



## Information Technology – Legislative Committee Meeting

**02.03.26**

- APPROVAL OF MINUTES
  - 1.06.26 IT Legislative Committee Meeting
- FINANCIAL
  - Review of Budget Status and Financial News
- OLD BUSINESS
  - O365 Shared Services Licenses Update
  - Windows 11 Update
- NEW BUSINESS
  - Server Room HVAC
  - Catalog of Services Share Service Agreements
  - Office Specialist II
  - End of Life Copiers
- PERSONNEL
  - Deputy Director
  - Network Administrator
- RESOLUTIONS
  - B02 - TRANSFER RESERVE FUNDS TO PURCHASE COPIER AT PUBLIC WORKS HIGHWAY GARAGE
  - B34 - TRANSFER RESERVE FUNDS TO PURCHASE COPIER FOR MENTAL HYGIENE
  - B36 - Authorize Connection of Town of Owego Fire District to Tioga County Spillman FLEX CAD System
- PROCLAMATION
- Request for Executive Session to talk Cyber Security

- **Review of 2026 Budget and Financial News**  
A1680 2026 – Year-to-Date Budget Report



TIOGA COUNTY, NEW YORK

**Tioga County**  
**YEAR-TO-DATE BUDGET REPORT**

FOR 2026 12							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
A General Fund	APPROP	ADJUSTMTS	BUDGET			BUDGET	USE/ COL
<u>A1680 Information Technology</u>							
A1680 412702 Shared Services- I	-210,072	0	-210,072	.00	.00	-210,072.00	.0%
A1680 412707 Shared Services- E	-90,000	0	-90,000	.00	.00	-90,000.00	.0%
A1680 424100 Rental Of County O	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
A1680 510010 Full Time	680,676	0	680,676	30,442.32	.00	650,233.68	4.5%
A1680 540070 Car Maintenance	500	0	500	.00	.00	500.00	.0%
A1680 540140 Contracting Serv	52,000	0	52,000	.00	.00	52,000.00	.0%
A1680 540140 M7674 Contracting S	0	26,928	26,928	.00	.00	26,928.00	.0%
A1680 540180 Dues	50	0	50	.00	.00	50.00	.0%
A1680 540220 Automobile Fuel	800	0	800	.00	.00	800.00	.0%
A1680 540320 Leased/Service Equ	5,500	0	5,500	.00	.00	5,500.00	.0%
A1680 540350 Office Equip Maint	19,553	0	19,553	.00	.00	19,553.08	.0%
A1680 540420 Office Supplies	1,500	0	1,500	.00	.00	1,500.00	.0%
A1680 540485 Printing/Paper	1,000	0	1,000	.00	.00	1,000.00	.0%
A1680 540620 Software Expense	322,522	0	322,522	47,200.00	.00	275,321.63	14.6%
A1680 540640 Supplies (Not Offi	4,500	0	4,500	.00	.00	4,500.00	.0%
A1680 540640 SSG21 supplies (Not	2,500	0	2,500	.00	.00	2,500.00	.0%
A1680 540660 Telephone	72,500	0	72,500	4,410.53	-3,262.06	71,351.53	1.6%
A1680 540661 Telephone Maintena	3,296	0	3,296	.00	.00	3,296.00	.0%
A1680 540733 Training/All Other	5,000	0	5,000	.00	.00	5,000.00	.0%
A1680 581088 State Retirement F	97,384	0	97,384	4,160.26	.00	93,223.74	4.3%
A1680 583088 Social Security Fr	52,292	0	52,292	2,586.98	.00	49,705.02	4.9%
A1680 584088 Workers Compensati	12,332	0	12,332	663.46	.00	11,668.54	5.4%
A1680 585588 Disability Insuran	590	0	590	31.08	.00	558.92	5.3%
A1680 586088 Health Insurance F	194,993	0	194,993	11,542.22	.00	183,450.78	5.9%
A1680 588988 Eap Fringe	158	0	158	8.26	.00	149.74	5.2%
TOTAL Information Technology	1,224,574	26,928	1,251,502	101,045.11	-3,262.06	1,153,718.66	7.8%
TOTAL General Fund	1,224,574	26,928	1,251,502	101,045.11	-3,262.06	1,153,718.66	7.8%
TOTAL REVENUES	-305,072	0	-305,072	.00	.00	-305,072.00	
TOTAL EXPENSES	1,529,646	26,928	1,556,574	101,045.11	-3,262.06	1,458,790.66	

- H1680 2026 – Year-to-Date Capital Budget Report



TIOGA COUNTY, NEW YORK

**Tioga County**  
**YEAR-TO-DATE BUDGET REPORT**

FOR 2026 12							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
H Capital Fund	APPROP	ADJUSTMTS	BUDGET			BUDGET	USE/COL
<b>H1680 Information Technology</b>							
H1680 520270 Telephone Equipmen	6,750	0	6,750	.00	.00	6,750.00	.0%
H1680 520620 Software Expense	1,500	0	1,500	.00	.00	1,500.00	.0%
H1680 520620 M7674 Software Expe	0	15,656	15,656	.00	.00	15,656.00	.0%
H1680 521090 Computer	120,400	0	120,400	.00	.00	120,400.00	.0%
TOTAL Information Technology	128,650	15,656	144,306	.00	.00	144,306.00	.0%
TOTAL Capital Fund	128,650	15,656	144,306	.00	.00	144,306.00	.0%
TOTAL EXPENSES	128,650	15,656	144,306	.00	.00	144,306.00	

## **Information Technology – Legislative Committee Meeting**

**1.06.26**

Attendance Legislators: Ray Bunce, Ron Ciotoli, Tracy Monell, William Standing, Andrew Aronstam, Jo Ellen Rose, and David Cantella

