

Agenda



TIOGA COUNTY LEGISLATURE

4/13/2021

12:00 PM

EDWARD D. HUBBARD AUDITORIUM

Ronald E. Dougherty County Office Building

56 Main Street

Owego NY 13827

Meeting called by: Chair Martha Sauerbrey

Type of meeting: 4th Regular

Attendees:
 Legislator Balliet
 Legislator Hollenbeck
 Legislator Monell
 Legislator Mullen
 Legislator Roberts
 Legislator Sauerbrey
 Legislator Standinger
 Legislator Sullivan
 Legislator Weston

Agenda topics

Invocation	Legislator Sullivan
Pledge of Allegiance	Legislator Sullivan
Recognition Resolutions (2)	Linda M. Bogart, County Clerk's Office Charles Thayer, Public Works
Proclamations (3)	Immunization Awareness Week Public Health Week Child Abuse Prevention Month

Privilege of the Floor Approval of Minutes Petitions, Communications & Notices Appointments/Reappointments Reports Standing Committees	March 9, 2021 56 Main Street Building Committee	
RESOLUTIONS:	<ol style="list-style-type: none"> 1. Supreme Court Order – Town of Owego 2. Amend Resolutions #174-20 and #203-20 to Correct Error in Data Calculations for 2020 New York State 8-Year Agricultural District Reviews 3. Authorize Execution of Cooperative Agreements between the Law Department, ITCS, Sheriff, Public Health, DSS, and Mental Hygiene 4. Execute Lease with Barterra Properties, Ltd. for Mental Hygiene Satellite Office 5. Renew Software Maintenance and Extended Warranties with Dominion Voting for Three Years 6. Modify 2021 Budget and Transfer Funds Statewide Interoperable Communications Formula Grant 2018 – Office of Emergency Services 7. Transfer of Funds Budget Modification – Mental Hygiene 8. Authorize Transfer of Funds for Purchase of Printer for the Economic Development & Planning Department 9. Amend Budget & Appropriate Funds – Public Health 10. Amend Employee Handbook: Amend Section I. Rules of the Legislature, Subsection 2. – Committees and Subsection 4 – Appointments. 11. Amend Employee Handbook: Add New Policy to Section IV. Personnel Rules, Subsection S. Entitled Tioga County Employee Identification Badge Program 12. Create and Fill Highway Worker (Seasonal) Position – Public Works 13. Authorize Creation of a Full-Time Clinical Social Worker Position – Mental Hygiene 14. Amend Resolution 348-19; Authorization to Fund and Reclassify Full-Time Vacant Position – Information Technology 15. Authorize Waiver of 90-Day Hiring Delay – Mental Hygiene 16. Authorize Waiver of 90-Day Hiring Delay Part-Time Public Safety Dispatcher – Sheriff's Office 17. Authorize Waiver of 90-Day Hiring Delay – Social Services 	

REFERRED TO

ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -21

RECOGNITION OF LINDA M. BOGART'S
35 YEARS OF DEDICATED SERVICE
TO TIOGA COUNTY

WHEREAS: On May 13, 1980, Linda M. Bogart began her career with Tioga County as a part-time Clerk-Typist at the Department of Social Services. Within two months, Linda was appointed to a full-time Clerk-Typist position in the County Clerk's Office and by October 4, 1982, Linda was promoted to Account Clerk-Typist. In 1989, Linda took some time off from work to stay at home with her newborn baby daughter, Jenny. On September 28, 1992, Linda went back to work for the Department of Social Services as a part-time Account Clerk-Typist. After three years with DSS, Linda returned to the County Clerk's Office as a full-time Account Clerk-Typist. As of January 1, 2012, the title of her position was reclassified to Recording Clerk, which is the position from which she is retiring after 35 years of exemplary service; and

WHEREAS: Linda has been extremely dedicated, loyal, and professional in the performance of her duties and responsibilities during her 35 years with Tioga County; and

WHEREAS: Linda is always ready and willing to assist any of her peers and the general public with genuine kindness and experience and has thus earned the respect of the County Clerk, Deputy County Clerk, colleagues, and peers throughout Tioga County; and

WHEREAS: Linda M. Bogart will retire on April 30, 2021; now therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Linda M. Bogart for her 35 years of dedicated and loyal service to the residents of Tioga County; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this outstanding employee, Linda M. Bogart.

