


<h1 style="transform: rotate(-15deg);">Agenda</h1> 	<h2 style="text-align: center;">TIOGA COUNTY LEGISLATURE</h2> <p style="text-align: right;">8/12/2025 12:00 PM EDWARD D. HUBBARD AUDITORIUM Ronald E. Dougherty County Office Building 56 Main Street Owego NY 13827</p>	
Meeting called by:	Chair Martha Sauerbrey	
Type of meeting:	8 th Regular	
Attendees:	Legislator Aronstam Legislator Brown Legislator Bunce Legislator Ciotoli Legislator Flesher Legislator Monell Legislator Roberts Legislator Sauerbrey Legislator Standinger	
	<h3 style="text-align: center;">Agenda topics</h3>	
Invocation Pledge of Allegiance Moment of Silence Proclamation (1) Privilege of the Floor Approval of Minutes	Legislator Brown Legislator Brown Dr. John B. Bezirganian Immunization Awareness Month July 15 and 24, 2025	

<p>Petitions, Communications & Notices</p> <p>Appointments/Reappointments</p> <p>Reports Standing Committees</p>		
<p>RESOLUTIONS</p>	<ol style="list-style-type: none"> 1. LOCAL LAW TO BE INTRODUCED: A Local Law Authorizing Twelve (12) and Thirteen (13) Year Old Licensed Hunters to Hunt Deer with a Firearm or Crossbow During Hunting Season with the Supervision of an Adult Licensed Hunter 2. Schedule Public Hearing Local Law Introductory No. B of 2025 3. Appoint New Youth Board Member Term – Youth Bureau 4. American Rescue Plan Act “ARPA” 2025 Funds Transfer for GIS 2024 Flight 1st & 2nd Anniversary of Shipment Payments for Ortho Imaging and Mapping Services 5. Authorize Replacement of the Mail System at the Department of Social Services (DSS) 6. Authorize Purchase of New Forensic Recording System for Child Advocacy Center – Department of Social Services 7. Reimbursement Rates Funeral Home – Social Services 8. Requesting Tioga County Veterans' Service Agency be Allowed to Exceed Food & Beverage Purchase Guidelines 9. Award Bid for Tree and Vegetation Removal – Prospect Hill Road, Barton, NY Communications Tower 10. Award Bid for Sulphur Springs Road Pavement Overlay 11. Authorize Contract for Broome Bituminous Products to Perform Paving and Milling Services on Goodrich Road 	

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| | <ol style="list-style-type: none">12. Authorize Economic Development & Planning to Submit Application for NYS CDBG Imminent Threat Program and Authorize Legislative Chair Signature on Grant Related Documents13. Amend 2025 Capital Budget, Transfer Funds 56 Main Street Renovations, and Award 56 Main Street North Wing HVAC Upgrade Construction Project Contract14. Resolution to Amend the Contract between the Tioga County Probation Dept. and Buddi US, LLC15. Revise and Modify Administrative Services Agreement between County of Tioga & the Tioga County Industrial Development Agency for October 1, 2025 through December 31, 202616. Revise and Modify Administrative Services Agreement between County of Tioga & the Tioga County Property Development Corporation for October 1, 2025 through December 31, 202617. Execute Addendum to Lease and Easement Agreement on Property Located at Prospect Hill Road, Waverly, New York to Maintain an Access Road for the Radio Tower Project18. Appoint Secretary to the Public Defender – Public Defender's Office19. Authorize Appointment of Housing Development Specialist – Economic Development & Planning20. Authorize Appointment of Accountant – Treasurer's Office21. Authorize Reappointment of Real Property Director (Real Property Department)22. Authorization to Create Full-Time Administrative Coordinator for Tioga County IDA and Property Development Corporation – Economic Development & Planning | |
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| | <ul style="list-style-type: none">23. Create and Fill Seasonal Social Welfare Examiner Positions and Seasonal Office Specialist I Positions for the HEAP Program – Department of Social Services24. Reclassify Vacant Part-Time Assistant Fire Coordinator Position – Emergency Management25. Resolution to Declare Workday Status for Elected and Appointed Officials26. Amend Employee Handbook: Section III. Financial Rules; Subsection h. Purchase of Food, Beverage, Supplies, Small Electronics/ Appliances, Gas Cards and Gift Cards27. Amend Employee Handbook: Section IV. Personnel Rules; Subsection d. Personnel Policies and Procedures for Employees of Tioga County28. Amend Employee Handbook: Section IV. Personnel Rules; Subsection j. Management/Confidential Benefits29. Amend Employee Handbook: Section IV. Personnel Rules; Subsection q. Tioga County Sexual Harassment Prevention Policy30. Amend Employee Handbook: Section IX. Safety Rules, Subsection j. Workplace Violence Prevention and Discriminatory Harassment Policy | |
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**COUNTY OF TIOGA
EXECUTIVE PROCLAMATION**

WHEREAS: August is National Immunization Awareness Month. Immunizations are deemed one of the greatest public health accomplishments of the 20th Century; and

WHEREAS: Immunizations are a safe, proven way to protect everyone, especially children, from serious communicable diseases; and

WHEREAS: Childcare facilities, preschool programs, schools, and colleges are prone to outbreaks of infectious diseases; and

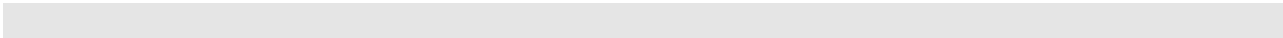
WHEREAS: Immunizations are an important part of a healthy pregnancy and allow the mother to pass protection to her baby. Women should be up to date on their immunizations before becoming pregnant and should be immunized against RSV, flu, and whooping cough during pregnancy; and

WHEREAS: Coverage rates for children aged 24 months that received their recommended vaccination series increased from 42% to 59% over the past year; however, there is still much improvement to be made, therefore

THE TIOGA COUNTY LEGISLATURE, County of Tioga, does hereby proclaim the month of August 2025 as:

IMMUNIZATION AWARENESS MONTH

and urges the citizens of our County to receive all recommended immunizations for themselves and their children to prevent the spread of preventable diseases.



TO BE INTRODUCED

County of Tioga

Local Law No. XX of the Year 2025.

A Local Law authorizing twelve (12) and thirteen (13) year old licensed hunters to hunt deer with a firearm or crossbow during hunting season with the supervision of an adult licensed hunter.

Be It Enacted by the Legislature of the County of Tioga as follows:

SECTION 1: LEGISLATIVE INTENT

New York State Department of Environmental Conservation's (NYSDEC) Youth Deer Hunting Pilot Program (Environmental Conservation Law §11-0935) has been extended from December 31, 2025 to December 31, 2028. Tioga County participated in this pilot program by way of Local Law No. 3 of 2021 with a sunset date of December 31, 2023 and Local Law No. 1 of 2024 with a sunset date of December 31, 2025. It is the intent of this Local Law to authorize Tioga County to permit twelve (12) and thirteen (13) year-old individuals to participate in the extension of the NYSDEC Youth Deer Hunting pilot program in accordance with Environmental Conservation Law §11-0935 for the fall 2026 and beyond as long as the State law continues to be extended.

The enacted 2025-2026 New York State Budget extended the pilot program allowing counties to opt-in by way of Local Law to provide an opportunity for young hunters, ages twelve (12) and thirteen (13), to continue to hunt deer with firearms and crossbow through 2028 if a county authorizes such action within their municipality. Tioga County is passing this Local Law, as hunting is a valued tradition for many families and this continued opportunity allows experienced, adult hunters to introduce the value of hunting to the next generation. Furthermore, teaching young people safe, responsible, and ethical hunting practices will ensure a rewarding experience for the youth, while providing quality food to families and contributing to important deer management population control practices.

