has experienced or is experiencing any form of gender-based violence. People of all genders, sexual orientations, and gender identities may experience gender-based violence, but women and girls are impacted the most. Some people will have a strong preference for which term to use.
- k. **Perpetrator or Abusive Partner or Person who Causes Harm:** A person who commits or threatens to commit coercive or violent acts, which may include, but is not limited to, physical, psychological, sexual, economic, and/or emotional abuse against a victim.
- l. **Order of Protection (OP) (“Restraining Order” or “Stay-Away Order”):** An order issued by any court to limit the behavior of someone who harms or threatens to harm another person. Orders of Protection may direct the offending party not to injure, threaten, or harass the victim, their family, or any other person(s) identified and may include, but are not limited to ordering the person causing harm to stay away from the home, school, business, or place of employment of the victim; vacate a shared residence; abide by any active orders of custody and visitation; and surrender any firearms.
- m. **Workplace:** For the purposes of this policy, any permanent or temporary location away from an employee's domicile where an employee performs any work-related duty in the course of employment.
- n. **Gender-Based Violence Liaison (GBVL):** Where possible, a designated employee(s) or outside organization designated by the County who assists victimized employees with referrals to local service providers. The GBVL may or may not be a Personnel employee.
- o. **Local Service Providers:** An organization in a given geographical area whose mission is to provide services to victims of gender-based violence. In New York State, each county has a designated service provider(s) for domestic violence and sexual violence. Services can include emergency shelter, advocacy, accompaniment to hospitals and court, safety planning, counseling, etc. Visit opdv.ny.gov for a list of New York State-based domestic and sexual violence service providers.

III. **Persons Covered by This Policy**

This policy shall extend to all full, part-time, temporary employees, volunteers, and interns working for Tioga County in any official work capacity. Whenever possible, this policy also covers consultants, contractors, and other on-site providers.

IV. **Statement of Confidentiality**

Tioga County recognizes and respects the employee's right to privacy and confidentiality. All information, including details an employee shares about being a victim, shall be kept confidential to the extent permitted by law without the employee's written permission, unless doing so creates a substantial risk of imminent danger to the victimized employee, other employees, or the worksite. If such a situation arises, Tioga County will:

- a. Inform the victimized employee of the actions Tioga County will take.
- b. Share information only with the specific employees who need to know.
- c. Limit the information shared to only what is necessary. Ensure victimized employees know and understand this policy and their rights, including all possible options available to them, and are aware of accommodations outlined in section VI. of this policy, such as the use of alternative scheduling or a change in work location and assisting the employee in identifying the best use of attendance and leave benefits.

V. Survivor Rights

Victims of domestic violence are a protected class under New York State Human Rights Law § 296, which applies to settings like employment, housing, education, and public accommodations. Every Employer in the State of New York is required to follow the New York State Human Rights Law. This means it is unlawful to discriminate against an employee based on their status as a victim of domestic violence.

- a. Employees have the right to:
 - i. Disclose or not disclose experiences or details of gender-based violence.
 - ii. Ask for reasonable accommodations to address concerns related to gender-based violence.
 - iii. Be free of discrimination and retaliation in seeking such accommodation.
 - iv. Access gender-based violence services.
- b. Employers may require an employee to provide documentation, such as an attestation, to substantiate their need for an accommodation or to use sick or safe leave.

VI. Employer Responsibilities

- a. Tioga County shall implement the Gender-Based Violence and the Workplace policy and where possible, designate the Personnel department or appropriate staff personnel to perform duties associated with implementing the policy. Where possible, Tioga County will designate at least one employee as its Gender-Based Violence Liaison (GBVL).
 - i. The GBVL is a designated employee who assists victimized employees with referrals to local service providers. The GBVL may or may not be a Personnel employee.
- b. Increase awareness around gender-based violence and create an informed workforce by posting information in such places where employees can utilize the information without having to request it or be seen removing it (i.e. organization intranet, employee newsletters, restrooms, kitchen and lounge, and any other frequently used areas). The information should include:
 - i. Employee Assistance Program (EAP) information, if applicable,
 - ii. Personnel staff,