REFERRED TO: PUBLIC WORKS COMMITTEE

RESOLUTION NO. -21 RECOGNIZING CHARLES THAYER'S
20 YEARS OF DEDICATED SERVICE
TO TIOGA COUNTY

WHEREAS: Charles Thayer started his employment with Tioga County as Laborer of Public Works November 6, 2000; and was promoted to MEO I on February 17, 2001; and was promoted to MEO II on June 16, 2001; and was promoted to MEO III on November 25, 2002; and was promoted to HEO I on February 22, 2010; and

WHEREAS: Charles Thayer has been a dedicated and loyal employee in the performance of his duties and responsibilities during the past 20 years to the Public Works Department. He has earned the respect of his colleagues and peers throughout Tioga County; and

WHEREAS: Mr. Thayer is retiring on April 29, 2021; therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Charles Thayer for his 20 years of dedicated and loyal service to the residents of Tioga County; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this dedicated and outstanding employee, Charles Thayer.

County of Tioga

EXECUTIVE PROCLAMATION

WHEREAS: The week of April 24th-30th is designated as *World Immunization Awareness Week*; and

WHEREAS: Vaccination against preventable diseases is acknowledged as one of the most effective public health missions that saves millions of lives each year; and

WHEREAS: Routine vaccinations have been negatively impacted by the COVID-19 pandemic, with immunization rates significantly declining in the adolescent and adult populations; and

WHEREAS: Following the Center for Disease Control and Prevention's Recommended Immunization Schedule for Children protects children from 14 potentially serious diseases before their second birthday; and

WHEREAS: The release of vaccinations for COVID-19 has reiterated the importance of educating the public on the benefits of vaccination to reduce rates of severe illness and/or death from the novel coronavirus; and

WHEREAS: As of March 25, 2021, approximately 20.8% of Tioga County residents have received at least one dose of the COVID-19 vaccine; and

WHEREAS: Awareness, coupled with education and outreach, on the efficacy and safety of vaccines can be utilized to improve Tioga County's routine and COVID-19 immunization rates, now therefore

The TIOGA COUNTY LEGISLATURE does hereby Proclaim and designate the week of April 24th – 30th as:

IMMUNIZATION AWARENESS WEEK IN TIOGA COUNTY

In Tioga County and urges residents to stay on schedule for routine immunizations and consider getting vaccinated against COVID-19 when eligible.

**County of Tioga
EXECUTIVE PROCLAMATION**

WHEREAS: The people of Tioga County benefit every day from the efforts of the public health workforce when eating at restaurants, drinking tap water, and learning about prevention of diseases; and

WHEREAS: Throughout the COVID-19 pandemic public health has worked diligently to minimize the burden of disease through community outreach, collaboration with community partners, contact tracing, and COVID-19 vaccination clinics; and

WHEREAS: Public health activities protect Tioga County residents from infectious and chronic diseases, environmental and workplace hazards, unintentional injuries and violence; and

WHEREAS: Educating people about the benefits of healthy behaviors is an essential element in attaining good health and preventing premature illness and death; and

WHEREAS: Public health efforts alone cannot accomplish the goal of a healthier Tioga County without cooperation and partnership with communities and individuals; and

WHEREAS: Each of us needs to do our part by taking personal responsibility to improve behaviors by following basic public health recommendations, abstaining from tobacco use, prioritizing sleep, making time for regular physical activity and eating more fruits and vegetables in order to prevent disease; and

WHEREAS: National Public Health Week provides an opportunity for our county to learn about public health concerns and success stories that are vital to healthy communities, such as immunizing against infectious disease, maintaining good nutritional standards, providing services for children with developmental disabilities, ensuring safe living conditions, enforcing environmental health regulations, preventing lead poisoning and providing good prenatal care; and

WHEREAS: The residents of Tioga County recognize the essential role public health plays in their everyday lives; now therefore

THE TIOGA COUNTY LEGISLATURE does hereby proclaim the week of April 5 – 11, 2021 as

PUBLIC HEALTH WEEK

And urges all residents to take steps to educate themselves, their families, and the community about the role of public health in our community.

