

TIOGA COUNTY, NEW YORK

# Office of the County Attorney

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

Peter J. DeWind County Attorney ☎ 607 687 8253 📠 607 223 7003 🌐 [www.TiogaCountyNY.com](http://www.TiogaCountyNY.com)



## FINANCE, LEGAL & SAFETY COMMITTEE

March 10, 2026

10:30 A.M.

- APPROVAL OF MINUTES: February 10, 2026
- FINANCIAL
  - Safety
  - Law
- OLD BUSINESS
  - Litigation and Claims
  - Ethics Board Appointments
  - CDL Drug Testing MOU
- NEW BUSINESS
  - ADA Surveys
  - Security Upgrades for Public Defenders Office
- PERSONNEL
  - 3<sup>rd</sup> Assistant County Attorney Vacancy
- RESOLUTIONS
  - APPOINT MEMBER TO BOARD OF ETHICS
  - AUTHORIZE RECLASSIFICATION OF FUNDS IN THE 2026 BUDGET HURRELL HARRING GRANT A1174 AND THE ILS GRANT A1173
  - APPOINT PART-TIME ASSISTANT PUBLIC DEFENDER PUBLIC DEFENDER'S OFFICE
  - AMEND RESOLUTION NO. 193-18, AS AMENDED BY RESOLUTION NO. 45-23; AS AMENDED BY RESOLUTION NO. 255-23 AS AMENDED BY RESOLUTION NO. 296-23 AS AMENDED BY RESOLUTION NO. 366-23 AS AMENDED BY RESOLUTION NO. 148-24 ADOPTION OF TIOGA COUNTY TITLE VI PLAN, ENVIRONMENTAL JUSTICE PLAN, LIMITED ENGLISH PROFICIENCY PLAN, DATA COLLECTION PLAN, ADA TRANSITION PLAN AND EMPLOYEE TRAINING PLAN
- LATE FILE RESOLUTIONS
  - AUTHORIZE EXECUTION OF COOPERATIVE AGREEMENTS BETWEEN THE LAW DEPARTMENT, ITCS, SHERIFF, DSS, PUBLIC HEALTH, AND MENTAL HYGIENE

- PROCLAMATIONS
  - N/A
- EXECUTIVE SESSION
- ADJOURNMENT

**DRAFT**

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FINANCE, LEGAL AND SAFETY COMMITTEE  
February 10, 2026  
10:30 A.M.

**ATTENDANCE:**

Legislators: Chair Monell, Ciotoli, Standinger, Flesher, Bunce, Aronstam, Rose, Cantella

Staff: Legislative Clerk Haskell, County Attorney DeWind, Treasurer Roberts, Deputy Treasurer Chandler, Chief Accountant Schurter, Safety Officer Holbrook, Personnel Officer Parke, Public Defender Arcesi

Guest(s): N/A

**APPROVAL OF THE MINUTES:** Legislator Bunce asked for a motion to approve January 13, 2026, minutes. Legislator Ciotoli made the motion seconded by Legislator Flesher and was unanimously carried.

**FINANCIAL:** Legal and Safety's budgets are tracking well. However, the "Legal Fees" budget line continues to need monitoring.

**OLD BUSINESS:**

- **Litigation and Claims:** There are no new claims to report, and one litigation matter has moved to settlement.
- **Ethic Board Appointments:** There are three board members seats that expire at the end of March. There is one seat that cannot be reappointed and two seats that are eligible for re-appointment.

**NEW BUSINESS:**

- **Financial Disclosures for Schedule A Employees and Annual Policy Review and Attestations:** Financial disclosures are due May 15 and policy review attestations are due March 31.
- **Panic Buttons-HHS Building:** Ms. Holbrook has been working with Securitas Security to ensure the safety of employees and is working with ITCS to verify panic buttons route to Security. Mapping of phones that have a "soft button" is in process and supervisors are training employees on how to use panic buttons and what to do if the button is accidentally pushed. Persons of interest are being added to the Verkada camera system as needed and the CAD system has been updated so that the extension number of the phone

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shows the correct location. Previously all phones displayed an address of 56 Main Street.