- iii. NYS Domestic and Sexual Violence Hotline Number (1-800-942-6906), Chat and Text Line (1-844-997-2121), and
- iv. Contact information for local gender-based violence programs.
- c. Ensure victimized employees know and understand this policy and their rights, including all possible options available to them, and are aware of accommodations outlined in section VI. of this policy, such as the use of alternative scheduling or a change in work location, and assisting the employee in identifying the best use of attendance and leave benefits.
- d. Offer support to those victimized through the following minimum steps:
 - i. Provide information on available sources of services and assistance for victims and survivors, such as the New York State Domestic and Sexual Violence Hotline or local victim services provider.
 - ii. Educate employees on disciplinary practices that may be implemented in the event of retaliation for reporting or used with employees who commit acts of gender-based violence. Assist supervisors to ensure that all employees who knowingly violate this policy are held accountable.
 - iii. Include this policy as part of the written materials provided to all new employees and provide the policy to all employees on an annual basis.
 - iv. Provide a detailed explanation of employees' rights under this policy during new employee orientation, including information about anti-discrimination protections for victims of domestic violence under the New York State Human Rights Law.
 - v. Provide confidential support services, such as safety planning, and refer anyone who discloses they are a victim to the EAP, if applicable, the NYS Domestic and Sexual Violence Hotline (or the statewide hotline for workplace sexual harassment, if appropriate), and any local programs serving victims of domestic and sexual violence. Additional referrals may be made to the appropriate resources to meet the employee's needs best.
 - vi. Consider conducting programs and activities throughout the year to increase awareness about gender-based violence, such as supply drives for local domestic and gender-based violence programs, brown bag lunch discussions, and/or presentations by local gender-based violence programs.
- e. Tioga County and Personnel staff must create a safe and supportive workplace culture for anyone who has experienced gender-based violence. They can do this by communicating that information and resources are available to victims and that abusive behavior by any employee will not be tolerated.
- f. Tioga County Supervisors shall ensure that any employee who discloses being a victim of gender-based violence is aware of and understands this policy and their rights, including the right to request accommodations or time off as discussed below. Additionally, supervisors shall refer

employees to Personnel and/or GBVL to receive referrals and resources as outlined above.

VII. Non-Discrimination and Responsive Personnel Policies

Under the New York State Human Rights Law, and Tioga County Sexual Harassment Prevention Policy all persons are protected from discrimination in the workplace on the basis of their status as a victim of domestic violence, and on the basis of sex, sexual orientation, gender identity, and gender expression. If such discrimination occurs, the employee can report it under Tioga County Sexual Harassment Prevention Policy and/or to the New York State Division of Human Rights for potential investigation and remediation.

- a. Victims of domestic violence are a protected class under New York State Human Rights Law (Executive Law § 296(22)) and as such;
 - i. Employers may not refuse to hire or license and may not terminate someone solely based on their status as a victim of domestic violence.
 - ii. Employers may not discriminate against victims of domestic violence in compensation, terms, conditions, or privileges of employment.
 - iii. Employers may not inquire about an applicant or employee's status as a current or past victim of domestic violence in any way that directly or indirectly expresses discriminatory treatment based on that status.
 - iv. Employers may inquire about status as a victim of domestic violence to provide reasonable accommodations.
 - v. Employers may not refuse to provide certain reasonable accommodations to an employee who is known by the employer to be a victim of domestic violence and who needs such accommodation to seek medical care and/or obtain certain services connected to an incident or incidents of domestic violence, as further set forth in the New York State Human Rights Law.
 - vi. Employers are prohibited from retaliating against an employee for opposing unlawful discrimination and/or filing a formal complaint over alleged discriminatory conduct.
- e. Time Off for Legal Proceedings: Employers are also required to grant time off, with prior-day notification, and may not penalize any employee who, as a victim or witness of a criminal offense, is appearing as a witness; consulting with a district attorney; or exercising their rights as provided by law.
- f. Changes to Benefits: Employees who are victims of gender-based violence who separate from a covered family member due to incidents of gender-based violence shall be allowed to make reasonable changes in benefits at any time during the calendar year, where possible and in accordance with statute, regulation, contract, and policy.
- g. Work Performance Impact: Tioga County recognizes that victims of domestic and gender-based violence may experience temporary work performance difficulties or be unable to complete certain job aspects

