



FINANCE, LEGAL & SAFETY COMMITTEE

April 15, 2025

10:30 A.M.

- APPROVAL OF MINUTES: March 11, 2025

- FINANCIAL
 - Safety
 - Law

- OLD BUSINESS
 - Litigation
 - Annual Policy Review/Attestation and Statement of Financial Disclosure for Schedule A Employees

- NEW BUSINESS
 - Active Asset List
 - Audiograms for Public Works
 - Fork Lift Training for Public Works
 - Safety Systems Testing

- PERSONNEL
 - 3rd Assistant County Attorney vacancy
 - Assistant Public Defender vacancy

- RESOLUTIONS
 - AMEND RESOLUTION NO. 277-06; AS AMENDED BY RESOLUTION NO. 38-23; APPOINT ADA COORDINATOR
 - EXECUTE LEASE AND EASEMENT AGREEMENT OF PROPERTY LOCATED AT PROSPECT HILL ROAD, WAVERLY, NEW YORK TO MAINTAIN AN ACCESS ROAD FOR THE RADIO TOWER PROJECT
 - EXECUTE LEASE AND EASEMENT AGREEMENT OF PROPERTY LOCATED AT TINKHAM ROAD, WAVERLY, NEW YORK TO MAINTAIN AN ACCESS ROAD FOR THE RADIO TOWER PROJECT
 - TRANSFER OF RESERVE FUNDS 2025 BUDGET MODIFICATION DISTRICT ATTORNEY

- AUTHORIZE RECLASSIFICATION AND ESTABLISH SALARY FOR PART-TIME GRANTS AND PROGRAMS ADMINISTRATIVE ASSISTANT (TREASURER'S OFFICE)
- AUTHORIZE RECLASSIFICATION AND ESTABLISH SALARY FOR PART-TIME PARALEGAL (ASSIGNED COUNSEL PROGRAM) (TREASURER'S OFFICE)
- AUTHORIZE CONTRACT BETWEEN NYS OFFICE OF INDIGENT LEGAL SERVICES AND TIOGA COUNTY
- ACCEPT INDIGENT LEGAL SERVICES AWARD AND AMEND 2025 BUDGET

- PROCLAMATIONS
 - Fair Housing Month

- EXECUTIVE SESSION

- ADJOURNMENT

Office of the County Attorney



FINANCE, LEGAL & SAFETY COMMITTEE

March 11, 2025

10:30 A.M.

ATTENDANCE:

Legislators: Chair Sauerbrey, Ciotoli, Monell, Flesher, Roberts, Standinger, Mullen, Brown, and Bunce

Staff: Legislative Clerk Haskell, County Attorney DeWind, Treasurer McFadden, Deputy Treasurer Chandler, Safety Officer Holbrook, Personnel Officer Parke, Chief Accountant Schurter, County Administrator Bailey, Indigent Legal Services (ILS) Administrator Graven,

Guests: N/A

• APPROVAL OF MINUTES:

- Legislator Monell asked for a motion to approve February 11, 2025, minutes. Legislator Flesher made the motion seconded by Legislator Mullen and was unanimously carried.

• FINANCIAL:

- Legal and Safety: Legal and Safety's budgets are tracking well at this time. Mr. DeWind is continuing to watch the Legal Fees line. This year has seen an uptick in the use of Spanish translation services by departments and the Town of Owego Court. Mr. DeWind will possibly be attending two out-of-town trials that could increase expenditures.

• OLD BUSINESS:

- Litigation: The Harris case has been moved back again with the Court of Claims proceeding first. Mr. DeWind and District Attorney Martin will coordinate on attending this trial. Another case is moving forward quickly, which Mr. DeWind will need to attend as County representative.
- Annual Policy Review/Attestation and Statement of Financial Disclosure for Schedule A Employees: 114 employees still need to complete this review which is due March 31, 2025.

- NEW BUSINESS:
 - Other: Staff are authorized for remote work without set days. This is working well as some court appearances are virtual.
 - Defensive Driving Training: Ms. Holbrook has enrolled employees who need to complete this training. Per County policy this training is required every 3 years.
 - FY2022 Critical Infrastructure Grant: Ms. Holbrook worked with Emergency Services staff, Bob Williams, to apply for this grant to harden security at 56 Main Street. If awarded these monies will be used for a public address system for 56 Main Street.
 - Family Defense Grant Positions: The grant money needs to be used for social work positions and to increase administrative and attorney salaries. The State pushed back with the required suggestions as to how the grant money can be used. A part-time case manager will need to be hired for ILS and Public Defender's office to ensure caseloads are manageable.

