

APPROVED

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



FINANCE, LEGAL & SAFETY COMMITTEE

July 15, 2025

10:30 A.M.

ATTENDANCE:

Legislators: Chair Sauerbrey, Roberts, Standinger, Brown, Bunce, Aronstam, Ciotoli

Staff: Legislative Clerk Haskell, County Attorney DeWind, Treasurer McFadden, Safety Officer Holbrook, Personnel Officer Parke, Chief Accountant Schurter, County Administrator Bailey, Public Defender Cline,

Guests: N/A

- **APPROVAL OF MINUTES:**

- Chair Sauerbrey asked for a motion to approve June 10, 2025, minutes. Legislator Brown made the motion seconded by Legislator Ciotoli and was unanimously carried.

- **FINANCIAL:**

- Legal and Safety: Legal and Safety's budgets are tracking well. However, Mr. DeWind continues to monitor outside counsel and travel expenses related to litigation. These expenses could require an influx of funds by the end of the year.

- **OLD BUSINESS:**

- Litigation and Claims: Mr. DeWind has been in contact with District Attorney Martin to discuss an upcoming litigation that is scheduled for trial in October. This litigation could require an extended out-of-town stay for Mr. DeWind.
- Ethics Board Meeting: The annual meeting was held on June 26, 2025, with Chair Davis and Vice-Chair Ceccherelli re-elected to their prospective positions. There are potentially four open board member spots in 2026. However, two of the current board members have stated they are interested in continuing for another term.

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- NYMIR Walkthrough: The walk-through is scheduled for July 23, 2025. Nymir has stated they would like to meet with certain department heads.
- NEW BUSINESS:
 - Budget: Legal's budget lines for translation services and training will need to be increased for 2026, possibly as a county expense. Neither Legal or Safety have a capital request or vehicle acquisitions. Safety does not see any increases to their budget for 2026. If funds were needed Ms. Holbrook would utilize available grants for any identified needs.
 - Water Testing: Testing was completed at Public Works and found that the water is safe for drinking.
 - Active Shooter Training: Four sessions were completed with an additional session scheduled for August.
 - Workplace Violence Facility Assessments: These assessments, for facility site security, were completed with Union Representative Lisa Baker and were signed off by the Union.
 - Safety is looking at the notification process for incidents and the mapping of 911 phone calls for all county phones. Ms. Holbrook is currently working at the Health and Human Services Building on the phone mapping of phone extensions.
 - Strategic Plan: The County Attorney's Office does not have a strategic plan.
- PERSONNEL:
 - 3rd Assistant County Attorney: There is still no interest in this position. Southern Tier counties and the court system are struggling to fill attorney positions also.
 - Vacation Sellback: One employee is wishing to sell back a week of vacation.
 - Mr. DeWind will be on vacation July 20 to July 27, 2025.
- RESOLUTIONS: APPROVAL OF CASE MANAGER POSITION (PUBLIC DEFENDER'S OFFICE); APPROVAL OF CASE MANAGER POSITION (ASSIGNED COUNSEL OFFICE); CREATE (1) FULL-TIME ASSISTANT PUBLIC DEFENDER PUBLIC DEFENDER'S OFFICE; AUTHORIZE RECLASSIFICATION OF DATA OFFICER TO

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PARALEGAL PUBLIC DEFENDER'S OFFICE were moved into full Legislative Session without further questions.

- PROCLAMATIONS
 - N/A
- EXECUTIVE SESSION
 - Chair Sauerbrey asked for a motion to enter into Executive Session to discuss a personnel matter. Legislator Ciotoli made the motion and was seconded by Legislator Bunce at 11:27 A.M. At 11:48 A.M. Legislator Bunce made a motion to exit Executive Session.
- ADJOURNMENT:
 - Chair Sauerbrey adjourned the Legal & Safety Committee at 11: 50 A.M.

Respectfully submitted,

Christine Freyvogel

Paralegal to the County Attorney