- CDL Drug Testing-New Superintendents: New superintendents in the consortium are being educated on how the program works and what their responsibilities are. Ms. Holbrook is creating an educational packet that she will be distributing to consortium supervisors.
- Security: Ms. Holbrook is working on finalizing post orders and tightening procedures for security at 56 Main Street.
- Contracts: Departments are now being notified three months in advance of when their contracts expire.

### PERSONNEL:

- 3<sup>rd</sup> Assistant County Attorney Vacancy: There continues to be no interest in this position

RESOLUTIONS: APPROVAL TO SUBMIT TITLE VI PLAN FOR RECERTIFICATION and RECLASSIFY ONE (1) FULL-TIME ASSISTANT PUBLIC DEFENDER POSITION TO TWO (2) PART-TIME POSITIONS PUBLIC DEFENDER'S OFFICE were moved into full Legislative session without further questions.

PROCLAMATIONS: N/A

EXECUTIVE SESSION:

ADJOURNMENT: Legislator Bunce adjourned the Finance, Legal and Safety Committee meeting at 11: 10 A.M.

Respectfully submitted,

*Christine Freyvogel*

Paralegal to the County Attorney



# TIOGA COUNTY, NEW YORK

## Tioga County 2026 SAFETY BUDGET REPORT

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>CI Liability Insurance Fund</b>							
<b>CI8042 504 Coordinator/Safety</b>							
CI8042 424010 Interest And Earn	0	0	0	-989.61	.00	989.61	100.0%
CI8042 510010 Fulltime	63,188	0	63,188	8,886.76	.00	54,301.24	14.1%
CI8042 540070 Car Maintenance	1,000	0	1,000	.00	.00	1,000.00	.0%
CI8042 540140 Contracting Servi	164,500	0	164,500	20,132.88	143,006.12	1,361.00	99.2%
CI8042 540140 M7674 Contracting	0	14,763	14,763	3,004.80	11,758.48	.00	100.0%
CI8042 540220 Automobile Fuel	200	0	200	.00	.00	200.00	.0%
CI8042 540340 Literature	50	0	50	.00	.00	50.00	.0%
CI8042 540410 Nursing Supplies	2,000	0	2,000	367.00	.00	1,633.00	18.4%
CI8042 540420 Office Supplies	400	0	400	-9.00	.00	409.00	-2.3%
CI8042 540480 Postage	75	0	75	.00	.00	75.00	.0%
CI8042 540640 Supplies (Not Off	600	0	600	87.02	.00	512.98	14.5%
CI8042 540733 Training/All Othe	2,500	0	2,500	.00	.00	2,500.00	.0%
CI8042 581088 State Retirement	9,040	0	9,040	1,729.08	.00	7,310.92	19.1%
CI8042 583088 Social Security F	4,854	0	4,854	677.46	.00	4,176.54	14.0%
CI8042 584088 Workers Compensat	1,145	0	1,145	189.56	.00	955.44	16.6%
CI8042 585588 Disability Insura	55	0	55	8.88	.00	46.12	16.1%
CI8042 586088 Health Insurance	18,101	0	18,101	4,729.04	.00	13,371.96	26.1%
CI8042 588988 Eap Fringe	15	0	15	2.36	.00	12.64	15.7%
<b>TOTAL 504 Coordinator/Safety</b>	<b>267,723</b>	<b>14,763</b>	<b>282,486</b>	<b>38,816.23</b>	<b>154,764.60</b>	<b>88,905.45</b>	<b>68.5%</b>
<b>TOTAL Liability Insurance Fund</b>	<b>267,723</b>	<b>14,763</b>	<b>282,486</b>	<b>38,816.23</b>	<b>154,764.60</b>	<b>88,905.45</b>	<b>68.5%</b>
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-989.61</b>	<b>.00</b>	<b>989.61</b>	
<b>TOTAL EXPENSES</b>	<b>267,723</b>	<b>14,763</b>	<b>282,486</b>	<b>39,805.84</b>	<b>154,764.60</b>	<b>87,915.84</b>	
<b>GRAND TOTAL</b>	<b>267,723</b>	<b>14,763</b>	<b>282,486</b>	<b>38,816.23</b>	<b>154,764.60</b>	<b>88,905.45</b>	<b>68.5%</b>