CHILD ABUSE PREVENTION MONTH PROCLAMATION

WHEREAS: The Tioga County Department of Social Services received 1,050 reports of alleged abuse/neglect involving 2,285 children in 2020; and

WHEREAS: Child abuse is a community problem and finding solutions depends on the involvement among people throughout the community; and

WHEREAS: The effects of child abuse are felt by whole communities, and need to be addressed by the entire community; and

WHEREAS: Effective child abuse prevention programs succeed because of partnerships created among social service agencies, schools, religious and civic organizations, law enforcement agencies, and the business community; and

WHEREAS: Programs like The Child Advocacy Center, Cornell Cooperative Extension, Lourdes PACT, Catholic Charities, Hillside's Regional Permanency Center, CASA-Trinity, and AspireHope NY offer support and educational services to families so families can help their child achieve his/her full potential within the community; and

WHEREAS: All citizens should become more aware of the negative effects of child abuse and prevention activities within the community, and become involved in supporting parents and families so that children can live in safe, nurturing homes; now therefore

THE TIOGA COUNTY LEGISLATURE, does hereby proclaim April 2021 as

CHILD ABUSE PREVENTION MONTH

in Tioga County and call upon all citizens, community agencies, religious organizations, medical facilities, and businesses to increase their participation in our efforts to ensure that all children are raised in safe, nurturing families, thereby strengthening the communities in which we live.

REFERRED TO: FINANCE COMMITTEE

RESOLUTION NO. -21 SUPREME COURT ORDER
TOWN OF OWEGO

WHEREAS: The Supreme Court of the State of New York has rendered an Order in the matter of Southern Tier Hotel, LLC v. Town of Owego, New York and its Assessor, and Board of Assessment Review and issued Stipulation of Settlement and Order, indicating a reduction of assessment as decided by the parties involved, and filed on March 17, 2021; and

WHEREAS: The Court Stipulation of Settlement and order reduces the assessment of Southern Tier Hotel's parcel 129.11-1-15 for the tax year of 2020/2021; and

WHEREAS: The 2020/2021 taxes remain unpaid at the Town of Owego, and the order stipulates a new tax bill shall be generated according to the reduced assessment; therefore be it

RESOLVED: That new bill for the unpaid 2020/2021 tax year for 129.11-1-15 be issued by the Tioga County Treasurer's Office as stipulated by the order and the erroneous amounts be charged back to the proper accounts in the records of the Tioga County Treasurer's Office; and be it further

RESOLVED: That the parcel 129.11-1-15 and 129.11-1-14.1(not challenged through judicial review) be combined for the 2021, 2022, and 2023 final assessment roll, and be it further

RESOLVED: That the combined assessment of the subject properties shall not exceed \$1,088,000 for the tax years 2021/22, 2022/23, and 2023/24.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -21 AMEND RESOLUTIONS #174-20 AND #203-20
TO CORRECT ERROR IN DATA CALCULATIONS
FOR 2020 NEW YORK STATE 8-YEAR
AGRICULTURAL DISTRICT REVIEWS

WHEREAS: Pursuant to the New York State Agriculture and Markets Law Article 25AA and upon 300-day notice by the Department of Agriculture and Markets, the Tioga County Legislature completed a review of the existing Owego-Nichols Agricultural District #2 and Spencer Agricultural District #1 to determine if it should be modified or terminated in 2020; and

WHEREAS: The Tioga County Legislature passed Resolutions #174-20 and #203-20 to approve the modifications to the Owego-Nichols Agricultural District #2 and the Spencer Agricultural District #1; and

WHEREAS: A clerical error was made in the data calculations when determining new parcels that were to be added to Agricultural Districts #1 and #2; and