because of safety reasons. If performance is affected as a result of being a victim of gender-based violence, Tioga County will work with the employee on solutions which may include specific work plans, taking leave, reasonable accommodations, referrals to the GBVL or Personnel, EAP, if applicable, and/or the local domestic violence service provider.

- i. Employees should be made aware that not all employees' requests for assistance can be accommodated.

VIII. Non-Retaliation Policy

Tioga County shall not engage in any retaliatory practices against employees who disclose they are a victim of gender-based violence, or any employee seeking accommodations or to exercise their rights under this policy.

Tioga County will not retaliate, tolerate retaliation by any superiors, terminate, or discipline any employees for reporting information about alleged incidents of gender-based violence that may have been committed by an employee, including those in management positions.

Retaliatory practices may include, but are not limited to:

- a. Commencing discipline against victimized employees for actions taken to promote their safety
- b. Fewer promotions
- c. Inappropriate jokes
- d. Comments that communicate bias or minimization
- e. Excluding the employee from conversations, etc.
- f. Discussing employee's status or experience in open/non-private settings with individuals other than the employee and the related staff (GBVL, Personnel, etc.).

Retaliation may be carried out by anyone, not just the original perpetrator.

Any employee or organization engaging in retaliatory practices may be subject to disciplinary actions. If you believe you have been subject to retaliatory practices, please see Section XIV: Violations of Policy.

Retaliation against any employee who files a complaint of violation of the policy is also prohibited.

IX. Orders of Protection

Tioga County shall comply and assist with the enforcement of all known Orders of Protection (OP). If requested by the victim or by law enforcement, will provide any relevant information regarding an alleged OP violation.

- a. Disclosing an Order of Protection: If an employee has an active OP, they are encouraged to disclose it to the GBVL or designated staff member at their work site. Employees should not be compelled to disclose an OP or provide a copy, but it may assist the employer in implementing a safety plan. Copies of Orders of Protection will be maintained in a locked, confidential location, separately from the employee's personnel file. In the event of an emergency or if the OP needs to be presented to law enforcement, the liaison or Safety Officer shall retrieve and present the order.

- i. Employees should notify the liaison and Safety Officer in the event of a relevant modification or revocation of the OP.
- b. Developing a Safety Plan: When requested by the victim, the Safety Officer and staff will work with the employee to develop a plan on how best to increase safety for the victim, other employees, and the workplace.

X. Accountability for Employees who Perpetrate Acts of Gender-Based Violence

Tioga County will hold accountable and shall subject to corrective or disciplinary action any employee who violates this policy, in accordance with existing collective bargaining agreements, applicable statutes, and regulations. The following behaviors are prohibited under the policy:

- a. Using the authority of their employment and/or misusing any workplace resources in order to:
 - i. negatively impact any victim of gender-based violence;
 - ii. assist a perpetrator in locating a victim;
 - iii. assist a perpetrator in perpetrating any act of gender-based violence; or
 - iv. protect a perpetrator from receiving appropriate consequences.
- c. Committing acts of gender-based violence from or at the workplace, or from any location conducting official business, except for locations where employees are telecommuting.

Employees may also report alleged violations of the New York State Human Rights Law to the New York State Division of Human Rights (DHR). DHR is the state agency responsible for enforcing the New York State Human Rights Law. DHR reviews every report of discrimination filed with the agency. In every case where the alleged discrimination falls within the agency's jurisdiction, DHR will investigate and seek to hold violators of the law accountable. The discrimination reporting form and all related information can be found on [DHR's website](#)