SECTION 2: PILOT PROGRAM AUTHORIZATION

Pursuant to Environmental Conservation Law, ECL §11-0935, Tioga County elects to participate in the extended pilot program to allow for young hunters, ages twelve (12) and thirteen (13), to hunt deer with a firearm, to include rifles, shotguns, and muzzle loaded firearms or crossbow through 2028 and beyond as long as the State law continues to be extended.

SECTION 3: STATE REQUIREMENTS TO ADHERE ONCE AUTHORIZED

Twelve (12) and thirteen (13) year-old licensed hunters shall be allowed to hunt deer with the following requirements to be followed:

- A. Twelve (12) and thirteen (13) year old licensed hunters shall be under the supervision of a licensed adult hunter, age twenty-one (21) years or older, with a rifle, shotgun, or muzzle loading firearm in areas where and during the hunting season in which such firearms may be used; and
- B. Twelve (12) and thirteen (13) year old licensed hunters shall be allowed to hunt under the supervision of a licensed adult hunter, age twenty-one (21) years or older, with a crossbow during the times when other hunters may use crossbows; and
- C. Supervision of a licensed adult hunter, age twenty-one (21) years or older, with at least three (3) years of experience who exercises dominion and control over the youth hunter at all times is required; and
- D. All licensed twelve (12) and thirteen (13) year old hunters, as well as their adult supervisors, shall be required to wear fluorescent orange or pink clothing while engaged in hunting to an extent and covering so designated pursuant to the law, rules, and regulations promulgated by the State of New York; and
- E. All licensed twelve (12) and thirteen (13) year old hunters shall remain at ground level while hunting deer with a crossbow, rifle, shotgun, or muzzleloader; and
- F. Notwithstanding any State or Federal Law to the contrary, this local law shall not authorize the hunting of bear by twelve (12) and thirteen (13) year olds with a firearm or crossbow.

SECTION 4: LOCAL LAW FILING REQUIREMENTS

A copy of this Local Law shall be sent to the New York State Department of Environmental Conservation as well as the New York State Department of State.

SECTION 5: SEVERABILITY

If any clause, sentence, paragraph, subdivision, section or part of this law, or the application thereof to any person, individual, corporation, firm, partnership, entity or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgement shall not affect, impair, effect, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this law or in its application to the person, individual, corporation, firm, partnership, entity or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

SECTION 6: EFFECTIVE DATE

This Local Law shall take effect January 1, 2026 in accordance with Section 27 of the Municipal Home Rule and will remain in effect pursuant to Environmental Conservation Law (ECL) §11-0935.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

SCHEDULE PUBLIC HEARING

LOCAL LAW INTRODUCTORY NO. B OF 2025

RESOLVED: That a Public Hearing shall be held on Thursday, August 21, 2025 at 10:00 A.M. in the Legislative Conference Room of the Ronald E. Dougherty County Office Building, 56 Main Street, Owego, NY 13827 on Local Law Introductory No. B of 2025; A Local Law Authorizing Twelve (12) and Thirteen (13) Year Old Licensed Hunters to Hunt Deer with a Firearm or Crossbow During Hunting Season with the Supervision of an Adult Licensed Hunter. All persons desiring to present written or oral comments may do so at said time.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -25 APPOINT NEW YOUTH BOARD MEMBER TERM
YOUTH BUREAU

WHEREAS: The Tioga County Youth Board is organized as an advisory body to the Tioga County Youth Bureau; and

WHEREAS: The purpose of the Youth Board is to carry out the provision of Section 95 of the General Municipal Law of the State of New York and Resolution No. 140-81 of the Tioga County Legislature; and

WHEREAS: The Tioga County Youth Board Bylaws provides for representatives to the Youth Board be appointed by the County Legislature; and

WHEREAS: Vacancies currently exist on the Youth Board; therefore be it

RESOLVED: That the following listed representative be appointed as a member of the Tioga County Youth Board with the corresponding term of office as follows:

TERM

Christine Freyvogel

9/1/2025 – 8/31/2027

REFERRED TO: INFORMATION TECHNOLOGY COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -25 AMERICAN RESCUE PLAN ACT "ARPA"
2025 FUNDS TRANSFER FOR GIS 2024 FLIGHT 1ST & 2ND
ANNIVERSARY OF SHIPMENT PAYMENTS FOR ORTHO
IMAGING AND MAPPING SERVICES

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

WHEREAS: The Tioga County Legislature identified and obligated \$192,368 of ARPA funds to be used for the enhancement of ortho imagery as it related to the use of GIS mapping services, and in an effort to remain compliant with Treasury use guidelines, the ARPA funds had been erroneously re-obligated at year end 2024; and

WHEREAS: The Information Technology department has indicated that there are two outstanding payments for vendor #1399 Pictometry International Corp. dba Eagleview, both in the amount of \$26,928 for the 1st and 2nd Anniversary of Shipment that will need to be paid as part of the Ortho and Oblique Imagery Flight service, identified as 2024 Flight Year 2, that was originally obligated as part of the initial Pictometry International Corp contract; and

WHEREAS: Correcting the obligated amount back to the original contract amount from 2021 of \$192,368, the County will remain in full compliance of Treasury use guidelines to have all ARPA funds obligated by 12/31/2024, and spent by 12/31/2026; and

WHEREAS: Legislative approval is needed for the modification of the budget, and for the use of any and all "ARPA" American Rescue Plan Act funds; therefore be it

RESOLVED: That those funds be transferred to the following account(s):

FROM: H1620 520911 M7674 Renovations 56 Main St-ARPA \$53,856

TO: A1680 540140 M7674 Contracting Services-ARPA \$53,856

And be it further

RESOLVED: That this transfer does not require an interfund transfer as ARPA funds remain designed in A 268800 Other Liabilities-ARPA in the General Fund and remain so until expended.

REFERRED TO: ITCS COMMITTEE
HEALTH AND HUMAN SERVICES COMMITTEE
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -25 AUTHORIZE REPLACEMENT OF THE MAIL SYSTEM
AT THE DEPARTMENT OF SOCIAL SERVICES (DSS)

WHEREAS: The Social Services Director of Administrative Services and the Deputy Director of Information Technology and Communication Services (ITCS) have reviewed the current electronic mail postage system in use at the Department of Social Services (DSS); and

WHEREAS: The current system's hardware and software are nearing obsolescence, and will no longer be able to communicate to update postage rates and software, or meet cyber security compliance requirements, and will require immediate replacement; and

WHEREAS: Pitney Bowes, Inc. has provided a quote for a suitable option, offering the NYS Contract Purchase Price of \$20,463.10 to purchase outright via the cooperative purchasing organization Sourcewell; and

WHEREAS: Through a valid New York State contract, the purchase is therefore exempt from the requirement to obtain three competitive quotes in accordance with applicable procurement regulations; and

WHEREAS: The Social Services Director of Administrative Services has indicated that there are funds available in the H6010 551060 Car/Truck account and wishes to also use available funds in the Capital Hardware Reserve; and

WHEREAS: Amending of the budget, the appropriation of Capital funds, the utilization of a Capital Reserve, and the transfer of Capital funds require Legislative approval; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Department of Social Services to proceed with direct procurement and implementation of a new mail system and that the following funds be transferred and the 2025 budget be modified as follows:

