

Present: RB, TM, RC, WS, MS, DM  
JB, CH, PD

TIOGA COUNTY, NEW YORK

# Information Technology and Communication Services

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

Jeremy Loveland Chief Information Officer 607 687 8294 607 223 7004 www.TiogaCountyNY.gov



## Information Technology – Legislative Committee Meeting

02.04.25

	1st	2nd
Start		9:30
Min	RC	DM
Adjourn	DM	TM
End Time		9:50

- APPROVAL OF MINUTES
  - 1.07.25 IT Legislative Committee Meeting
- FINANCIAL
  - Review of Budget Status and Financial News
- OLD BUSINESS
  - New York State Digital Orthoimagery Program (NYSDOP)
- NEW BUSINESS
  - Artificial Intelligence Policy Discussion
- PERSONNEL
  - Nothing to Report
- RESOLUTIONS
  - B44 – AUTHORIZE AGREEMENT WITH CREDIBLEMIND FOR SOFTWARE APPLICATION - PUBLIC HEALTH
  - B50 - AUTHORIZE AGREEMENT WITH SOUTHERN TIER NETWORK FOR VILLAGE OF WAVERLY CIRCUITS
  - B52 - AUTHORIZE AGREEMENT WITH SCHNEIDER GEOSPATIAL FOR IMAGE MATE ONLINE SUBSCRIPTION
- PROCLAMATIONS
  - Nothing to Report
- ADJOURNMENT



## INFORMATION TECHNOLOGY LEGISLATIVE STANDING COMMITTEE

January 7<sup>th</sup>, 2025, at 9:30 am

### ATTENDANCE:

- Legislators: Jake Brown, Tracy Monell, Dennis Mullen, Ron Ciotoli, William Standing, Martha Sauerbey, Ray Bunce.
- Staff: Jeremy Loveland, CIO; Brandon Clark, Deputy Director of ITCS, Bryan Goodrich, GIS Manager
- Guests: Cathy Haskell, Peter DeWind, Jackson Bailey
  
- APPROVAL OF MINUTES: Approval of December 3<sup>rd</sup>, 2024, Information Technology Committee Minutes: Legislator Tracy Monell made the motion, seconded by Legislator Dennis Mullen to approve the December 3<sup>rd</sup>, 2024, Information Technology Committee Minutes as written. Motion carried.
  
- FINANCIAL
  - Review of budget status and financial news
  
- OLD BUSINESS
  - New York State Digital Orthoimagery Program (NYSDOP)
    - Details were provided regarding an opportunity to upgrade the resolution of Orthoimages provided by NYS in 2026. As a result of the discussion, a resolution will be presented to the committee in February 2025.
  
- NEW BUSINESS
  - Shared Service Billing
    - Details were also provided regarding the current billing cycle and plans for improving the billing process for the IT Shared Service program moving forward.
  - 2025 Budget – Software Expenditures

- Adjustments have been made by the Treasurer's Office to allocate funds from the Capital budget to Operational budget to align with County purchasing requirements.

- PERSONNEL

- Nothing to Report

- RESOLUTIONS/PROCLAMATIONS

- A15 – AUTHORIZATION TO PURCHASE REPLACEMENT LAPTOPS FOR ELECTRONIC POLL BOOKS AND TRANSFER FUNDS

- ADJOURNMENT

- Legislator Monell motioned to adjourn at 10:14 a.m., seconded by Legislator Mullen.