WHEREAS: The clerical error resulted in the erroneous placement of two parcels in Agricultural District #1 instead of Agricultural District #2; and

WHEREAS: The clerical error also indicated that three parcels were listed as new additions to Agricultural District #1, however, they were already enrolled in Agricultural District #1 or #2; and

WHEREAS: These errors resulted in the incorrect amount of total acreage and farms in Agricultural Districts #1 and #2 listed in Resolutions #174-20 and #203-20; and

WHEREAS: As required by AML 303, the Tioga County Legislature must complete the correction of errors process by correcting any applicable resolutions and file the revised Tax Map Parcel Number List for Tioga County Agricultural District #1 and #2 with the County Clerk, the County Director of Real Property Tax Services and the Commissioner of New York State Agriculture and Markets; and

WHEREAS: The correction of these errors results in the total acreage of land in Owego-Nichols Agricultural District #2 as 27,627 total acres, 26,651 acres in farms, and 8 total new farms, and Spencer Agricultural District #1 as 49,232 total acres, with 32,184 acres in farms, and 18 total new farms; therefore be it

RESOLVED: That the Tioga County Legislature does hereby approve said proposed plan to correct the modifications to Owego-Nichols Agricultural District #2 and Spencer Agricultural District #1; and be it further

RESOLVED: That it is intent of this body, upon approval by the Commissioner of NYS Department of Agriculture & Markets, to make these corrections to the Owego-Nichols Agricultural District #2 and Spencer Agricultural District #1 modifications effective immediately.

REFERRED TO: LEGAL/FINANCE COMMITTEE
INFORMATION TECHNOLOGY COMMITTEE
PUBLIC SAFETY COMMITTEE
HEALTH AND HUMAN SERVICES COMMITTEE

RESOLUTION NO. -21 AUTHORIZE EXECUTION OF COOPERATIVE AGREEMENTS BETWEEN THE LAW DEPARTMENT, ITCS, SHERIFF, PUBLIC HEALTH, DSS, 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 Budget Officer at year end to make budget increases to reflect the budgeted amounts 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 Budget Officer is authorized to make estimated budget increases at year end from discretionary savings as needed to reflect the budgeted amounts in the ITCS cooperative agreements with DSS, PH, and MH as follows:

Account:	Amount (Increase):
Social Services A6010.530100	\$ 23,301.68
Mental Hygiene A4309.530100	\$ 19,064.71
Public Health A4011.530100	\$ 13,910.28

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -21 EXECUTE LEASE WITH
BARTERRA PROPERTIES, LTD. FOR
MENTAL HYGIENE SATELLITE OFFICE

WHEREAS: The County's current lease with Barterra Properties, Ltd. for the Mental Hygiene satellite office located at 80 William Donnelly Parkway, Waverly, NY will expire August 31, 2021; and

WHEREAS: It appears it is in the best interest of the County to continue the Mental Hygiene satellite office located at 80 William Donnelly Parkway, Waverly, NY; and

WHEREAS: A new lease for a portion of the building (Suite 2) at 80 William Donnelly Parkway has been negotiated for a two-year term at an annual rental \$22,960.00 plus prorated utilities; therefore be it

RESOLVED: That the Chair of the Legislature is authorized and directed to sign said lease with Barterra Properties, Ltd. for a portion of the building, (Suite 2) located at 80 William Donnelly Parkway, Waverly, NY for a two-year lease term ending August 30, 2023 at the annual rental of \$22,960.00 plus prorated utilities.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -21 RENEW SOFTWARE MAINTENANCE AND
EXTENDED WARRANTIES WITH DOMINION
VOTING FOR THREE YEARS

WHEREAS: The Tioga County Board of Elections utilizes Election Management Software (EMS) and ImageCast Precinct (ICP) voting machines from Dominion Voting to run Tioga County elections; and

WHEREAS: The Board of Elections will continue to use EMS and eight ICP scanning units for the foreseeable future; and