FROM:	H 387805	Capital Hardware Reserve	\$5,239.10
FROM:	H6010 521060	Car/Truck	\$15,224.00
TO:	H6010 521130	Equipment (Not Car)	\$20,463.10

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

AUTHORIZE PURCHASE OF NEW
FORENSIC RECORDING SYSTEM FOR
CHILD ADVOCACY CENTER
DEPARTMENT OF SOCIAL SERVICES

WHEREAS: The Social Services Deputy Commissioner and Director of the Child Advocacy Center have determined the need for additional recording equipment for the Child Advocacy Center (CAC) and at the satellite location in Waverly; and

WHEREAS: The satellite location currently has no dedicated recording equipment, and it has also been determined that a second interview room at the Child Advocacy Center needs to be added; and

WHEREAS: The recording system is essential to ensure accurate, reliable, and secure documentation of proceedings, and to enhance overall operational efficiency and compliance with applicable recordkeeping standards; and

WHEREAS: StarWitness has provided a quote for a suitable option, offering the NYS Contract Purchase Price of \$27,185; and

WHEREAS: Through a valid New York State contract, the purchase is therefore exempt from the requirement to obtain bids in accordance with applicable procurement regulations; and

WHEREAS: The Social Services Director of Administrative Services has indicated that there are funds available in the A6050 520090 Computer account; and

WHEREAS: Services contracts over \$10,000 require Legislative approval; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Department of Social Services to proceed with direct procurement and implementation of the new forensic recording system.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -25 REIMBURSEMENT RATES FUNERAL HOME
SOCIAL SERVICES

WHEREAS: Per New York State Social Services Law, Tioga County is responsible for burial payments for those financially eligible; and

WHEREAS: The Funeral Directors of Tioga County have requested a rate increase; and

WHEREAS: Reimbursement rates to Funeral Directors have not been increased since December 15, 2015; therefore be it

RESOLVED: That the allowance for burial of stillborn Social Services recipients shall be \$800.00 and allowance for casket not to exceed \$700.00; and be it further

RESOLVED: That the allowance for a burial of an infant up to four years shall be \$1,295.00 and allowance for casket not to exceed \$700.00; and be it further

RESOLVED: That the allowance for burial of other Social Services recipients shall be \$2,400.00 and allowance for casket not to exceed \$700.00; and be it further

RESOLVED: That in addition to the above allowances, there shall be an allowance for the actual cost of all cemetery costs and equipment, including but not limited to, a grave liner, grave opening and closing, casket lowering device and tent, an allowance for minimum cost grave available at the cemetery at which burial takes place, plus winter storage if needed; and be it further

RESOLVED: That in addition to the above allowances, there shall be an allowance for the actual cost of any oversized casket or Ziegler case that may be necessary; and be it further

RESOLVED: That transportation costs shall be \$3.00 per loaded mile with the maximum number of reimbursable miles being 100 unless the Department of Social Services determines that it would be more economical to reimburse for a greater distance; and be it further

RESOLVED: That for full-service cremations, the fee shall be as follows:

- a. For stillborn and children up to four years, \$800.00.
- b. For all others, \$2,400.00 and allowance for urn not to exceed \$300.00.
- c. In addition to the above allowances, there shall be an allowance for the cost of cremation; and be it further

RESOLVED: That in regard to immediate disposition cremations or anatomical donations, the fees shall be as follows:

- a. Stillborn and children up to four years, the fee shall be \$800.00.
- b. For all other immediate disposition cremations, \$1,200.00.
- c. In addition to the above allowances, there shall be an allowance for the cost of cremation, and minimum urn or outer burial receptacle (when mandated by cemetery); and be it further

RESOLVED: That the family may supplement cash advanced items such as, but not limited to, a gift for the clergy, certified copies of the death certificate, newspaper notices, hair dressing and clothing; and be it further

RESOLVED: That the funeral home who is making claims for such funds shall submit an itemized invoice for the grave liner if required, and all actual cemetery and crematory cost and equipment; and be it further

RESOLVED: That these rates shall apply for services effective September 1, 2025; and be it further

RESOLVED: That these rates will be increased on January 1 of calendar years 2027, 2028 and 2029 based on the US Department of Labor Consumer Price Index.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -25 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 \$150.00 per event; and

WHEREAS: The TCVSA will be holding the following events in September, with 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:

September 2nd – Lunch for the field of the forgotten (ARPA) - \$800.00

September 27th – Ruck March Event (ARPA) - \$9,000.00

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, noting that TCVSA will not exceed the total amount mentioned for each event above.

REFERRED TO:

PUBLIC SAFETY COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

AWARD BID FOR TREE AND VEGETATION
REMOVAL – PROSPECT HILL ROAD,
BARTON NY, COMMUNICATIONS TOWER

WHEREAS: The Tioga County Office of Emergency Services sought bids for Tree and Vegetation Removal at the Prospect Hill Road Communications Tower in Barton, NY; and

WHEREAS: The Tioga County Office of Emergency Services received one sealed bid on July 17, 2025 and the bid result was as follows:

Anthony Barnhart d/b/a Tri County Tree Service
\$250.00 per hour, not to exceed eight (8) 8-hour days or a cost of \$16,000

And

WHEREAS: Tioga County Office of Emergency Services has determined that Anthony Barnhart d/b/a Tri County Tree Service, is the only bidder in substantial and material compliance with the bid specifications; therefore be it

RESOLVED: That the Tioga County Legislature does hereby award the bid to Anthony Barnhart d/b/a Tri County Tree Service not to exceed \$16,000.

REFERRED TO: PUBLIC WORKS COMMITTEE

RESOLUTION NO. -25 AWARD BID FOR SULPHUR SPRINGS ROAD
PAVEMENT OVERLAY

WHEREAS: The Commissioner of Public Works budgeted for this project; and

WHEREAS: On July 31, 2025 the Department of Public Works received sealed bids from the following contractors:

Broome Bituminous Products, Vestal NY	\$618,420.00
Dalrymple Gravel & Contracting, Pine City, NY	\$666,525.00
Lancaster Development, Richmondville NY	\$776,498.63
Suit-Kote Corporation, Cortland NY	\$850,005.00

Therefore be it

RESOLVED: That the Tioga County Legislature award the bid to the low bidder, Broome Bituminous Products, Vestal NY not to exceed \$618,420.00 to be paid out of the Paving Projects 2025 Account H5110.540001.H2501.

