

PUBLIC SAFETY COMMITTEE MEETING AGENDA - Probation  
April 8, 2025  
2:30 PM

- **Approval of minutes** from March 4, 2025 Public Safety Committee meeting
- **Financial**
  1. Expended 28% of 2025 budget.
- **Old business**
  1. Staffing
  2. Training
  3. Atlas digital platform (update)
  4. Probation training agencies
  5. Community and Inter-Agency Involvement
  6. Southern Tier Training Academy
  7. Intensive Supervision Program
- **New business**
  1. Staffing
  2. Training
  3. Atlas digital platform (update)
  4. Probation/IT meeting
  5. Community and Inter-agency involvement
  6. Enhancement of Quality Assurance Program
  7. Probation coordination with TAM Team
- **Personnel**
  1. One vacant Probation Officer I position
  2. One unfunded Probation Officer 1 position
- **Resolutions (1)**
  - Resolution to authorize salary above CSEA base for Probation Officers
- **Proclamations**
  1. None
- **Adjournment**

# PUBLIC SAFETY MEETING

March 4, 2025

The regular meeting of Public Safety, Probation, Office of Emergency Services, Coroner, and Stop DWI was held in the Legislative Conference Room at the Ronald E. Dougherty Office Building, 56 Main St., on Tuesday, March 4, 2025 at 2:30 PM.

## Present:

Keith Flesher	Chair, Public Safety
Marte Sauerbrey	Chair, Legislator
Barb Roberts	Legislator
William Standinger	Legislator
Brian Cain	Director, Probation
Corinne Cornelius	Director, Emergency Services
Bob Williams	Coroner and Assistant Fire Coordinator
Sheriff Gary Howard	Sheriff's Office

## Guest:

Jackson Bailey	County Administrator
Pete Dewind	County Attorney ( <i>in at 2:45</i> )
Cathy Haskell	Legislative Clerk

## Absent:

Jake Brown	Legislator
William Ellis	Deputy Director, Emergency Services

## APPROVAL OF MINUTES:

**Approval of February 4, 2025 minutes:** Legislator Roberts made the motion, seconded by Legislator Standinger to approve the February 4, 2025 Public Safety minutes, as written. Motion carried.

## PROBATION – Brian Cain:

### FINANCIAL:

- Expenditures are at 18% of the budget.

### NEW BUSINESS:

- Remote Work Agreements – 13 of them. It is not intended to work at home; had to do for iPad usage, which is used a lot at justice courts.
- Staffing – one unfilled Probation Officer position.
- Training – need a BAA Business associates agreement. Once contract is signed, then training can begin with the Atlas Digital Platform.
- Atlas Digital Platform – looking to do trainings with law enforcement agencies.
- Staff attended and judged the Veterans Chili Cook Off and Flannel contest in Waverly.
- So Tier Training Academy – still on track.
- Juveniles – 2 issued in February. There is also Pins level which is handled thru DSS. Anyone between 7 & 12 are referred to DSS as voluntary services for delinquent acts.
- Electronic Monitoring – 6 individuals are being monitored.
- Weekend Work Program (WWP) - resumed this past weekend. Only one appeared.

- 27 People at Pre-Trial; Court Ordered Investigations were 43; Supervision 174 cases; Violation of Probation 14 petitions.

**PERSONNEL:**

- One vacant Probation Officer I position exists.
- One unfunded Probation Office position exists.

**RESOLUTIONS:**

- **Resolution To Appoint Members to the Alternatives to Incarceration Advisory Board**  
A resolution was presented to appoint members to the board.
- **Resolution To Approve a Sole Source Contract and Maintenance Agreement Between the Tioga County Probation Department and Catalis Courts & Land Records, LLC f/k/a Automon, LLC to Provide Software and Maintenance of the Caseload Explorer Product**  
A resolution was presented to approve a sole source contract with Catalis Courts & Land Records, LLC.

*\*\*Committee agreed to move these resolutions forward*

**OFFICE of EMERGENCY SERVICES – Corinne Cornelius:**

**FINANCIAL:**

- Budget is on track.