DRAFT

# Review of 2025 Budget and Financial News

## A1680 – Year-to-Date Budget Report

FOR 2025 02								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
A General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
<b>A1680 Information Technology</b>								
A1680 412702	Shared Services- I	-210,072	0	-210,072	.00	.00	-210,072.00	.0%
A1680 412707	Shared Services- E	-90,000	0	-90,000	9,678.40	.00	-99,678.40	-10.8%
A1680 422280	Data Processing/Pr	0	0	0	-379.50	.00	379.50	100.0%
A1680 424100	Rental Of County O	-5,000	0	-5,000	-5,650.08	.00	650.08	113.0%
A1680 510010	Full Time	658,387	0	658,387	42,892.56	.00	615,494.44	6.5%
A1680 540070	Car Maintenance	500	0	500	.00	.00	500.00	.0%
A1680 540140	Contracting Servic	28,880	21,204	50,084	21,115.80	8,564.99	20,403.21	59.3%
A1680 540180	Dues	50	0	50	.00	.00	50.00	.0%
A1680 540220	Automobile Fuel	800	0	800	.00	.00	800.00	.0%
A1680 540320	Leased/Service Equ	5,500	0	5,500	.00	.00	5,500.00	.0%
A1680 540350	Office Equip Maint	25,000	0	25,000	.00	.00	25,000.00	.0%
A1680 540420	Office Supplies	1,500	0	1,500	.00	.00	1,500.00	.0%
A1680 540485	Printing/Paper	1,000	0	1,000	.00	.00	1,000.00	.0%
A1680 540620	Software Expense	207,340	0	207,340	41,805.91	.00	165,534.58	20.2%
A1680 540640	Supplies (Not Offi	4,500	0	4,500	245.11	.00	4,254.89	5.4%
A1680 540640	SSG21 Supplies (Not	2,500	0	2,500	.00	.00	2,500.00	.0%
A1680 540660	Telephone	72,500	0	72,500	-17,208.62	989.40	88,719.22	-22.4%
A1680 540661	Telephone Maintena	24,500	-21,204	3,296	.00	.00	3,296.00	.0%
A1680 540733	Training/All Other	5,000	0	5,000	.00	.00	5,000.00	.0%
A1680 581088	State Retirement F	56,110	0	56,110	6,311.09	.00	49,798.91	11.2%
A1680 583088	Social Security Fr	43,252	0	43,252	5,100.85	.00	38,151.15	11.8%
A1680 584088	Workers Compensati	9,560	0	9,560	1,208.79	.00	8,351.21	12.6%
A1680 585588	Disability Insuran	544	0	544	59.94	.00	484.06	11.0%
A1680 586088	Health Insurance F	125,301	0	125,301	23,492.91	.00	101,808.09	18.7%
A1680 588988	Eap Fringe	128	0	128	15.93	.00	112.07	12.4%
<b>TOTAL Information Technology</b>		<b>967,780</b>	<b>0</b>	<b>967,780</b>	<b>128,689.09</b>	<b>9,554.39</b>	<b>829,537.01</b>	<b>14.3%</b>
<b>TOTAL General Fund</b>		<b>967,780</b>	<b>0</b>	<b>967,780</b>	<b>128,689.09</b>	<b>9,554.39</b>	<b>829,537.01</b>	<b>14.3%</b>
<b>TOTAL REVENUES</b>		<b>-305,072</b>	<b>0</b>	<b>-305,072</b>	<b>3,648.82</b>	<b>.00</b>	<b>-308,720.82</b>	
<b>TOTAL EXPENSES</b>		<b>1,272,852</b>	<b>0</b>	<b>1,272,852</b>	<b>125,040.27</b>	<b>9,554.39</b>	<b>1,138,257.83</b>	

FOR 2025 02								
	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
<b>GRAND TOTAL</b>	<b>967,780</b>	<b>0</b>	<b>967,780</b>	<b>128,689.09</b>	<b>9,554.39</b>	<b>829,537.01</b>	<b>14.3%</b>	

# H1680 – Year-to-Date Capital Budget Report

FOR 2025 02								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
#	Capital Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
<b>H1680 Information Technology</b>								
H1680	520270 Telephone Equipmen	6,666	0	6,666	.00	.00	6,666.00	.0%
H1680	520620 Software Expense	121,250	0	121,250	.00	.00	121,250.00	.0%
H1680	520620 M7674 Software Expe	0	40,000	40,000	.00	.00	40,000.00	.0%
H1680	521090 Computer	125,500	0	125,500	.00	.00	125,500.00	.0%
TOTAL Information Technology		253,416	40,000	293,416	.00	.00	293,416.00	.0%
TOTAL Capital Fund		253,416	40,000	293,416	.00	.00	293,416.00	.0%
TOTAL EXPENSES		253,416	40,000	293,416	.00	.00	293,416.00	