REFERRED TO:

PUBLIC WORKS COMMITTEE

RESOLUTION NO. -25

AUTHORIZE CONTRACT FOR
BROOME BITUMINOUS PRODUCTS TO
PERFORM PAVING AND MILLING SERVICES
ON GOODRICH ROAD

WHEREAS: The Tioga County Department of Public Works is authorized to procure services based on New York State (NYS) Office of General Services bids and from other bids in the neighboring counties where applicable; and

WHEREAS: The NYS DOT has allotted financial resources specifically to perform road services to County roads; and

WHEREAS: Broome Bituminous Products has offered the Department of Public Works to mill and pave Goodrich Road at a cost significantly lower than the Assistant Engineer's estimate based on previous competitive paving projects; therefore be it

RESOLVED: That the Tioga County Legislature authorize the Department of Public Works to enter into contract with Broome Bituminous Products not to exceed \$76,707 to be paid out of Paving Projects 2025 Account H5110.540001.H2501.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -25 AUTHORIZE ECONOMIC DEVELOPMENT AND
PLANNING TO SUBMIT APPLICATION FOR
NYS CDBG IMMINENT THREAT PROGRAM AND
AUTHORIZE LEGISLATIVE CHAIR SIGNATURE ON
GRANT RELATED DOCUMENTS

WHEREAS: The Tioga County Property Development Corporation intends to demolish two structures that pose an imminent threat to health and welfare of the community located on Railroad Avenue, Berkshire and Hickory Park Road, Owego; and

WHEREAS: The Community Development Block Grant (CDBG) program is administered by the NYS Office of Community Renewal (OCR), and will make available to eligible local governments approximately \$40,000,000 in the CDBG Public Infrastructure, Public Facility, Community Planning, Economic Development, and Imminent Threat programs; and

WHEREAS: The Imminent Threat program is designed to address urgent and unforeseen threats to public health and safety that require immediate action, including environmental remediation and demolition/property clearance; and

WHEREAS: Tioga County is proposing the submittal of an application under the CDBG Imminent Threat program in the amount of \$200,000 to assist the Tioga County Property Development Corporation with the aforementioned project; and

WHEREAS: The proposed project is an eligible activity under the CDBG Imminent Threat program and Tioga County, NY, as a non-entitlement unit of local government, is an eligible entity to apply for and receive CDBG funds; and

WHEREAS: This grant source, administered by the NYS Office of Community Renewal requires no local match; and

WHEREAS: Per Resolution No. 237-25, a Public Hearing was held July 24, 2025, and no comments were received; therefore be it

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

REFERRED TO:

PUBLIC WORKS COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

AMEND 2025 CAPITAL BUDGET, TRANSFER
FUNDS 56 MAIN STREET RENOVATIONS, AND
AWARD 56 MAIN STREET NORTH WING HVAC
UPGRADE CONSTRUCTION PROJECT
CONTRACT

WHEREAS: Tioga County has budgeted for the 56 Main Street North Wing HVAC upgrade construction project; and

WHEREAS: The Commissioner of Public Works received one sealed bid on July 23, 2025 and the bid result was as follows:

Postler & Jaeckle Corporation, Endicott, NY	\$674,700.00
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And

WHEREAS: Tioga County Department of Public Works has completed the review of the bid and finds that the bidder Postler & Jaeckle Corporation, Endicott, NY meets all of the qualifications of the bid specifications; and

WHEREAS: The Tioga County Legislature has approved the purchase of the HVAC equipment for the project by way of Resolution No. 197-25 in the amount of \$241,541; and

WHEREAS: The current HVAC upgrade project at 56 Main St. has outstanding construction costs in the amount of \$77,929; and

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

RESOLVED: That the Tioga County Legislature authorize awarding the construction contract to Postler & Jaeckle Corporation, Endicott, NY not to exceed \$674,700.00 to be paid out of the following account:

H1620.520911	Renovations 56 Main St
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And be it further

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

TO:	H1620.520911	Renovations 56 Main St	\$450,000
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FROM:	H 390900	Unrestricted Fund Balance	\$450,000
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And be it further

RESOLVED: That an amount no greater than \$450,000 be interfund transferred as needed by the General Fund to fund the appropriation out of Unrestricted Capital Fund Balance from the following accounts:

TO:	H1340 450310 Interfund Transfers	\$450,000
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TO:	A9950 593715 Transfers to Capital Fund	\$450,000
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REFERRED TO:

PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -25

RESOLUTION TO AMEND THE CONTRACT
BETWEEN THE TIOGA COUNTY
PROBATION DEPT. AND BUDDI US, LLC

WHEREAS: The Probation Department is need of Electronic and Alcohol Monitoring Services to provide alternative to incarceration and alternative to detention services via Court order for Tioga County adults and juveniles; and

WHEREAS: Probation has been contracting with a company, Buddi, US, LLC that is willing to provide Electronic Monitoring Services to Tioga County Probation at the cost of \$3.80 per day per unit; and

WHEREAS: The Tioga County Attorney has previously approved a contract with Buddi US, LLC that will charge the County \$3.80 per day per unit, with no fee for units on the shelf. Said contract includes a rollover clause that allows the contract to roll over year to year unless terminated by one of the parties; and

WHEREAS: Tioga County Probation renegotiated the pricing of said contract. The new contract having been approved by the Tioga County Attorney will have Tioga County Probation charged for electronic monitoring, alcohol monitoring, and cell phone monitoring as follows:

Electronic Monitoring: \$3.80 per day + \$0.65 per day insurance – total \$4.45/day

Alco Tag + GPS: \$6.75 per day + \$0.65 per day insurance – total \$7.40/day

Alco Tag only: \$6.75 per day + \$0.65 per day insurance - total \$7.40/day

Cell Phone check in app: \$1.00 per day

And

WHEREAS: Tioga County Probation has budgeted funds for Electronic Monitoring services for 2025 in the amount of \$3,500 in account number A3142.540140 – Contracting Services; therefore be it

RESOLVED: That Tioga County Probation Director is approved to enter into the amended contract with Buddi US, LLC to provide Electronic Monitoring hardware and alcohol monitoring hardware, and internet accessible software for adults and juveniles to the Probation Department as part of the County's Alternative to Incarceration and Alternative to Detention programming.

REFERRED TO:

ED&P COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

REVISE AND MODIFY ADMINISTRATIVE SERVICES
AGREEMENT BETWEEN THE COUNTY OF TIOGA
& THE TIOGA COUNTY INDUSTRIAL
DEVELOPMENT AGENCY FOR OCTOBER 1, 2025
THROUGH DECEMBER 31, 2026

WHEREAS: The County of Tioga approved by Resolution No. 65-25 entering into an Administrative Services Agreement with the Tioga County Industrial Development Agency (TCIDA) for the period January 1, 2025 through December 31, 2025; and

WHEREAS: Said Administrative Services Agreement calls for the County of Tioga to provide the TCIDA with administrative services, IT technical assistance, office space and equipment via the Tioga County Economic Development and Planning (TCEDP) office; and

WHEREAS: The Administrative Services Agreement also calls for the TCIDA to contribute toward the cost of administration, office space and equipment for use by TCEDP staff to perform duties on behalf of the TCIDA; and

WHEREAS: The County of Tioga and TCIDA are desirous of revising and modifying the existing Administrative Services Agreement to increase the TCIDA annual contribution from \$20,000 to \$50,000 for administrative staff, IT technical assistance, office space and equipment necessary to support the operations of the TCIDA through the TCEDP; and

WHEREAS: The TCIDA and TCEDP are also desirous of modifying and extending the term of the existing Administrative Services Agreement for the period of October 1, 2025 through December 31, 2026; therefore be it

RESOLVED: That upon the approval of the County Attorney, the Tioga County Legislature hereby authorizes and approves the acceptance of \$50,000.00 annually from the TCIDA and revises and modifies the Administrative Services Agreement to provide funding towards the cost of administration, for the period of October 1, 2025 through December 31, 2026.