**OLD BUSINESS:**

- **Radio Project:**
  - Permitting concerns have been addressed and are awaiting the hearing in the Town of Nichols this month.
  - Carmichael and Popple tower – waiting to hear what is needed to make them compliant.
  - Utilities – committee met to discuss the utilities options. Waiting on information from Motorola before moving forward.
  - Patriot Towers – Motorola awarded the construction of the towers to them. Would like to start construction in March – depending on weather.
  - Shelter from Roundtop – Motorola said it would cost just as much to move the free shelter as it would to purchase a new one.
  - Consultant – meeting with a potential consultant, Frank Yoder, to assist with the project. He will look at the tower sites on March 5<sup>th</sup> and then submit a proposal.
  - Remote Work – Corinne, Bob, Will and Deb have agreements. No set schedule.

**EMERGENCY MANAGEMENT:**

- 2024 SICG grant was awarded – resolution has been submitted to accept and appropriate the grant.
- Garage Furnace – there are concerns in regards to the availability of waste oil to heat the garage. We either need to secure waste oil from another source or look for another heating method. Legislators Roberts and Flesher offered some suggestions on other sources.
- NYSEMA Conference – Bob, Will and Corinne attended this conference in February. The presentations were great and a lot of good lessons were learned.
- Threat Assessment Team – the team continues to meet regularly for trainings or to hear cases. Currently working on the plan update which is due June 1<sup>st</sup>.

**FIRE:**

- There are new requirements for fire investigation teams under NFPA 1321. We will need to begin reviewing the requirements and assess the best way to move forward. Dave Churchman has been

researching on what we need to do. It has to do with training, record keeping, case review. This went into effect retroactively as of 8/31/24. No counties are meeting this requirement as of now.

- Funerals – attended funerals for Ken Easton and a fallen Binghamton firefighter.

### **PERSONNEL:**

- Nothing to report

### **RESOLUTIONS:**

- **Authorize Acceptance of 2024 SICG Formula Grant Appropriation of Funds**  
A resolution was presented to accept and appropriate the 2024 SICG Grant.

*\*\*Committee agreed to move these resolutions forward*

### **SHERIFF – Gary Howard:**

#### **FINANCIAL:**

- Revenues are at \$19,907.17 which is 4% of the budget. Expenditures are at \$1,555,076.36 which is 21% of budget (actually 12% - increase due to blanket POs). Inmate boarders are at \$10,413 which is 7% of the budget.

#### **PERSONNEL:**

- Update on Vacancies:
  - Civil:
    - One vacant part-time Civil Deputy position.
  - Corrections:
    - 1 Sergeant position due to a retirement. Lt. Agan retired 2/28/25; Sgt. Edwards was promoted to his position.
    - 3 Corrections Officer positions.
    - 1 part-time Cook position.
    - No Corrections Officers are on light duty
    - 1 Corrections Officer is on military deployment
  - Road Patrol:
    - 2 vacant Deputy positions
    - No Deputies are on light duty
    - 1 Deputy is on worker's comp (working on getting on light duty)
  - Communications:
    - 1 vacant E911 Dispatcher position
  - Records:
    - All positions are filled.
  - Administration:
    - All positions are filled.

#### **NEW BUSINESS:**

- Inmate population is 44.
- Garage – doors have been installed. Legislator Roberts asked if it went out to bid. The Sheriff responded that it went to bid and Bakers Garage Doors was awarded the bid. Legislator Standing expressed his concern that the committee was not aware garage doors were going to be installed.

Discussion took place regarding this topic and the Sheriff stated that this was discussed with the committee on 3/5/24 and it was stated in the minutes.

- License Plate Reader – has been installed and deployed.
- Jail Cameras – working on grant to get them replaced.
- New Cameras & Door monitors for 911 installed

**RESOLUTIONS:**

- **Modify Budget and Transfer Funds**  
A resolution was presented requesting authorization to transfer funds and modify the 2025 budget.
- **Re-appoint Members to the Traffic Safety Board**  
A resolution was presented requesting authorization to re-appoint Traffic Safety Board members.

*\*\*Committee agreed to move these resolutions forward*

**Executive Session:**

Legislator Flesher made a motion, seconded by Legislator Roberts to go into executive session at 3:03 PM to discuss personnel matters. In attendance were Legislators Flesher, Roberts, Standing, Legislator Chair Sauerbrey; Brian Cain; and County Administrator Jackson Bailey.

Legislator Roberts motioned to adjourn Executive Session at 3:26 PM, seconded by Legislator Standing.