- PERSONNEL:
 - 3rd Assistant County Attorney: As of today, only one application has been received for this position which provides the necessary back up for the DSS Office when there are scheduling conflicts. Mr. DeWind noted that all legal work needs to be done under the license of an admitted attorney.

- RESOLUTIONS: RE-APPOINT MEMBER TO BOARD OF ETHICS, RE-APPOINT MEMBER TO BOARD OF ETHICS, AUTHORIZE ACCEPTANCE OF YEAR EIGHT FUNDING FROM THE NYS OFFICE OF INDIGENT LEGAL SERVICES AND ACCEPT YEAR EIGHT FUNDING FOR HURRELL-HARRING GRANT AND AMEND 2025 BUDGET, AUTHORIZATION TO APPLY FOR A STATE GRANT FROM NEW YORK STATE HOMELAND SECURITY AND EMERGENCY SERVICES were moved into full Legislative Session without further questions.

- PROCLAMATIONS
 - N/A

- EXECUTIVE SESSION
 - N/A

- ADJOURNMENT:
 - Legislator Monell adjourned the Legal & Safety Committee at 11:07 A.M.

Respectfully submitted,

Christine Freyvogel

Paralegal to the County Attorney

DRAFT



TIOGA COUNTY, NEW YORK

Tioga County 2025 LEGAL BUDGET REPORT

FOR 2025 12

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1420 Law							
A1420 412706 Shared Services-At	-50,079	0	-50,079	.00	.00	-50,079.00	.0%*
A1420 510010 Full Time	231,528	-46,489	185,039	51,114.42	.00	133,924.13	27.6%
A1420 510020 Part Time/Temporar	41,641	0	41,641	9,253.55	.00	32,387.45	22.2%
A1420 520200 Office Equipment	450	0	450	.00	.00	450.00	.0%
A1420 540000 Contract Expense	500	0	500	32.31	59.40	408.29	18.3%
A1420 540010 Advertising	635	0	635	.00	.00	635.00	.0%
A1420 540040 Books	1,500	0	1,500	631.61	.00	868.39	42.1%
A1420 540180 Dues	2,400	0	2,400	634.00	.00	1,766.00	26.4%
A1420 540330 Legal Fees	65,000	0	65,000	14,557.50	32,400.00	18,042.50	72.2%
A1420 540331 Legal Fees-Adolesc	1,500	0	1,500	.00	.00	1,500.00	.0%
A1420 540390 Mileage Expense	300	0	300	.00	.00	300.00	.0%
A1420 540420 Office Supplies	825	0	825	20.44	.00	804.56	2.5%
A1420 540480 Postage	150	0	150	.00	.00	150.00	.0%
A1420 540485 Printing/Paper	400	0	400	116.04	.00	283.96	29.0%
A1420 540731 Training/State Req	1,000	0	1,000	436.00	.00	564.00	43.6%
A1420 581088 State Retirement F	27,207	-5,997	21,210	5,344.53	.00	15,865.72	25.2%
A1420 583088 Social Security Fr	20,191	-3,589	16,602	5,114.50	.00	11,487.60	30.8%
A1420 584088 Workers Compensati	4,780	-971	3,809	1,208.79	.00	2,600.06	31.7%
A1420 585588 Disability Insuran	204	-57	147	44.40	.00	102.70	30.2%
A1420 586088 Health Insurance F	94,872	-9,493	85,379	26,371.74	.00	59,007.26	30.9%
A1420 588988 Eap Fringe	64	-13	51	15.93	.00	35.02	31.3%
TOTAL Law	445,068	-66,609	378,459	114,895.76	32,459.40	231,103.64	38.9%
TOTAL General Fund	445,068	-66,609	378,459	114,895.76	32,459.40	231,103.64	38.9%
TOTAL REVENUES	-50,079	0	-50,079	.00	.00	-50,079.00	
TOTAL EXPENSES	495,147	-66,609	428,538	114,895.76	32,459.40	281,182.64	
GRAND TOTAL	445,068	-66,609	378,459	114,895.76	32,459.40	231,103.64	38.9%