REFERRED TO: ED&P COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 REVISE AND MODIFY THE ADMINISTRATIVE SERVICES AGREEMENT BETWEEN COUNTY OF TIOGA & THE TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION FOR THE PERIOD OCTOBER 1, 2025 THROUGH DECEMBER 31, 2026

WHEREAS: Tioga County Economic Development and Planning (TCEDP) was approved by Resolution No. 286-21 to enter into an Administrative Services Agreement between TCEDP and the Tioga County Property Development Corporation (TCPDC) for the period January 1, 2022 through December 31, 2023; and

WHEREAS: TCPDC and TCEDP renewed the Administrative Services Agreement by Resolution No. 517-23 for the period January 1, 2024 through December 31, 2025; and

WHEREAS: Said Administrative Services Agreement calls for TCEDP to provide the TCPDC with administrative services, office space and equipment necessary for the performance of the duties of the Land Bank Director of the TCPDC through TCEDP; and

WHEREAS: The Administrative Services Agreement calls for the TCPDC to contribute \$25,000 annually toward the cost of administration, office space and equipment for use by TCEDP staff to perform duties on behalf of the TCPDC; and

WHEREAS: The TCPDC and TCEDP are desirous of revising and modifying the existing Administrative Services Agreement to increase the TCPDC annual contribution to \$50,000 for administrative staff, IT technical assistance, office space and equipment necessary to support the operations of the TCPDC through the TCEDP; and

WHEREAS: The TCPDC and TCEDP are also desirous of modifying and extending the term of the existing Administrative Services Agreement for the period of October 1, 2025 through December 31, 2026; therefore be it

RESOLVED: That upon the approval of the County Attorney, the Tioga County Legislature hereby authorizes and approves the acceptance of \$50,000.00 annually from the TCPDC and revises and modifies the Administrative Services Agreement to provide funding towards the cost of administration, for the period of October 1, 2025 through December 31, 2026.

REFERRED TO:

PUBLIC SAFETY COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

EXECUTE ADDENDUM TO LEASE AND
EASEMENT AGREEMENT OF PROPERTY
LOCATED AT PROSPECT HILL ROAD,
WAVERLY, NEW YORK TO MAINTAIN AN
ACCESS ROAD FOR THE RADIO TOWER
PROJECT

WHEREAS: Tioga County executed a lease and existing easement agreement
for
a portion of property located at 490 Prospect Hill Road, to construct, use,
expand and maintain an access road for the Radio Tower Project per
Resolution No. 146-25 effective April 17, 2025; and

WHEREAS: Due to the inconvenience and loss of tree and vegetation
removal on parts of the property owned by Darlene VanHousen, Tioga
County deems it appropriate to make a one-time payment of five thousand
dollars (\$5,000 USD) to Ms. VanHousen as compensation; therefore be It

RESOLVED: That the Chair of the Legislature is hereby authorized to sign a
lease addendum with Darleen VanHousen for the property located at
Prospect Hill Road, Waverly, New York.

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25 APPOINT SECRETARY TO THE PUBLIC DEFENDER
PUBLIC DEFENDER'S OFFICE

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

WHEREAS: Due to the announced retirement of Secretary to the Public Defender Kathy A. Coyne as of August 8, 2025, a vacancy has been created; and

WHEREAS: The position is fully funded by the State's Hurrell/Harring Grant; and

WHEREAS: The Public Defender has recruited and identified a satisfactory candidate to fill the position; and

WHEREAS: Amanda J. Pullano has been employed as part-time paralegal and then full-time Office Specialist III at the Family Court Public Defender since 2019, has extensive experience in office management including case management and financial system entry and is well qualified by reason of substantial experience and judgment to fill the position; therefore be it

RESOLVED: That the Public Defender is hereby authorized to appoint Amanda J. Pullano to the title of Secretary to the Public Defender, with a start date of August 23, 2025, at an annual Management/Confidential salary of \$47,500.00; and be it further

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

RESOLVED: That in accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Ms. Pullano shall be eligible for any authorized 2026 Management/Confidential salary increase effective February 23, 2026, following a successful six-month evaluation.

REFERRED TO:

ED&P COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE APPOINTMENT OF
HOUSING DEVELOPMENT SPECIALIST
ECONOMIC DEVELOPMENT & PLANNING

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

WHEREAS: The Director of Economic Development and Planning received authorization to fill said vacancy per Resolution No. 226-25; and

WHEREAS: The Director of Economic Development and Planning reviewed applications, conducted interviews and identified a qualified candidate with prior relevant work experience; therefore be it

RESOLVED: That the Director of Economic Development and Planning is hereby authorized to provisionally appoint Tara Patton to the title of Housing Development Specialist, pending successful completion of civil service examination requirements at an annual Management/Confidential salary of \$56,640.00 effective September 8, 2025; and be it further

RESOLVED: That in accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Ms. Patton shall be eligible for any authorized 2026 Management/Confidential salary increase effective March 8, 2026, following a successful six-month evaluation.

REFERRED TO: FINANCE/LEGAL COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25 AUTHORIZE APPOINTMENT OF ACCOUNTANT
TREASURER'S OFFICE

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

WHEREAS: The position of Accountant became vacant as of May 31, 2025, within the Treasurer's Office; and

WHEREAS: The Treasurer has conducted a recruitment search and has identified a desirable candidate; therefore be it

RESOLVED: That Natalie Kouterick is appointed to the title of Accountant, at an annual Management/Confidential salary of \$60,000, effective August 25, 2025; and be it further

RESOLVED: That in accordance with Tioga County's Civil Service Rules, Mrs. Kouterick shall serve a probationary period of eight to fifty-two weeks; and be it further

RESOLVED: That in accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Mrs. Kouterick shall be eligible for any authorized 2026 Management/Confidential salary increase effective February 25, 2026, following a successful six-month evaluation.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25 AUTHORIZE REAPPOINTMENT OF
REAL PROPERTY DIRECTOR
(REAL PROPERTY DEPARTMENT)

WHEREAS: The current 6-year term for Real Property Director Steven B. Palinosky will expire on September 30, 2025; and

WHEREAS: The County Legislature would like to reappoint Mr. Palinosky for another 6-year term; therefore be it

RESOLVED: That Steven B. Palinosky is hereby reappointed as Real Property Director for another 6-year term, which shall be effective October 1, 2025 through September 30, 2031.

REFERRED TO: ED&P COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25 AUTHORIZATION TO CREATE FULL-TIME
ADMINISTRATIVE COORDINATOR FOR
TIOGA COUNTY IDA AND PROPERTY
DEVELOPMENT CORPORATION
ECONOMIC DEVELOPMENT & PLANNING

WHEREAS: The Director of Economic Development and Planning would like to create a full-time Administrative Coordinator for Tioga County IDA and Property Development Corporation position; and

WHEREAS: Legislative approval is required for the creation of any position within a Tioga County department; and

WHEREAS: The Personnel Officer has met with the Director of Economic Development and Planning and has reviewed the description of work duties for the proposed full-time Administrative Coordinator for Tioga County IDA and Property Development Corporation position; therefore be it

RESOLVED: That a full-time position titled Administrative Coordinator for Tioga County IDA and Property Development Corporation be created at an annual Management/Confidential salary (\$42,981 - \$52,981) effective August 12, 2025.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25 CREATE AND FILL SEASONAL
SOCIAL WELFARE EXAMINER POSITIONS AND
SEASONAL OFFICE SPECIALIST I POSITIONS
FOR THE HEAP PROGRAM
DEPARTMENT OF SOCIAL SERVICES

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

WHEREAS: The Home Energy Assistance Program (HEAP) will tentatively begin outreach in mid-August and be in full season on November 1, 2025; and

WHEREAS: The Social Services budget allows for the hiring of the following staff for the HEAP Program:

Two, full-time, seasonal Social Welfare Examiners for a combined total of 202 seven-hour days, at the starting salary of \$17.75 per hour; and

Three, full-time seasonal Office Specialist I positions for a combined total of 274 seven-hour days, at the starting salary of \$15.50 per hour; and

WHEREAS: Seasonal HEAP staff will start working no sooner than September 22, 2025 and stop working no later than April 30, 2026; and

WHEREAS: No individual Seasonal staff member will work more than 129 seven-hour days; and

WHEREAS: The NYS Minimum Wage is scheduled to increase on December 31, 2025, to a rate to be published by the Commissioner of Labor on or before October 1, 2025, and Tioga County intends to pay at least minimum wage so the hourly rates for Office Specialist I positions will be adjusted accordingly as of December 31, 2025; therefore be it

RESOLVED: That the Department of Social Services be authorized to create and fill the seasonal HEAP positions listed above.