**ADJOURNED**

Meeting was adjourned at 3:26 PM.

Respectfully Submitted,

*Diane Rockwell*  
Diane Rockwell  
Secretary to the Sheriff  
3/4/25

**DRAFT**



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025\_03

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A3140 Probation</b>							
A3140 415600 Adoption Investiga	-600	0	-600	.00	.00	-600.00	.0%*
A3140 415800 Restitution Surcha	-2,000	0	-2,000	-141.23	.00	-1,858.77	7.1%*
A3140 415810 Probation - DWI Su	-10,000	0	-10,000	-1,640.00	.00	-8,360.00	16.4%*
A3140 415811 DWI-Probation Sala	-5,000	0	-5,000	.00	.00	-5,000.00	.0%*
A3140 433100 State Aid-Probatio	-105,205	0	-105,205	-26,301.34	.00	-78,903.66	25.0%*
A3140 433160 State Aid-Enhanced	-18,566	0	-18,566	-4,641.41	.00	-13,924.59	25.0%*
A3140 433170 Ignition Interlock	-3,678	0	-3,678	-787.00	.00	-2,891.00	21.4%*
A3140 433180 State Aid- STSJP	-7,000	0	-7,000	.00	.00	-7,000.00	.0%*
A3140 433182 RTA State Aid -Rais	-16,920	0	-16,920	.00	.00	-16,920.00	.0%*
A3140 510010 Full Time	870,354	0	870,354	182,128.15	.00	688,225.81	20.9%
A3140 510020 Part Time/Temporar	25,000	0	25,000	4,657.11	.00	20,342.89	18.6%
A3140 510030 Overtime Pay Only	5,000	0	5,000	538.44	.00	4,461.56	10.8%
A3140 510040 Workers Compensati	0	0	0	295.59	.00	-295.59	100.0%*
A3140 510050 All Other(On Call,	0	0	0	1,467.63	.00	-1,467.63	100.0%*
A3140 520060 CPS01 Car/Truck-	0	5,072	5,072	.00	.00	5,072.20	.0%
A3140 520070 Chairs	400	0	400	669.95	.00	130.05	83.7%
A3140 520090 CPS01 Computer-CPS	923	0	1,846	.00	.00	1,845.74	.0%
A3140 520200 Office Equipment	1,500	0	1,500	73.47	.00	1,426.53	4.9%
A3140 520215 Personal Protectiv	4,000	-400	3,600	.00	.00	3,600.00	.0%
A3140 540070 Car Maintenance	1,500	0	1,500	119.19	.00	1,380.81	7.9%
A3140 540080 Clinic Supplies	4,000	0	4,000	1,807.10	.00	2,192.90	45.2%
A3140 540140 CPS01 Contracting S	4,260	4,260	8,520	.00	.00	8,519.50	.0%
A3140 540180 Dues	1,300	0	1,300	750.00	240.00	310.00	76.2%
A3140 540220 Automobile Fuel	2,200	0	2,200	622.04	.00	1,577.96	28.3%
A3140 540220 CPS01 Automobile Fu	2,073	2,073	4,146	.00	.00	4,146.48	.0%
A3140 540220 RTA Automobile Fuel	1,000	0	1,000	.00	.00	1,000.00	.0%
A3140 540320 Leased/Service Equ	2,800	0	2,800	448.18	947.07	1,404.75	49.8%
A3140 540340 Literature	1,000	0	1,000	100.00	.00	900.00	10.0%
A3140 540360 Meals/Food	500	0	500	400.00	.00	100.00	80.0%
A3140 540390 Mileage Expense	100	0	100	.00	.00	100.00	.0%
A3140 540480 Postage	1,000	0	1,000	206.60	.00	793.40	20.7%
A3140 540487 CPS01 Program Expen	19,506	15,000	34,506	2,062.50	.00	32,443.27	6.0%
A3140 540487 FH01 Program Expens	6,621	-2,762	3,859	2,347.40	.00	1,511.49	60.8%
A3140 540590 Services Rendered	265	0	265	.00	.00	265.00	.0%
A3140 540620 Software Expense	10,560	0	10,560	.00	.00	10,560.00	.0%
A3140 540630 Stationery Supplie	6,000	0	6,000	720.87	.00	5,279.13	12.0%
A3140 540660 Telephone	2,052	0	2,052	.00	.00	2,052.00	.0%
A3140 540660 CPS01 Telephone (Se	24,947	25,082	50,029	.00	.00	50,028.91	.0%
A3140 540660 RTA Telephone-RTA	1,440	0	1,440	.00	.00	1,440.36	.0%
A3140 540731 Training/State Req	24,095	0	24,095	1,788.01	.00	22,306.99	7.4%