WHEREAS: The previous three-year agreement for EMS software maintenance, ICP firmware maintenance, and ICP extended hardware warranty is up for renewal in 2021; and

WHEREAS: Budgetary quotes obtained from Dominion Voting show that compared with annual installments, paying the up-front cost of \$30,090.00 for three years of EMS Software Maintenance plus Firmware Maintenance and Extended Hardware Warranty for eight ICP units, would save the County a total of \$1,770.00; and

WHEREAS: The Board of Elections has budgeted for annual installments to cover this expense, rather than an up-front payment; therefore be it

RESOLVED: The Board of Elections is authorized to prepay the EMS Software Maintenance, ICP Firmware Maintenance, and Extended Hardware Warranties for eight ICP units, for the term 01/01/2021 to 12/31/2023 for \$30,090.00; and be it further

RESOLVED: That \$10,030.00 for the above contract is paid from the budget line A1450 540620 yearly for three years.

REFERRED TO: PUBLIC SAFETY COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -21 MODIFY 2021 BUDGET AND TRANSFER FUNDS
STATEWIDE INTEROPERABLE
COMMUNICATIONS FORMULA GRANT 2018
OFFICE OF EMERGENCY SERVICES

WHEREAS: Resolution #44-19 awarded the Office of Emergency Services a 2018 Statewide Interoperable Communications Formula Grant in the amount of \$450,221; and

WHEREAS: The grant budget has been amended; therefore be it

RESOLVED: That the 2021 budget be modified and transfer of funds be made as below:

FROM:

A3415.520230 IO18F Radio & Equipment \$150,000

TO:

A3415.540140 IO18F Contracted Services \$150,000

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -21 TRANSFER OF FUNDS
BUDGET MODIFICATION
MENTAL HYGIENE

WHEREAS: Tioga County is required to pay the full costs for the treatment of Tioga County residents that have been assigned Criminal Psychiatric services by the NYS Court system; and

WHEREAS: Tioga County Mental Hygiene (TCMH) has received notice that a Tioga County resident was assigned these services, along with the required payment amount; and

WHEREAS: TCMH has determined the amount of additional funding needed for these already incurred mandated expenses within its own budget, yet this will require a budget modification and transfer of funds; and

WHEREAS: Transfer of funds requires Legislative approval; therefore be it

RESOLVED: That the Mental Hygiene budget be modified and funds be transferred as follows:

From: A4310 510010	Full Time	\$18,125.05
To: A4390 540590	Criminal Psychiatric: Services Rendered	\$18,125.05

REFERRED TO: ED&P COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. – 21 AUTHORIZE TRANSFER OF FUNDS FOR
PURCHASE OF A PRINTER FOR THE
ECONOMIC DEVELOPMENT & PLANNING
DEPARTMENT

WHEREAS: The Economic Development & Planning Department has a printer that is in need of replacement; and

WHEREAS: The Information Technology Department has recommended replacement; and

WHEREAS: The Economic Development and Planning printer expense account #A6422-520220 has no funds available at this time; therefore be it

RESOLVED: That the Director of Economic Development & Planning be authorized to purchase the printer for the Economic Development and Planning Department and that the following sums be transferred for this purchase:

From:	ED&P Account A6422 - 540420	\$357.01
To:	ED&P Account A6422 - 520220	\$357.01

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -21 AMEND BUDGET & APPROPRIATE FUNDS
PUBLIC HEALTH

WHEREAS: Tioga County Public Health has been awarded funding from New York State; and

WHEREAS: The award is designated for Community Cancer Prevention in Action, which is a partnership between Broome and Tioga Counties; and

WHEREAS: Cancer Prevention is an area of focus for Public Health; and

WHEREAS: The funding will pass through Broome County to Tioga County Public Health; and

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

RESOLVED: That funding be appropriated as follows:

From: A4053 422800	Public Health: Local Grants	\$ 10,000
To: A4053 540640	Public Health: Supplies	\$ 10,000

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -21 AMEND EMPLOYEE HANDBOOK:
AMEND SECTION I. RULES OF THE LEGISLATURE;
SUBSECTION 2 – COMMITTEES AND
SUBSECTION 4 - APPOINTMENTS