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



TIOGA COUNTY, NEW YORK

Tioga County 2025 SAFETY BUDGET REPORT

FOR 2025 12

	ORIGINAL APPROP	TRNFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
CI Liability Insurance Fund							
CI8042 504 Coordinator/Safety							
CI8042 424010 Interest And Earn	0	0	0	-594.48	.00	594.48	100.0%
CI8042 510010 Fulltime	60,568	0	60,568	13,459.48	.00	47,108.52	22.2%
CI8042 540070 Car Maintenance	1,000	0	1,000	.00	.00	1,000.00	.0%
CI8042 540140 Contracting Servi	4,500	0	4,500	.00	2,900.00	1,600.00	64.4%
CI8042 540140 M7674 Contracting	160,000	161,000	321,000	35,277.01	124,722.99	161,000.00	49.8%
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	89.97	.00	1,910.03	4.5%
CI8042 540420 Office Supplies	400	0	400	162.55	.00	237.45	40.6%
CI8042 540480 Postage	75	0	75	.00	.00	75.00	.0%
CI8042 540640 Supplies (Not Off	600	0	600	192.24	.00	407.76	32.0%
CI8042 540733 Training/All Othe	2,500	0	2,500	440.57	.00	2,059.43	17.6%
CI8042 581088 State Retirement	7,113	0	7,113	2,539.53	.00	4,573.47	35.7%
CI8042 583088 Social Security F	4,477	0	4,477	1,141.54	.00	3,335.46	25.5%
CI8042 584088 Workers Compensat	1,195	0	1,195	313.39	.00	881.61	26.2%
CI8042 585588 Disability Insura	68	0	68	15.54	.00	52.46	22.9%
CI8042 586088 Health Insurance	28,133	0	28,133	7,965.09	.00	20,167.91	28.3%
CI8042 588988 Eap Fringe	16	0	16	4.13	.00	11.87	25.8%
TOTAL 504 Coordinator/Safety	272,895	161,000	433,895	61,006.56	127,622.99	245,265.45	43.5%
TOTAL Liability Insurance Fund	272,895	161,000	433,895	61,006.56	127,622.99	245,265.45	43.5%
TOTAL REVENUES	0	0	0	-594.48	.00	594.48	
TOTAL EXPENSES	272,895	161,000	433,895	61,601.04	127,622.99	244,670.97	
GRAND TOTAL	272,895	161,000	433,895	61,006.56	127,622.99	245,265.45	43.5%

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

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE

RESOLUTION NO. -25 AMEND RESOLUTION NO. 277-06;
AS AMENDED BY RESOLUTION NO. 38-23;
APPOINT ADA COORDINATOR

WHEREAS: Resolution No. 277-06 was adopted on December 12, 2006, naming the Safety Officer and the Personnel Officer to serve as the County's ADA Coordinators; and

WHEREAS: Resolution No. 38-23 was adopted on January 10, 2023 and amended Resolution No. 277-06 appointing Kevin Humes as the new ADA Coordinator due to the retirement of the Personnel Officer and resignation of the Safety Officer; and

WHEREAS: Doreen Holbrook was hired as the Safety Officer, per Resolution No. 98-23, effective February 27, 2023; therefore be it

RESOLVED: That this resolution shall amend Resolution No. 277-06, as amended by Resolution No. 38-23 and that Doreen Holbrook, Safety Officer, be and hereby is appointed as the second ADA Coordinator for Tioga County; and be it further

RESOLVED: That in the event they are unable to act for any reason, the County Attorney is hereby designated to act in their stead.

REFERRED TO: FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 EXECUTE 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: It is necessary for Tioga County to lease a portion of property, in connection with an existing easement, to construct, use, expand and maintain an access road for the Radio Tower Project; and

WHEREAS: Motorola Solutions, as part of the installation and upgrade of the Emergency Services Communication Network, has approved the use of Prospect Tower located at 494 Prospect Hill Road, Waverly, New York for the installation of upgrades to this communication tower; and

WHEREAS: The owner of the property, Darlene VanHousen, agreed to lease a portion of the property to Tioga County for an access road; therefore be it

RESOLVED: That the Chair of the Legislature is hereby authorized to sign a lease with Darlene VanHousen for the lease and easement of property located at 490 Prospect Hill Road, Waverly, New York which lease shall commence based on the date of the fully executed Lease Agreement.

REFERRED TO:

FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

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

WHEREAS: It is necessary for Tioga County to lease a portion of property, in connection with an existing easement, to construct, use, expand and maintain an access road for the Radio Tower Project; and

WHEREAS: Motorola Solutions, as part of the installation and upgrade of the Emergency Services Communication Network, has approved the use of Prospect Tower located at 494 Prospect Hill Road, Waverly, New York for the installation of upgrades to this communication tower; and

WHEREAS: The owners of the property, Edward and Charlotte Williams, agreed to lease a portion of the property to Tioga County for an access road; therefore be it

RESOLVED: That the Chair of the Legislature is hereby authorized to sign a lease with Edward and Charlotte Williams for the lease and easement of property located at 161 Tinkham Road, Waverly, New York which lease shall commence based on the date of the fully executed Lease Agreement.