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025\_03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A3140 581088 State Retirement F	94,331	0	94,331	23,215.18	.00	71,115.66	24.6%
A3140 583088 Social Security Fr	69,090	0	69,090	16,166.11	.00	52,923.89	23.4%
A3140 584088 workers Compensati	17,543	0	17,543	4,919.13	.00	12,623.47	28.0%
A3140 585588 Disability Insuran	930	0	930	228.39	.00	701.85	24.6%
A3140 586088 Health Insurance F	215,415	0	215,415	64,447.76	.00	150,967.56	29.9%
A3140 588988 Eap Fringe	235	0	235	64.83	.00	170.05	27.6%
<b>TOTAL Probation</b>	<b>1,252,970</b>	<b>49,648</b>	<b>1,302,619</b>	<b>276,732.65</b>	<b>1,187.07</b>	<b>1,024,698.97</b>	<b>21.3%</b>
<b>A3142 Alternatives To Incarceration</b>							
A3142 415150 Alternatives To In	-100	0	-100	.00	.00	-100.00	.0%*
A3142 433120 State Aid-Alternat	-12,145	0	-12,145	.00	.00	-12,144.51	.0%*
A3142 510010 Full Time	15,807	0	15,807	3,354.87	.00	12,452.17	21.2%
A3142 540140 Contracting Servic	3,500	0	3,500	1,487.00	.00	2,013.00	42.5%
A3142 540140 HPCC Contracting Se	0	2,000	2,000	578.75	.00	1,421.25	28.9%
A3142 581088 State Retirement F	2,276	0	2,276	770.67	.00	1,505.49	33.9%
A3142 583088 Social Security Fr	1,092	0	1,092	288.91	.00	803.09	26.5%
A3142 584088 workers Compensati	382	0	382	95.11	.00	287.29	24.9%
A3142 585588 Disability Insuran	22	0	22	4.71	.00	17.05	21.6%
A3142 586088 Health Insurance F	3,864	0	3,864	1,036.05	.00	2,827.63	26.8%
A3142 588988 Eap Fringe	5	0	5	1.25	.00	3.87	24.4%
<b>TOTAL Alternatives To Incarceration</b>	<b>14,704</b>	<b>2,000</b>	<b>16,704</b>	<b>7,617.32</b>	<b>.00</b>	<b>9,086.33</b>	<b>45.6%</b>
<b>A3146 Sex Offender Program</b>							
A3146 540140 Contracting Servic	123,840	0	123,840	30,960.00	92,880.00	.00	100.0%
<b>TOTAL Sex Offender Program</b>	<b>123,840</b>	<b>0</b>	<b>123,840</b>	<b>30,960.00</b>	<b>92,880.00</b>	<b>.00</b>	<b>100.0%</b>
<b>TOTAL General Fund</b>	<b>1,391,514</b>	<b>51,648</b>	<b>1,443,162</b>	<b>315,309.97</b>	<b>94,067.07</b>	<b>1,033,785.30</b>	<b>28.4%</b>
<b>TOTAL REVENUES</b>	<b>-181,214</b>	<b>0</b>	<b>-181,214</b>	<b>-33,510.98</b>	<b>.00</b>	<b>-147,702.53</b>	
<b>TOTAL EXPENSES</b>	<b>1,572,728</b>	<b>51,648</b>	<b>1,624,376</b>	<b>348,820.95</b>	<b>94,067.07</b>	<b>1,181,487.83</b>	



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,391,514	51,648	1,443,162	315,309.97	94,067.07	1,033,785.30	28.4%

\*\* END OF REPORT - Generated by Cain, Brian \*\*



Public Safety Committee Meeting  
Probation Department Report  
April 8, 2025

**Budget Status:**

2025 Revenue Budget:

- \$620 of DWI Supervision fee collected in March. \$2,260 collected in 2025
- \$597.25 in restitution and surcharge collected in March. \$3,562.39 collected in 2025