WHEREAS: Section I. Rules of the Legislature, Subsection 2 – COMMITTEES and Subsection 4 – APPOINTMENTS do not reflect current titles of employees, departments, and committees due to the various changes that have occurred since policy was adopted; and

WHEREAS: Section 1. Rules of the Legislature, Subsections 2 and 4 of the Employee Handbook need to be amended to reflect these changes; and

WHEREAS: The Legislature is desirous of amending the Employee Handbook; therefore be it

RESOLVED: That the Employee Handbook shall be amended as follows:

1. Section I – Rules of the Legislature – Subsection 2 – COMMITTEES (11):

Administrative Services – The following Department titles are listed incorrectly and need to be amended accordingly:

- (3) Real Property Office should be reflected as Real Property Tax Service Department.
- (4) Veterans Office should be reflected as Veterans Service Agency.
- (5) Elections Office should be reflected as Board of Elections.

Finance/Legal & Safety – The current statement needs to be amended to read as follows:

- (3) All matters pertaining to Safety and Right to Know regulations including building accommodations.

Information Technology & Communication Services – The current statement needs to be amended to read as follows:

- (2) The Chief Information Officer is the responsible person for overseeing the administrative details of Tioga County's purchasing program.

Health & Human Services - Tioga Employment Center needs to be amended to reflect their current name of Tioga Career Center and the following statement should fall under the heading of (1) Social Services:

- (5) All matters pertaining to the operation of the Tioga Career Center.

Public Safety/Probation, STOP DWI, & Coroner – The current statements need to be amended to read as follows:

- (1) Public Safety – Sheriff's Department should be reflected as Sheriff's Office.
- (2) Emergency Management Office should be reflected as Department of Emergency Services.
- (5) All matters pertaining to County Fire Safety.
- (6) STOP DWI Program – STOP DWI Office should be reflected as STOP DWI Program.

Personnel Services/Americans with Disabilities Act (ADA) & Right to Know (AKA Personnel) – The current statements need to be amended to read as follows:

- (3) Workers Compensation – All matters pertaining to Workers Compensation.
- (3) ADA and Right to Know – All employment matters pertaining to ADA.

Section I – Rules of the Legislature – Subsection 4 – APPOINTMENTS:

- (2) The following County positions need to be amended or deleted to reflect current titles.
 - (e) County Fire Coordinator who shall serve at the pleasure of the Legislature needs to be deleted in its entirety, as this position no longer exists.
 - (l) Director of Information Technology and Communication Systems title needs to be amended to reflect the correct title of Chief Information Officer.
 - (o) Manager of Employment & Training who shall serve according to Civil Service Law needs to be deleted in its entirety, as this position no longer exists.
 - (q) Director of Emergency Preparedness title needs to be amended to reflect the correct title of Director of Emergency Services.

(3) The following committees, boards or positions need to be amended, deleted, or added to reflect accurate information.

- ADA Coordinator should read ADA Coordinator (2) to reflect the two positions.
- Tioga County Property Development Corporation (Land Bank) needs to be added.

And be it further

RESOLVED: That the remainder of the Employee Handbook is in full force and effect.

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -21 AMEND EMPLOYEE HANDBOOK:
ADD NEW POLICY TO SECTION IV.
PERSONNEL RULES, SUBSECTION S.
ENTITLED TIOGA COUNTY EMPLOYEE
IDENTIFICATION BADGE PROGRAM

WHEREAS: It has been determined that Tioga County needs to adopt a policy entitled Tioga County Employee Identification Badge Program; and

WHEREAS: Said Tioga County Employee Identification Badge Program Policy shall fall under Section IV. Personnel Rules, Subsection s.; therefore be it

RESOLVED: That the Employee Handbook is hereby amended to add Tioga County Employee Identification Badge Program Policy to Section IV. Personnel Rules, as Subsection s. entitled Tioga County Employee Identification Badge Program Policy.