REFERRED TO: FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 TRANSFER OF RESERVE FUNDS
2025 BUDGET MODIFICATION
DISTRICT ATTORNEY

WHEREAS: The District Attorney's Office has a need to fund a one-year subscription for the Tioga County Sheriff's Office, Owego Police Department and Waverly Police Department for Callyo services which provide the service of undercover voice, text and multimedia communications and real-time location tracking for undercover Narcotic operations; and

WHEREAS: Amending of Budget and Transfer of Funds requires Legislative approval; therefore be it

RESOLVED: That the District Attorney's budget be modified and the following sums be transferred from within the District Attorney's budget to cover the costs of said subscription.

From: A 388901	Crime Proceeds Restricted	\$4,920.00
To: A1165 540336	Asset Forfeiture Exp-Restricted	\$4,920.00

REFERRED TO: PERSONNEL COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 AUTHORIZE RECLASSIFICATION AND
ESTABLISH SALARY FOR PART-TIME GRANTS AND
PROGRAMS ADMINISTRATIVE ASSISTANT
(TREASURER'S OFFICE)

WHEREAS: Legislative approval is required for any Management/Confidential reclassification of titles and establishment of salaries; and

WHEREAS: The County has secured a three-year Hurrell-Harring grant intended to increase legal services provided to indigent persons and to fund positions in the Assigned Counsel Office to carry out this mission; and

WHEREAS: The Assigned Counsel Administrator has identified that the modification of position titles and establishment of salaried wages for the part-time staff in the Assigned Counsel Office is necessary; and

WHEREAS: On March 20, 2025, the Personnel Department received a New Position Duties Statement from Irene Graven, Assigned Counsel Administrator; and

WHEREAS: This resulted in the review of work currently performed by Janice Yuricek, Accounting Associate III (PT); and

WHEREAS: Due to the type of work currently assigned and the new duties identified by the New Position Duties Statement, the Personnel Officer has determined that justification exists to reclassify the position of Accounting Associate III (PT) filled by Ms. Yuricek to Grants and Programs Administrative Assistant (PT); and

WHEREAS: The position of Grants and Programs Administrative Assistant (PT) is pending jurisdictional classification, therefore the position is competitive until approved in another jurisdictional classification; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the reclassification of the Accounting Associate III (PT) position to Grants and Programs Administrative Assistant (PT) and that Janice Yuricek be appointed provisionally to Grants and Programs Administrative Assistant (PT) pending successful completion of civil service examination requirements at an annual Management/Confidential salary of \$25,000, effective April 19, 2025: and be it further

RESOLVED: That the title of Grants and Programs Administrative Assistant (PT) shall not exceed 17.5 hours per week.

REFERRED TO: PERSONNEL COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 AUTHORIZE RECLASSIFICATION AND
ESTABLISH SALARY FOR PART-TIME PARALEGAL
(ASSIGNED COUNSEL PROGRAM)
(TREASURER'S OFFICE)

WHEREAS: Legislative approval is required for any Management/Confidential reclassification of titles and establishment of salaries; and

WHEREAS: The County has secured a three-year Hurrell-Harring grant intended to increase legal services provided to indigent persons and to fund positions in the Assigned Counsel Office to carry out this mission; and

WHEREAS: The Assigned Counsel Administrator has identified that the modification of position titles and establishment of salaried wages for the part-time staff in the Assigned Counsel Office is necessary; therefore be it

WHEREAS: On March 20, 2025, the Personnel Department received a New Position Duties Statement from Irene Graven, Assigned Counsel Administrator; and

WHEREAS: This resulted in the review of work currently performed by Stephanie Carrigg, Paralegal (PT); and

WHEREAS: Due to the type of work currently assigned and the new duties identified by the New Position Duties Statement, the Personnel Officer has determined that justification exists to reclassify the position of Paralegal (PT) filled by Ms. Carrigg to Paralegal (Assigned Counsel Program) (PT); and

WHEREAS: The position of Paralegal (Assigned Counsel Program) (PT) is pending jurisdictional classification, therefore the position is competitive until approved in another jurisdictional classification; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the reclassification of the Paralegal (PT) position to Paralegal (Assigned Counsel Program) (PT); and that Stephanie Carrigg be appointed provisionally to Paralegal (Assigned Counsel Program) (PT) pending successful completion of civil service examination requirements at an annual Management/Confidential salary of \$35,000, effective April 19, 2025; and be it further

RESOLVED: That the title of Paralegal (Assigned Counsel Program) (PT) shall not exceed 17.5 hours per week.