REFERRED TO: PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25 RECLASSIFY VACANT PART-TIME
ASSISTANT FIRE COORDINATOR POSITION
EMERGENCY MANAGEMENT

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

WHEREAS: One Part-Time Assistant Fire Coordinator position has been vacant since April 17, 2025; and

WHEREAS: Upon review of the department needs, the Director of Emergency Services submitted a New Position Duties Statement to the Personnel Department on July 23, 2025; and

WHEREAS: The Personnel Officer has determined the appropriate classification for said title be Assistant EMS Coordinator PT; therefore be it

RESOLVED: That the Legislature hereby authorizes the reclassification of one vacant, part-time Assistant Fire Coordinator (M/C \$11,813) to a part-time Assistant EMS Coordinator position at a Management/Confidential salary of \$11,813, not to exceed 10 hours per week effective August 13, 2025.

REFERRED TO: PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -25 RESOLUTION TO DECLARE WORKDAY
STATUS FOR ELECTED AND APPOINTED
OFFICIALS

WHEREAS: Resolution Nos. 206-09, 127-16, 230-17, 30-18, 59-18, 308-19, 160-19, 229-22, 410-24, 465-24, 37-25 and 196-25 established a standard workday for elected and appointed officials for New York State and Local Employees' Retirement System reporting purposes; therefore be it

RESOLVED: That the County of Tioga, Location Code 10049, hereby establishes the following as the standard workday for the title below, for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System as follows:

Appointed Officials

Five-day work week, seven-hour day:

Case Manager (Public Defender)
Case Manager (Assigned Counsel)
Public Works Project Technician
Housing Development Specialist
County Planning Director Trainee

REFERRED TO: LEGISLATIVE WORKSESSION

RESOLUTION NO. -25 AMEND EMPLOYEE HANDBOOK:
SECTION III. FINANCIAL RULES;
SUBSECTION h. PURCHASE OF FOOD,
BEVERAGE, SUPPLIES, SMALL ELECTRONICS/
APPLIANCES, GAS CARDS AND GIFT CARDS

WHEREAS: Section III. Financial Rules; Subsection h. entitled Purchase of Food, Beverage, Supplies, Small Electronics/Appliances, Gas Cards, and Gift Cards was last revised on July 11, 2023 by way of Resolution No. 297-23; and

WHEREAS: The Tioga County Legislature recognizes the need for clear and consistent uniform guidelines regarding the purchase of food, beverage, supplies, small electronics/appliances, gas cards, and gift cards; and

WHEREAS: This policy promotes accountability and fiscal responsibility for the use of public taxpayer funds within the County's purchasing policies; and

WHEREAS: The policy was revised by the Policy Review Committee and reviewed by the Legislative Chair, County Administrator, Legislative Clerk, County Attorney, and Personnel Officer; therefore be it

RESOLVED: That the Tioga County Legislature hereby amends and replaces the Employee Handbook, Section III. Financial Rules, Subsection h. entitled Purchase of Food, Beverage, Supplies, Small Electronics/Appliances, Gas Cards, and Gift Cards in its entirety.

**h. PURCHASE OF FOOD, BEVERAGE, SUPPLIES, SMALL ELECTRONICS/
APPLIANCES, GAS CARDS, AND GIFT CARDS
(FORMERLY POLICY #54)**

SECTIONS:

- I. Purpose
- II. General Policy
 - a. Purchase of Food and Beverage
 - i. Permissible Meetings/Trainings/Special Events
 - ii. Prohibited Expenses
 - b. Purchase of Supplies and Small Electronics/Appliances
 - c. Purchase of Gas Cards and Gift Cards
- III. Considerations
- IV. Compliance
- V. Effective Date

I. PURPOSE

Establish a standard purchasing and procurement procedure regarding food, beverage, supplies, small electronics/appliances, gas cards, and gift cards for all County departments to ensure and enforce the policies established by the Tioga County Legislature in regard to the expenditure of public taxpayer funds.

II. GENERAL POLICY

Funds used for the purchase of food, beverage, supplies, small electronics/appliances, gas cards, and gift cards must be allocated in the department's annual budget and purchases should be kept to a reasonable amount to avoid overstocking items and also running over budget.

This policy must be followed regardless of the source of funds and whether that source allows for funds to be used for a particular purpose. Purchases must be allowed within the purchasing policies of Tioga County and in accordance with all Federal, State, or Local Grant requirements. The County's Purchasing and Procurement Policies are often more restrictive than what is required under Federal, State, and Local Grant fund sources.

Any employee who violates the terms of the County's purchasing policies shall be personally responsible for reimbursing the County if return of purchase to the vendor is not possible.

Any purchase supported by this policy is strongly encouraged to be procured within Tioga County.

a. Purchase of Food and Beverage

In recognition of the time and effort devoted by volunteers serving on Legislatively appointed Boards, County funds (Local, State, & Federal) may be used to purchase light refreshments in an amount not to exceed \$150.00. Employees present at such meetings are also welcome to consume refreshments, but staff meetings and Legislative meetings are excluded from the food and beverage purchases.

In addition to our volunteer Boards, the Legislature also recognizes specific meetings, trainings, or special events where the purchase of food and beverage is permissible.

i. PERMISSIBLE MEETINGS/TRAININGS/SPECIAL EVENTS (NOT TO EXCEED \$150.00):

- a. Boards whose members are appointed by the Tioga County Legislature
- b. Recognition ceremonies organized by the County's Employee Recognition Program (exempt from threshold limit)
- c. Institute for Advancement (I4A) (exempt from threshold limit)
- d. Meetings with State and Federal Elected Officials
- e. Business meetings with non-county business associates (Employees only will be held at the per-diem rate established for the specific meal.)
- f. Health and Human Services and Veterans' clientele light refreshments
- g. Foster parent training classes and outreach events
- h. Tioga County sponsored trainings
- i. Lunch during required all-day staff meetings and required trainings
- j. Business shows/job fairs/open houses
- k. Veterans' community outreach events
- l. Other special events, meetings, and trainings as pre-authorized by resolution of the Tioga County Legislature, including any expenditures in excess of the \$150.00 threshold limit not listed above.

As a resolution is required for upcoming events that will exceed the established threshold, departments are to plan accordingly to submit one resolution for all events in a given month versus individual resolutions for each event. If grant funding is to be utilized, the official award notification must be received prior to the resolution.

ii. PROHIBITED EXPENSES:

- a. Office luncheons
- b. Staff and/or team meetings
- c. Legislative meetings
- d. Staff birthdays and/or retirement celebrations
- e. "Working luncheons" comprised of County staff
- f. Half-Day trainings
- g. Employee picnics

- h. Employee recognition ceremonies that are not part of the Tioga County Employee Recognition Program
- i. Food and beverage for extended work hours
- j. Water coolers & bottled water for employee consumption (Exceptions: see Section III. Financial Rules, Subsection g. Water Coolers).
- k. Office coffee & supplies (Exception: allowable only when purchased as part of the permissible meetings, trainings, and special events listed above).