**Tioga County
Employee Identification Badge Program Policy**

PURPOSE:

The Employee Identification Badge Program Policy sets the standards for the issuance of employee identification badges to all individuals employed by Tioga County and employees of non-County agencies whose offices are housed within Tioga County buildings. The purpose of the identification badge is to help alleviate possible safety concerns for employees and provide a cost efficient layer of security within all County buildings, as well as aid the public in recognizing employees while in County buildings.

ISSUANCE & COMPLIANCE:

1. All Tioga County employees and non-County agency employees whose offices are housed within Tioga County buildings will be issued an Identification Badge, which will contain the employee's full name, photo, Department and title of employee, and date of issuance.
2. All Tioga County employees and non-County agency employees whose offices are housed within Tioga County buildings are required to conspicuously display their identification badge at all times during their

respective working hours. The County will furnish, at no cost to the employees, the initial badge and any replacement badges damaged due to normal wear and tear, name changes, and department/title changes. For all other replacements, employees may be charged a nominal fee.

3. Under no circumstances should employees loan their identification badges to other employees, visitors, or vendors for the purpose of accessing secure areas or exterior doors.
4. Employees are required to safeguard badges to the best of their ability. Employees are required to immediately report to his or her immediate supervisor the loss or theft of his or her identification badge.
5. Employees on extended leaves of thirty (30) days or more are required to turn in his or her badge to their supervisor. Upon return to work, badge will be re-activated and re-issued.
6. Badges are the property of the County and are to be returned upon separation or retirement from the County.
7. Enforcement of this policy will be the responsibility of the Department Heads. Department Heads are responsible for providing employees with a copy of this policy.

REFERRED TO: PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -21 CREATE AND FILL
HIGHWAY WORKER (SEASONAL) POSITION
PUBLIC WORKS

WHEREAS: There will be a need for the Highway Department to employ one seasonal Highway Worker (Seasonal) for 2021; and

WHEREAS: The Commissioner of Public Works has budgeted money to cover expenditures of such employment; therefore be it

RESOLVED: That the Commissioner of Public Works is hereby authorized to create and fill one (1) temporary full-time Highway Worker (Seasonal) position effective April 26, 2021 through October 8, 2021 at an hourly rate of \$12.50 (minimum wage), however no more than 800 hours may be worked April 26, 2021 – October 8, 2021.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -21 AUTHORIZE CREATION OF A FULL-TIME
CLINICAL SOCIAL WORKER POSITION
MENTAL HYGIENE

WHEREAS: Legislative approval is required for the creation of positions within a County Department; and

WHEREAS: Due to increased caseload resulting from the COVID-19 pandemic, the Director of Community Services has a demonstrated need of creating an additional full-time Clinical Social Worker position; and

WHEREAS: Funding for this position is Fee-For-Service billable revenue; therefore be it

RESOLVED: That one full-time Clinical Social Worker (CSEA SG \$58,257) position is created effective April 14, 2021, in order for the Director of Community Services to fill said position as of April 26, 2021; and be it further

RESOLVED: The Mental Hygiene Department's headcount shall increase from 32 to 33; and be it further

RESOLVED: That funding be appropriated as follows:

From: A4310 416200	Mental Health Fees	\$60,744.24
To: A4310 510010	Full Time Salary	\$41,657.75
A4310 581088	State Retirement Fringe	\$ 3,183.61
A4310 583088	Social Security Fringe	\$ 2,716.99
A4310 584088	Workers Compensation Fringe	\$ 860.22
A4310 585588	Disability Insurance Fringe	\$ 61.69
A4310 586088	Health Insurance Fringe	\$12,255.10
A4310 588988	Eap Fringe	\$ 8.88

REFERRED TO: INFORMATION TECHNOLOGY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -21 AMEND RESOLUTION 348-19;
AUTHORIZATION TO FUND AND RECLASSIFY
FULL-TIME VACANT POSITION
INFORMATION TECHNOLOGY

WHEREAS: Resolution 348-19 unfunded a vacant Computer Programmer (Specialist) position and Legislative approval is required to reclassify the title of a position; and