REFERRED TO: FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 AUTHORIZE CONTRACT BETWEEN
NYS OFFICE OF INDIGENT LEGAL SERVICES AND
TIOGA COUNTY

WHEREAS: The New York State Office of Indigent Legal Services has approved the distribution of funds to counties in New York for the purpose of improving the quality of representation for persons who are legally entitled to counsel but cannot afford to hire an attorney; and

WHEREAS: Said funds are available through a three-year agreement with the NYS Office of Indigent Legal Services for the Fourth Family Defense Grant; and

WHEREAS: The NYS Office of Indigent Legal Services intends to add an additional \$256,840.00 in 2025, \$246,580.00 in 2026, and \$246,580.00 to the Tioga County budget to reach a projected total budget of \$750,000.00; and

WHEREAS: It is necessary for Tioga County to approve entering into a three-year agreement with NYS Office of Indigent Legal Services and adopt the total budget of \$750,000.00; therefore be it

RESOLVED: That the Tioga County Legislature hereby approves entering into a three-year contract with the NYS Office of Indigent Legal Services; and be it further

RESOLVED: That the Tioga County Legislature hereby authorizes the Chair of the Legislature to execute the contract with the NYS Office of Indigent Legal Services, subject to review by the County Attorney.

REFERRED TO: FINANCE/LEGAL COMMITTEE

RESOLUTION NO. - 25 ACCEPT INDIGENT LEGAL SERVICES AWARD AND AMEND 2025 BUDGET

WHEREAS: The Assigned Counsel Administrator's Office has been awarded an Indigent Legal Services Grant (C140049) Amendment in the amount of \$61,902; and

WHEREAS: The Tioga County ILS was awarded \$61,902.00 from 01/01/24 through 12/31/26; and this funding now needs to be appropriated and the 2025 Budget needs to be amended; therefore be it

RESOLVED: That the ILS Grant #14 Amendment of \$61,902.00 be appropriated and the 2025 Budget be amended as follows:

Revenue Account: A 1173 430260 State Aid- Indigent Grant \$ 61,902.00

Expense Account: A 1173 510010 Full Time Salary	\$ 17,169.93
A 1173 510020 Part Time Salary	\$ 30,000.00
A 1173 540140 Contracted Services	\$ -2,432.00
A 1173 540280 Investigations	\$ -6,336.00
A 1173 540420 Office Supplies	\$ -1,500.00
A 1173 540620 Software Expense	\$ 12,500.00
A 1173 540733 Training/All Other	\$ -850.00
A 1173 583088 Social Security Fringe	\$ 9,300.00
A 1173 584088 Workers Comp. Fringe	\$ 4,000.07
A 1173 588988 EAP Fringe	\$ 50.00

And be it further

RESOLVED: That available funds at year-end of the original \$61,902.00 be carried forward into future years until used.

**COUNTY OF TIOGA
EXECUTIVE PROCLAMATION**

WHEREAS: The Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United States; and

WHEREAS: The Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

WHEREAS: Tioga County is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

WHEREAS: Our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

WHEREAS: More than fifty years after the passage of the Fair Housing Act, discrimination persists, and many communities remain segregated; and

WHEREAS: Acts of housing discrimination and barriers to equal housing opportunity are repugnant to a common sense of decency and fairness; therefore

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

FAIR HOUSING MONTH

in Tioga County as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of Tioga County.

Dated: April 15, 2025

MARTHA SAUERBREY, CHAIR
TIOGA COUNTY LEGISLATURE

Owego Pennysaver: April 6, 2025

UNLESS YOU REPORT HOUSING DISCRIMINATION, IT WON'T STOP



Discrimination isn't always this obvious. But it is just as hurtful and illegal. Here are possible signs you might hear from a landlord:

- "There's a lot of traffic. It isn't safe for kids."
- "The apartment I told you about on the phone has already been rented."
- "My insurance won't cover a ramp if you get hurt."
- "We only take English speaking people."
- "The ad is wrong. The rent is really \$75 higher per month."
- "Steps are what we have. We can't accommodate a walker."

**IF YOU SUSPECT HOUSING
DISCRIMINATION, PLEASE REPORT IT!**

Visit: www.hud.gov/fairhousing

or call the HUD Hotline

1-800-669-9777 (Voice)

1-800-927-9275 (TTY)



*For assistance in filing a Fair Housing complaint please contact the
Tioga County Fair Housing Officer at 607-687-8270*

A public service message from the U.S. Department of Housing and Urban Development in partnership with the National Fair Housing Alliance. The federal Fair Housing Act prohibits discrimination because of race, color, religion, national origin, sex, family status or disability. For more information, visit www.hud.gov/fairhousing