**Current Business:**

1. Staffing – One open Probation Officer position remains unfilled.
2. Training – Staff attended trainings regarding Threat Assessment Management, Drug Treatment Court, Domestic Violence, and Trauma and Self Care during March. In addition to attending training, Tioga County Probation Staff provided financial management and Domestic Violence Risk Assessment training to other County Departments. All Officers are scheduled to attend an Atlas Onboarding Training on Wednesday, April 9, 2025.
3. Atlas Digital Platform – Probation brought forth a resolution which was adopted by the Legislature which allows Probation to enter into a three-year contract with The Change Company to access their Evidence Based digital programs for use with both the Adult and Juvenile populations in Tioga County. The aggregate cost of the contract is slightly more than \$12,000 and will be funded with Pretrial Release Award money as well as Floyd Hooker Foundation money. Probation intends to include a percentage of the cost of the contract in the 2025-2026 Raise the Age Plan which would reimburse Tioga County 100% for the RTA juveniles who utilize the modules.

**Update:** Probation Officers are scheduled to receive their On-boarding Training on Wednesday, April 9, 2025.

4. Probation met with IT Director Jeremy Loveland regarding various issues during the month of March. One of the ideas discussed was to replace the police radios in Probation vehicles with a cell phone for every officer.
5. Probation staff will be volunteering at the Drug Take Back event at the end of April.
6. The Probation Admin Team has worked on enhancing the quality assurance program within the Department. Prior to Investigations being sent to the Courts, they will be reviewed by a Part-time Supervisor after they are approved by the Officer's supervisor. In addition, the Probation Director will begin randomly selecting cases for a joint case review with the supervising Officer, their Supervisor and the Director.
7. Probation has been working in conjunction with the Tioga County Threat Assessment Management Team and a Tioga County School District to manage a case brought to the attention of the TAM Team. This is Probation's first involvement with a case involving multiple members of the Team.

**8. Juvenile Delinquency Services:**

March of 2025- There was one Juvenile Delinquency Appearance Ticket (JDAT) received for the month of March. The JDAT alleged the respondent committed acts which if committed by an adult would constitute the crime of Obstructing Governmental Administration, a Class A Misdemeanor.

YTD: 7 JDATs received to date.

- E- Connect: To date, seven (7) youth have been screened in 2025. As a result of the E-Connect screenings, four (4) youth were found to be below threshold and not in need of an immediate mental health referral. Three (3) youth were found to be a level II and were referred for a mental health evaluation. Zero (0) youth were found to be a level III and agreed to schedule an appointment at TCDMH. Zero (0) youth were also determined to be a level I which required immediate mental health intervention.
- There are currently three youth participating in juvenile sex offender treatment.

#### **ATI Programs:**

- Electronic Monitoring – There are currently seven (7) individuals being monitored via the VCheck24 phone app, GPS electronic monitoring system, and AlcoTag systems.
- Community Service – WWP is scheduled to resume this month. Participants will complete projects as scheduled by the TCSO.
- Pre-Trial Release – There are 32 people being supervised via the Pre-Trial Release program

**Court Ordered Investigations:** 48 active investigations for Tioga County courts (Criminal, Family and Surrogate)

**Supervision:** 175 cases ordered by Tioga County courts & Family Court (includes JD Diversion cases)

**Violation of Probation petitions:** 9 defendants/respondents have violation petitions pending against them in criminal & family court.

#### **Personnel:**

One Vacant Probation Officer I position  
One unfunded Probation Officer position

**Resolutions:** One (1)

- Resolution to Authorize Salary Above CSEA Base for Probation Officers

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE SALARY ABOVE CSEA BASE FOR  
PROBATION OFFICERS

WHEREAS: Legislative approval is required to hire above the established CSEA salary base; and

WHEREAS: The Probation Director has identified that at the time of hire for Probation Officers Sydney Blinn and Joseph Lanzillotto both had over four years of prior relevant work experience and should have been hired at the maximum as Probation Officer 1 at that time; therefore be it

RESOLVED: That Sydney Blinn and Joseph Lanzillotto are hereby granted an increase of \$1,000 each to their current salary effective April 19, 2025, the beginning of the pay period; and be it further

RESOLVED: That Sydney Blinn and Joseph Lanzillotto will be eligible for an increment upon completion of their tenth year of service.