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



# TIOGA COUNTY, NEW YORK

## Tioga County 2026 LEGAL BUDGET REPORT

FOR 2026 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A General Fund</b>							
<b>A1420 Law</b>							
A1420 412706 Shared Services-At	-50,079	0	-50,079	.00	.00	-50,079.00	.0%
A1420 510010 Full Time	190,013	0	190,013	26,936.90	.00	163,076.10	14.2%
A1420 510020 Part Time/Temporar	43,098	0	43,098	6,109.72	.00	36,988.28	14.2%
A1420 520200 Office Equipment	450	0	450	.00	314.41	135.59	69.9%
A1420 540000 Contract Expense	500	0	500	1.25	438.77	59.98	88.0%
A1420 540010 Advertising	250	0	250	.00	.00	250.00	.0%
A1420 540040 Books	1,500	0	1,500	.00	.00	1,500.00	.0%
A1420 540180 Dues	2,400	0	2,400	658.00	.00	1,742.00	27.4%
A1420 540330 Legal Fees	65,000	0	65,000	30,093.75	13,556.25	21,350.00	67.2%
A1420 540331 Legal Fees-Adolesc	1,500	0	1,500	.00	.00	1,500.00	.0%
A1420 540390 Mileage Expense	500	0	500	242.15	.00	257.85	48.4%
A1420 540420 Office Supplies	510	0	510	41.09	.00	468.91	8.1%
A1420 540480 Postage	150	0	150	.00	.00	150.00	.0%
A1420 540485 Printing/Paper	400	0	400	.00	.00	400.00	.0%
A1420 540731 Training/State Req	1,500	0	1,500	150.00	.00	1,350.00	10.0%
A1420 581088 State Retirement F	33,351	0	33,351	3,295.72	.00	30,055.28	9.9%
A1420 583088 Social Security Fr	17,908	0	17,908	2,513.36	.00	15,394.64	14.0%
A1420 584088 Workers Compensati	4,223	0	4,223	568.68	.00	3,654.32	13.5%
A1420 585588 Disability Insuran	202	0	202	17.76	.00	184.24	8.8%
A1420 586088 Health Insurance F	66,779	0	66,779	13,944.68	.00	52,834.32	20.9%
A1420 588988 Eap Fringe	54	0	54	7.08	.00	46.92	13.1%
<b>TOTAL Law</b>	<b>380,209</b>	<b>0</b>	<b>380,209</b>	<b>84,580.14</b>	<b>14,309.43</b>	<b>281,319.43</b>	<b>26.0%</b>
<b>TOTAL General Fund</b>	<b>380,209</b>	<b>0</b>	<b>380,209</b>	<b>84,580.14</b>	<b>14,309.43</b>	<b>281,319.43</b>	<b>26.0%</b>
<b>TOTAL REVENUES</b>	<b>-50,079</b>	<b>0</b>	<b>-50,079</b>	<b>.00</b>	<b>.00</b>	<b>-50,079.00</b>	
<b>TOTAL EXPENSES</b>	<b>430,288</b>	<b>0</b>	<b>430,288</b>	<b>84,580.14</b>	<b>14,309.43</b>	<b>331,398.43</b>	
<b>GRAND TOTAL</b>	<b>380,209</b>	<b>0</b>	<b>380,209</b>	<b>84,580.14</b>	<b>14,309.43</b>	<b>281,319.43</b>	<b>26.0%</b>

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

REFERRED TO:

LEGISLATIVE WORKSESSION  
LEGAL/FINANCE COMMITTEE

RESOLUTION NO. -26

APPOINT MEMBER TO BOARD OF ETHICS

WHEREAS: Tioga County Ethics Policy, Section II, Subsection VI (B) – Ethics Board Membership states members who have served two full three-year terms may not be reappointed for at least one year after the expiration of their last term; and

WHEREAS: The term of John Hitchings, on the Board of Ethics, will expire on March 31, 2026; and

WHEREAS: Joan Case has expressed an interest and willingness to serve on the Board of Ethics; therefore be it

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

REFERRED TO:

FINANCE/LEGAL COMMITTEE

RESOLUTION NO. - 26

AUTHORIZE RECLASSIFICATION OF FUNDS IN THE  
2026 BUDGET HURRELL HARRING GRANT A1174  
AND THE ILS GRANT A1173

WHEREAS: The Assigned Counsel Office completed its renovation and opening of the Assigned Counsel Resource Center; and

WHEREAS: Funds need to be reclassified in the Hurrell Haring A1174 and ILS A1173 2026 Grant budgets to bring them into balance with the NYS Budgets; therefore be it

RESOLVED: That the funds be reclassified and the 2026 Budgets amended as follows:

From: A 1174 520250 AC Renovation           \$ 44,283.19

To:    A 1174 540620 AC Software           \$ 19,540.00  
      A 1174 540550 AC Rent               \$ 24,743.19

From: A1173 520200 AC Office Equipment   \$ 3,061.00

To:    A1173 540280 AC Investigations       \$ 1,680.00  
      A1173 540420 AC Office Supplies       \$ 1,381.00

REFERRED TO: FINANCE/LEGAL COMMITTEE

RESOLUTION NO. - 26 AUTHORIZE RECLASSIFICATION OF FUNDS IN THE  
2026 BUDGET HURRELL HARRING GRANT A1174  
AND THE ILS GRANT A1173

WHEREAS: The Assigned Counsel Office completed its renovation and opening of the Assigned Counsel Resource Center; and

WHEREAS: Funds need to be reclassified in the Hurrell Haring A1174 and ILS A1173 2026 Grant budgets to bring them into balance with the NYS Budgets; therefore be it

RESOLVED: That the funds be reclassified and the 2026 Budgets amended as follows:

From: A 1174 520250 AC Renovation	\$ 44,283.19
To: A 1174 540620 AC Software	\$ 19,540.00
A 1174 540550 AC Rent	\$ 24,743.19
From: A1173 520200 AC Office Equipment	\$ 3,061.00
To: A1173 540280 AC Investigations	\$ 1,680.00
A1173 540420 AC Office Supplies	\$ 1,381.00

REFERRED TO:

PERSONNEL COMMITTEE  
LEGISLATIVE WORKSESSION  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -26

AMEND RESOLUTION NO. 193-18, AS AMENDED BY  
RESOLUTION NO. 45-23; AS AMENDED BY  
RESOLUTION NO. 255-23 AS AMENDED BY  
RESOLUTION NO. 296-23 AS AMENDED BY  
RESOLUTION NO. 366-23 AS AMENDED BY  
RESOLUTION NO. 148-24  
ADOPTION OF TIOGA COUNTY TITLE VI PLAN,  
ENVIRONMENTAL JUSTICE PLAN, LIMITED ENGLISH  
PROFICIENCY PLAN, DATA COLLECTION PLAN,  
ADA TRANSITION PLAN AND EMPLOYEE TRAINING  
PLAN

WHEREAS: The Tioga County Legislature adopted the Tioga County Title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan, and Employee Training Plan by way of Resolution No. 193-18 on August 17, 2018, and amended the Plan by way of Resolution No. 45-23 on January 10, 2023, and Resolution No. 255-23 on June 13, 2023, and Resolution No. 296-23 on July 11, 2023 and Resolution No. 366-23 on September 12, 2023, and Resolution No. 148-24 on April 09, 2024; and