Food and beverage listed under Prohibited Expenses shall not be provided using County funds.

b. Purchase of Supplies and Small Electronics/Appliances

County funds shall not be used to purchase appliances or any other food preparation devices (e.g. coffee makers, microwaves, toasters and refrigerators) with the intention of personal employee food preparation and use.

Note: Common breakrooms are exempt from these purchases.

Departments shall not purchase disposable supplies (e.g. napkins, paper plates, plastic utensils, disposable cups) for typical daily employee use. These purchases are allowable when associated with permissible meetings, trainings, or special events with the understanding that purchases are to be kept to a reasonable amount to avoid over-purchasing.

c. Purchase of Gas Cards and Gift Cards

Departments are allowed to purchase gas cards and gift cards as part of their programmatic needs for clientele use only. Tioga County employees are not eligible to receive a County paid/issued gas card or gift card, with the exception of the Wellness Trust Account funds managed by the County Treasurer through the Public Health Department for their monthly Wellness promotions.

Departments are allowed to purchase gift cards as part of a County Department promotional giveaway for public use only. Tioga County employees are prohibited from entering promotional contests.

Departments shall maintain a record of the number of gas and gift cards purchased, to whom they have been issued, and for said purpose. These records are to be made available to the County Legislature immediately upon request.

Departments have to keep the physical gas cards and gift cards in a secure location until the time of issuance.

III. **CONSIDERATIONS**

- a. Before purchasing a gas card or a gift card, the County shall evaluate:
 - i. Whether the purchase **supports the County's mission** and aligns with its policies and objectives.
 - ii. If the purchase **upholds the County's core values**.
 - iii. If the purchase **avoids conflict of interest and any apparent reputational risk**.
 - iv. If the purchase **complies with Federal, State, and Local Laws**.

IV. **COMPLIANCE**

Departments are required to adhere to and comply with the County's Purchasing and Procurement Policy including gratuity, sales tax, and Purchase Card requirements. All reimbursements shall require an itemized receipt. Failure to obtain an itemized receipt will result in the cardholder reimbursing the Tioga County Treasurer for the purchase directly.

V. **EFFECTIVE DATE**

The original effective date of this policy is July 11, 2023.

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

REFERRED TO: PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -25 AMEND EMPLOYEE HANDBOOK:
SECTION IV. PERSONNEL RULES;
SUBSECTION d. PERSONNEL POLICIES AND
PROCEDURES FOR EMPLOYEES OF TIOGA
COUNTY

WHEREAS: Tioga County's Employee Handbook Section IV. Personnel Rules; Subsection d. Personnel Policies and Procedures for Employees of Tioga County; **II. Salary Rules/Evaluations**; Department Head Evaluations needs to be amended; therefore be it

RESOLVED: That the Tioga County Handbook, Section IV. Personnel Rules; Subsection d. **II. Salary Rules/Evaluations: Department Head Evaluations** be amended as follows:

Department Head Evaluations:

All Department Heads, prior to the adoption of the next year County budget and before the start of the new fiscal year, will be evaluated by the County Administrator in conjunction with input from the respective Legislative Committee Chair and Legislative Chair, and shall receive the formal evaluation in-person from the County Administrator and/or the Committees' designee. New Department Heads shall be evaluated after (6) months from their date of appointment following the same process. Compliance with the evaluation system within the department shall be taken into consideration on the Department Head's evaluation.

And be it further

RESOLVED: That the remainder of this policy remains unchanged.

REFERRED TO: PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -25 AMEND EMPLOYEE HANDBOOK:
SECTION IV. PERSONNEL RULES; SUBSECTION j.
MANAGEMENT/CONFIDENTIAL BENEFITS

WHEREAS: Tioga County's Employee Handbook Section IV. Personnel Rules; Subsection j. Management/Confidential Benefits Section **II. Leave Accruals A. Vacation** needs to be amended; and

WHEREAS: This amendment pertains specifically to the sixth bulleted paragraph on additional vacation days granted for years of relevant prior experience at time of employment and the condition set forth for payout at time of employment separation; therefore be it

RESOLVED: That the Tioga County Handbook, Section IV. Personnel Rules; Subsection j. **II. Leave Accruals A. Vacation, sixth bulleted paragraph** regarding years of relevant experience be amended as follows:

II. Leave Accruals

A. VACATION

- Years of relevant prior experience shall be determined at the time of employment with Tioga County (within the Management/Confidential plan) by the Personnel Department and shall take into account all of an employee's relevant prior work experience. When an employee leaves the County, any additional vacation days granted for prior work experience will only be paid out if the employee has completed at least one year of service. The judgment of the County in this matter shall be at its sole discretion and shall be final and binding on all parties concerned.

And be it further

RESOLVED: That the remainder of this policy remains unchanged.

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25 AMEND EMPLOYEE HANDBOOK:
SECTION IV. PERSONNEL RULES; SUBSECTION q.
TIOGA COUNTY SEXUAL HARASSMENT
PREVENTION POLICY

WHEREAS: Resolution No. 210-23 adopted on May 9, 2023, revised Section IV. Personnel Rules; Subsection q. entitled Tioga County Sexual Harassment Prevention Policy in its entirety; and

WHEREAS: The Tioga County Sexual Harassment Prevention Policy needs to be amended due to updates and changes; and

WHEREAS: The County Attorney has reviewed the Employee Handbook for compliance with State and Federal Law and has identified the need to amend the policy to include a discriminatory harassment policy; and

WHEREAS: The County Attorney has revised the Tioga County Sexual Harassment Prevention Policy to now include a discriminatory harassment policy; therefore be it

RESOLVED: That the Tioga County Sexual Harassment Prevention Policy be amended to now include "II. Discriminatory Harassment Policy".; and be it further

RESOLVED: That the remainder of the Tioga County Sexual Harassment Prevention Policy remains unchanged.

q. SEXUAL HARASSMENT PREVENTION POLICY

II. Discriminatory Harassment Policy:

Policy Statement:

It is the policy of the County of Tioga to provide and maintain a work environment which is free from unlawful discrimination based on race, creed, color, national origin, sexual orientation, military status, sex, age, marital status, domestic violence victim status, disability, pregnancy-related condition, predisposing genetic characteristics, prior arrest or conviction record, familial status, gender identity, and any other class protected by law (collectively referred to as "discriminatory harassment" or "harassment"). Harassment based on these characteristics is a form of unlawful discrimination and is prohibited in each and every work

environment and each and every situation which directly impacts the work environment.

The County of Tioga will take appropriate steps to prevent and correct unlawful harassment and discrimination as defined by both federal and state law. The federal laws include Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. The state law is the New York State Human Rights Law.

The County of Tioga considers discriminatory harassment to be a form of employee misconduct and considers this type of misconduct to be a serious offense which will not be tolerated. Allegations of harassment will be investigated thoroughly and if substantiated, will be met with appropriate corrective and/or disciplinary action commensurate with the seriousness of the offense(s), and in accordance with the parameters of applicable collective bargaining agreements and/or state law.

This policy applies to all applicants and employees of the County of Tioga and prohibits harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to the County (e.g., an outside vendor, consultant or citizen).

Conduct prohibited by this Policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

All information gathered during an investigation of a harassment complaint will be handled in a confidential manner, to the extent possible.