Staff: Jackson Bailey (County Administrator), Brandon Clark (Chief Information Officer)

- APPROVAL OF MINUTES
  - 12.02.25 IT Legislative Committee Meeting
    - Approval of 12.02.25, Information Technology Committee Minutes: Legislator Ray Bunce made the motion, seconded by Legislator Ron Ciotoli to approve the 12.02.25, Information Technology Committee Minutes as written. Motion carried.
- FINANCIAL
  - Review of Budget Status and Financial News
- OLD BUSINESS
  - O365 Shared Services Licenses Update
    - ITCS provided an update on the ongoing project related to shared services. Office 365 has been secured for Village of Waverly, Town of Barton, Soil and Water, and Town of Nichols.
    - Town of Barton and Town of Nichols have been converted to O365.
    - Town of Barton was migrated to .GOV during O365 Migration.
  - Windows 11 Update
    - Tioga County Public safety and Village of Owego have completely migrated to Windows 11 with new hardware.
    - A Few Conference systems will be replaced in Quarter 1.
    - DSS is the final department to be migrated to Windows 11.
  - 2025 Annual Cybersecurity training Update
    - 85% of all IT users have completed their training for 2025.
  - Town of Spencer Shared Services
    - Chief Information Officer Brandon Clark was invited to speak at the December board meeting for the Town of Spencer to discuss shared services.
  - Cohero Case Management System Update
    - Contract has been approved by CIO Brandon Clark.

- Verizon Sheriff
  - ITCS has done some initial inspection to verify the Verizon lines at the Sheriff's office to DPW but was unable to determine what each line was.
  - ITCS will need to work with Verizon before disconnection to make sure all services are not needed.
- NEW BUSINESS
  - Coroners Tech
    - ITCS has purchased Toughbook laptops and cameras to standardize the technology used by the coroners. The systems provided will be configured for use in conjunction with the case management system.
  - DA Sound System
    - The Tioga County District Attorney requested assistance from ITCS in implementing an audio solution to ensure the court can hear high-quality audio that required enhancement. CIO Brandon Clark recommended a wireless headphone system that connects to the court system's sound card. The solution is scheduled to be implemented prior to the trial in January.
  - HHS Server Room Cleanup
    - ITCS has started the project to clean up and organize the server room at HHS. This project is set to be completed in 2026.
  - Network Administrator
    - ITCS department has interviewed a candidate for consideration. Approval to move forward to offer was motioned by Legislator Ron Ciotoli.
- PERSONNEL
  - Deputy Director
  - Office Specialist II
  - Network Administrator
- RESOLUTIONS
  - A-62 Auth Agreement for Dental Software PH
    - Brandon Clark has reviewed the contract and is awaiting a meeting with Henry Shein to go over all the Contract and Cyber Security Concerns.

REFERRED TO: PUBLIC WORKS COMMITTEE  
FINANCE/LEGAL COMMITTEE  
ITCS COMMITTEE

RESOLUTION NO. -26 TRANSFER RESERVE FUNDS TO PURCHASE  
COPIER AT PUBLIC WORKS HIGHWAY  
GARAGE (477 NY-RT 96)

WHEREAS: The Department of Public Works has determined there is a need for a new copier in the administrative office at 477 NY-RT 96 in Owego due to the existing copier nearing the end of service life; and

WHEREAS: ITCS can procure a Xerox™ C8245H2 model copier from Xerox™ directly at the New York State (NYS) contract purchase price of \$5,218.00; and

WHEREAS: Purchases through a valid NYS contract are exempt from the requirement to obtain three competitive quotes in accordance with applicable procurement regulations; and

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

RESOLVED: That the Tioga County Legislature authorizes the Department of Public Works to proceed with direct procurement and implementation of a new copier, that the following funds be transferred, and that the 2026 budget be modified as follows:

FROM:	H387805	Capital Hardware Reserve	\$5,218.00
TO:	H5130.521130	Equipment (Not Car)	\$5,218.00

REFERRED TO: ITCS COMMITTEE  
FINANCE COMMITTEE  
HEALTH AND HUMAN SERVICES COMMITTEE

RESOLUTION NO. -26 TRANSFER RESERVE FUNDS TO  
PURCHASE COPIER FOR MENTAL HYGIENE

WHEREAS: The Tioga County Mental Hygiene Clinic has determined there is a need for a new copier in their offices at 1062 State Route 38, Owego, NY 13827 due to current unit reaching end of life and Xerox no longer having parts available to service; and

WHEREAS: The ITCS Department conducted a review of three different vendors and determined that Xerox offered the best overall value and compatibility with the County's existing security toolsets, making it the most advantageous choice for continued operational integrity; and

WHEREAS: Xerox has provided a contract for the purchase of one Xerox B8245H2 copier with Office Finisher and Fax line, at a total cost of \$ \$6,399.00 to purchase the units outright, along with a 60-month maintenance contract that includes a minimum monthly maintenance payment of \$15.00 and per-copy costs of \$0.0051; and

WHEREAS: By purchasing this unit outright, the County will save \$2,823, compared to leasing; and

WHEREAS: This purchase is being made under a State or Local Government Negotiated Contract (Contract No. 072855000); and

WHEREAS: Amending the budget, appropriating Capital funds, and utilizing Capital Reserve funds require Legislative approval; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Tioga County Mental Hygiene Clinic to proceed with direct procurement and implementation of the new copiers and that the following funds be transferred and the 2026 budget be modified as follows:

FROM:	H 387805	Capital Hardware Reserve	\$ 6,399.00
TO:	H4309 521130	Equipment (Not Car)	\$ 6,399.00

And be it further

RESOLVED: That any reimbursement received on the copier purchase will be transferred back into the Capital Hardware Reserve at the end of 2026.