WHEREAS: Tioga County's Title VI Plan requires an annual review of Title VI for necessary updated data, documentation, including demographic data mapping of ethnicity by area; and

WHEREAS: The Title VI Plan, Title VI Data Collection and Analysis Policy, the Tioga County Public Participation Plan, the Limited English Proficiency (LEP) Plan, and Attachment 7 Americans with Disabilities (ADA) Transition Plan warrants revisions and updated information; therefore be it

RESOLVED: That this resolution shall amend Resolution No. 193-18, as amended by Resolution No. 45-23, as amended by Resolution No. 255-23, as amended by Resolution No. 296-23, as amended by Resolution No. 366-23, as amended by Resolution No. 148-24 only for the following revisions to the Tioga County Title VI Plan:

- Title VI Plan-Reporting: "Transportation" the Deputy Commissioner of the Department of Social Services replaced with the Director of Administrative Services Department of Social Services.
- Title VI Data Collection and Analysis Policy: "Department" changed to "Tioga County", information on the Statistical Data and Analysis chart

corrected, Appendix A definitions updated, and additional local resources added to Appendix B.

- Attachment 3-Authorizing Resolutions: Resolution No. 366-23 and Resolution No. 148-24 added.
- Tioga County Public Participation Plan: Public Outreach Activities limited English proficiency (LEP) numbers adjusted to the American Community Survey (ACS) Data 2020-2024 for Tioga County.
- Limited English Proficiency (LEP) Plan: "Meaningful Access Four-Factor Analysis" data adjusted to the American Community Survey (ACS) Data 2020-2024 for Tioga County.
- Attachment 7 Americans with Disabilities (ADA) Transition Plan: ADA Coordinator Doreen Holbrook and her contact information added to "ADA Coordinator(s)".

And be it further

RESOLVED: That the remainder of the Tioga County Title VI Plan remains unchanged.

REFERRED TO: LEGAL/FINANCE COMMITTEE  
LEGISLATIVE WORKSESSION

RESOLUTION NO. -26 AUTHORIZE EXECUTION OF  
COOPERATIVE AGREEMENTS BETWEEN THE  
LAW DEPARTMENT, ITCS, SHERIFF, DSS,  
PUBLIC HEALTH, AND MENTAL HYGIENE

WHEREAS: Tioga County has implemented a Direct Charge Pilot Program that will maximize State reimbursement for legal and IT expenses while eliminating the administrative burden of charging all departments for those expenses; and

WHEREAS: The Law Department and ITCS will directly charge the Department of Social Services, Public Health and Mental Hygiene for its services and support pursuant to Cooperative Agreements; and

WHEREAS: The Sheriff's Department will directly charge the Department of Social Services for security services, escort, protection and transport services; and

WHEREAS: It may be necessary for the County Administrator to make budget adjustments to reflect the budgeted amounts and year end actuals in the cooperative agreements between ITCS and DSS, Public Health and Mental Hygiene and to reflect the budgeted amount in the cooperative agreement between the Sheriff and DSS; therefore be it

RESOLVED: That the Legislature authorizes and directs the Chair to execute Cooperative Agreements between the Law Department and DSS, Public Health and Mental Hygiene; and be it further

RESOLVED: That the Legislature authorizes and directs the Chair to execute Cooperative Agreements between the ITCS Department and DSS, Public Health and Mental Hygiene; and be it further

RESOLVED: That the Legislature authorizes and directs the Chair to execute a Cooperative Agreement between the Sheriff's Department and DSS; and be it further

RESOLVED: That the Cooperative Agreements between DSS and the Law Department, ITCS and Sheriff shall be submitted to the New York State Office of Temporary and Disability Assistance and the Office of Children and Family Services for approval; and be it further

RESOLVED: That the County Administrator is authorized to make budget adjustments to reflect the budgeted amounts and year end actuals in the cooperative agreements between ITCS and DSS, Public Health and Mental Hygiene and to reflect the budgeted amount in the cooperative agreement between the Sheriff and DSS.