Retaliation against any individual making a harassment complaint or assisting in the investigation of such a complaint is forbidden. Retaliation is a serious violation of this policy which may result in disciplinary action.

This Policy does not preclude the filing of discriminatory harassment complaints with either the New York State Division of Human Rights or the Federal Equal Employment Opportunity Commission, or the pursuing of any other remedies as permitted by law.

DEFINITIONS

1. "Sexual Harassment" is defined as:

A form of gender-based discrimination. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment (e.g., promotion, training, assignments, etc.);
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions (e.g., hiring, evaluation, promotion) affecting such individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of specific behaviors that may be considered sexual harassment include, but are not limited to:

- Spoken or written words related to an employee's sex
- Any sexual advance that is unwelcome
- Sexually oriented comments
- Showing or displaying pornographic or sexually explicit objects or pictures in the workplace
- Offensive touching, patting or pinching
- Requests for sexual acts or favors
- Abusing the dignity of an employee through insulting or degrading sexual remarks or conduct
- Threats, demands or suggestions that an employee's work status is contingent upon her/his toleration of or acquiescence to sexual advances
- Subtle pressure for sexual activities
- Leering at a person

Sexual harassment is gender neutral and may involve members of the same or different gender.

2. Other unlawful harassment:

Harassment on the basis of any other protected characteristic is also prohibited. Under this policy, prohibited harassment is verbal or physical conduct that is offensive to or shows hostility or aversion toward an individual because of a protected characteristic which includes race, creed, color, national origin, sexual orientation, military

status, sex, age, marital status, domestic violence victim status, disability, pregnancy-related condition, predisposing genetic characteristics, prior arrest or conviction record, familial status, and gender identity (and any other class protected by law) , and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Employees and applicants for employment are also protected against

Harassing conduct includes, but is not limited to epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace (including through e-mail) of written or graphic material that denigrates or shows hostility or aversion toward an individual or group, based on an individual's protected class.

3. Other Unacceptable Conduct:

This policy also prohibits conduct of one employee toward another that may not rise to the level of discrimination or harassment in violation of the law but nonetheless creates a degree of hostility or intimidation that adversely affects the work environment. Teasing, ridicule, and other conduct intended to annoy, personally attack, belittle or embarrass another individual is inappropriate and also unacceptable in the workplace. Therefore, the County encourages the use of its complaint procedure by employees who believe they have been subject to inappropriate conduct by another employee, even if such conduct may not be harassment or discrimination per se. The County endeavors to create an environment in which employees may feel free to raise concerns and are confident that those concerns will be addressed.

III. Responsibilities

1. Managerial and Supervisory Personnel

All managerial and supervisory personnel of the County of Tioga shall be responsible for enforcing this Policy and shall have particular responsibility for ensuring that the work environment under their supervision is free from discriminatory harassment and its effects. Failure of a manager or supervisor to comply with this responsibility may result in disciplinary action.

All managerial and supervisory personnel who receive discriminatory harassment complaints will be responsible for reporting such in accordance with Section IV.2 below.

2. The County

The County of Tioga will conduct periodic training for managerial and supervisory personnel in each Department of the County on the issues surrounding discriminatory harassment, its effects and its appearances, and the role and responsibility of managerial/supervisory personnel in preventing incidents of harassment complaints.

The County of Tioga shall distribute this Policy to all County employees and all others covered by its parameters. Copies of this Policy will be distributed to new employees as they are hired.

Copies of this Policy will be conspicuously posted.

IV. Reporting and Resolution Procedures

1. If an individual is subjected to a situation which they believe constitutes discriminatory harassment in violation of this Policy, the County recommends that the employee confront the harasser directly and advise the harasser that their behavior is not welcomed and will not be tolerated. Note that neither this policy nor state/federal law requires that an individual tell an alleged harasser to stop their actions. Employees should feel free to keep written records of any alleged sexual harassment incidents, including the date, time, location, names of people involved, witnesses (if any), and who said or did what to whom.
2. A written or verbal complaint should be filed by the affected employee with the employee's immediate supervisor. The supervisor will immediately forward the complaint to the Department Head. In the event the employee does not believe it would be appropriate to file the complaint with the immediate supervisor, it may be filed directly to the appropriate Department Head or to the County's Personnel Officer. If the Department Head is unavailable or a party to the violation, the supervisor shall forward the complaint to the Personnel Officer or County Attorney.

V. Complaint Investigation

1. Harassment complaints should be investigated as promptly as possible and resolved within a reasonable time after the receipt of the complaint. **The Office of the County Attorney** and with the oversight of the Personnel Officer and/or their designee(s) will coordinate an investigation of the complaint. Following the investigation, **the County Attorney and/or their designee(s)** may issue a written report of findings and conclusions.
2. Thereafter, any conclusions may be issued from the County Attorney and/or their designee(s), in writing, back to the complainant.
3. Retaliation against any individual making a harassment complaint or assisting in the investigation of such a complaint is strictly forbidden. Retaliation, like discrimination and harassment, is against the law and is a serious violation of this Policy. Employees who retaliate against other employees who complain about harassment and/or participate in investigation of harassment may be subject to disciplinary action.

VI. Response Procedures

1. In the event a complaint of discriminatory harassment is determined to be founded, the County may take disciplinary action in accordance with the provisions of applicable collective bargaining agreements and/or state law, if applicable.
2. If disciplinary charges are filed against an employee on the grounds that the County has determined the employee is guilty of unlawful harassment, the accused employee may exercise their rights through the disciplinary procedure provided for in their labor contract and/or state law, if applicable.
3. Reporting a false complaint is a serious act. In the event it is found that the individual bringing the complaint has knowingly made false accusations, the County will take action in accordance with the provisions of the applicable collective bargaining agreement and/or state law, if applicable.

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

RESOLUTION NO. - 25 AMEND EMPLOYEE HANDBOOK;
SECTION IX. SAFETY RULES, SUBSECTION j.
WORKPLACE VIOLENCE PREVENTION
PROGRAM POLICY AND DISCRIMINATORY
HARASSMENT POLICY

WHEREAS: Tioga County's Workplace Violence Prevention Program Policy and Discriminatory Harassment Policy was reviewed by Roemer Wallens Gold & Mineaux LLP at the request of the Tioga County Attorney for necessary updates; and

WHEREAS: The Workplace Violence Prevention Program Policy and Discriminatory Harassment Policy upon review warrants revisions in several sections and the need for forms to be removed in their entirety and the policy to be renamed; therefore be it

RESOLVED: That **Section 2. Discriminatory Harassment Policy, Subsections I-VI.** are hereby removed in their entirety from this policy and relocated to the Sexual Harassment policy; and be it further

RESOLVED: That **Section I. Workplace Violence Prevention Program Policy, Subsection III. Definitions** regarding sexual harassment is hereby amended to read as follows:

III. Definitions

While sexual harassment (as defined herein and New York State Human Rights Law) is prohibited by Tioga County. It is specifically excluded from the definition of a workplace violence incident. An employee should refer to the Tioga County Sexual Harassment Prevention Policy for more information about this topic.

And be it further

RESOLVED: That **Section 3. Forms** is amended to delete Forms 4 and 5 as they pertain to Discriminatory Harassment and are no longer covered by this policy and is renamed as Section 2. Forms; and be it further

RESOLVED: That the Workplace Violence Prevention Program Policy and Discriminatory Harassment Policy is hereby updated and renamed the Workplace Violence Prevention Program Policy; and be it further

RESOLVED: That the remainder of the Workplace Violence Prevention Program Policy remains unchanged.