FOR 2025 02								
		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
		APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
GRAND TOTAL		253,416	40,000	293,416	.00	.00	293,416.00	.0%

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE  
ITCS COMMITTEE

RESOLUTION NO. -25

AUTHORIZE AGREEMENT WITH  
CREDIBLEMIND FOR SOFTWARE  
APPLICATION - PUBLIC HEALTH

WHEREAS: Tioga County Public Health (TCPH) desires to license a software application developed by the National Association of City and County Health Officials (NACCHO) for local public health departments; and

WHEREAS: NACCHO selected CredibleMind, Inc. to be a partner and the developer of the application, so it is a sole source provider; and

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

WHEREAS: Per Tioga County procurement policy, the amount of the sole source application requires an agreement; and

WHEREAS: Funding is available in the TCPH budget in account A41011 540620; therefore be it

RESOLVED: That the Public Health Director is authorized to execute a three (3) year agreement with annual renewals after, between Tioga County Public Health and CredibleMind, Inc., in the amount of \$6,210 annually with a one-time implementation fee of \$1,000.

REFERRED TO:

ITCS COMMITTEE  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -25

AUTHORIZE AGREEMENT WITH  
SOUTHERN TIER NETWORK FOR  
VILLAGE OF WAVERLY CIRCUITS

WHEREAS: The Chief Information Officer has determined an expiring agreement with Southern Tier Network which provides fiber optic connectivity to three Village of Waverly sites at 32 Ithaca Street, 424 Cayuta Avenue, and 81 Spring Street needs to be renewed; and

WHEREAS: The Chief Information Officer contacted Southern Tier Network to provide a 60-month renewal Scope of Work agreement to retain service to the Village of Waverly locations at an annual cost of \$7,464.00; and

WHEREAS: The renewal Scope of Work agreement annual cost of \$7,464.00 did not increase from the prior agreement; and

WHEREAS: This annual cost shall be initially paid out of the ITCS Operating budget using A1680.540660, then invoiced to the Village of Waverly for the same amount; therefore be it

RESOLVED: That the Chair of the County Legislature is authorized to execute this 60-month agreement between Tioga County and Southern Tier Network to continue to provide service to the three Village of Waverly locations at an annual cost of \$7,464.00, contingent upon review and approval of the County Attorney.

REFERRED TO: ITCS COMMITTEE  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -25 AUTHORIZE AGREEMENT WITH  
SCHNEIDER GEOSPATIAL FOR  
IMAGEMATE ONLINE SUBSCRIPTION

WHEREAS: An application used by the Tioga County Real Property department, ImageMate Online has recently been acquired by a new company, Schneider Geospatial; and

WHEREAS: A proposed software renewal agreement from Schneider Geospatial to Tioga County, New York prorates a period beginning September 1, 2025 and ending December 31, 2025 for an amount of \$2,500; and

WHEREAS: This software renewal agreement also includes an annual amount of \$7,500 covering a period beginning January 1, 2026 and ending December 31, 2026; and

WHEREAS: This renewal agreement annual cost of \$7,500 did not increase from the prior agreement; and

WHEREAS: This agreement aligns the renewal period with the County's fiscal year; and

WHEREAS: This annual cost shall be initially paid out of the ITCS Operating budget using A1680.540620; therefore be it

RESOLVED: That the Chair of the County Legislature is authorized to execute this software renewal agreement between Tioga County and Schneider Geospatial to continue an ImageMate Online subscription at a total cost of \$10,000, contingent upon review and approval of the County Attorney.