WHEREAS: In March, the Chief Information Officer (CIO) received support from his Legislative Committee to fund an existing vacant full-time position as an administrative support title providing he could identify necessary funds within the County budget; and

WHEREAS: A New Position Duties Statement was submitted to the Personnel Officer who determined that the title of Office Specialist II was the appropriate classification for work to be performed; and

WHEREAS: The CIO has been able to identify funding to include said position within the County budget; therefore be it

RESOLVED: That Resolution 348-19 be amended to fund the full-time vacant Computer Programmer (Specialist) (Non-Union base \$46,573) within the Information Technology & Communication Services (ITCS) Department; and be it further

RESOLVED: That without increase to the ITCS departmental 2021 authorized headcount, said vacancy shall be reclassified to the title of Office Specialist II (CSEA SG IV, \$28,352) effective April 14, 2021; and be it further

RESOLVED: The CIO is authorized to fill this vacancy from the appropriate eligible list effective April 26, 2021; and be it further

RESOLVED: The Budget Director is authorized to utilize unexpended funds from the ITCS departmental salary line and unutilized funds from the Records Management position to fund the position for the 2021 budget year; and be it further

RESOLVED: That the following budget modification and transfer of funds be made:

FROM:	A1410.510010 – Cty. Clk. full time payroll	\$ 9,365.75
	A 1410.581088 – Retirement	\$ 1,896.00
	A1410.583088 – Social Security	\$ 716.48
	A1410.584088 – Workers' Comp	\$ 306.25
	A1410.585588 – Disability	\$ 17.00
	A1410.586088 – Health Ins/HRA	\$ 3,149.00
	A1410.588988 – EAP	\$ 3.75
TO:	A1680.510010 – ITCS full time payroll	\$ 9,365.75
	A1680.581088 – Retirement	\$ 1,896.00
	A1680.583088 – Social Security	\$ 716.48
	A1680.584088 – Workers' Comp	\$ 306.25
	A1680.585588 – Disability	\$ 17.00
	A1680.586088 – Health Ins/HRA	\$ 3,149.00
	A1680.588988 – EAP	\$ 3.75

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO.-21 AUTHORIZE WAIVER OF 90-DAY HIRING DELAY
MENTAL HYGIENE

WHEREAS: Resolution 195-20 created a 90-day hiring delay effective October 1, 2020; and

WHEREAS: Effective April 2, 2021, an Accounting Associate II (CSEA SG V, \$29,918) position became vacant due to an incumbent's resignation; and

WHEREAS: Said vacancy impacts the Mental Hygiene Department's financial accounts process; therefore be it

RESOLVED: That the Director of Community Services is hereby granted a waiver from the 90-day hiring delay and is authorized to provisionally fill the vacant Accounting Associate II effective April 26, 2021, pending successful appointment from a civil service eligible list.

REFERRED TO: PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -21 AUTHORIZE WAIVER 90-DAY HIRING DELAY
PART-TIME PUBLIC SAFETY DISPATCHER
SHERIFF'S OFFICE

WHEREAS: Resolution 195-20 implemented the 90-day hiring delay for vacancies; and

WHEREAS: Effective March 30, 2021, a part-time Public Safety Dispatcher position became vacant due to a resignation; and

WHEREAS: In order to maintain adequate staffing levels for the Communications Division, the Sheriff has an immediate need to backfill said position; therefore be it

RESOLVED: That the Sheriff is hereby granted a waiver from the 90-day hiring delay and is authorized to backfill the vacant, part-time Public Safety Dispatcher position effective April 24, 2021.

REFERRED TO: HEALTH & HUMAN SERVICES
PERSONNEL COMMITTEE

RESOLUTION NO. -21 AUTHORIZE WAIVER OF 90-DAY HIRING DELAY
DEPARTMENT OF SOCIAL SERVICES

WHEREAS: Resolution 195-20 created a 90-day hiring delay effective October 1, 2020; and

WHEREAS: Effective March 1, 2021, an Office Specialist I position became vacant due to incumbent's promotion; and

WHEREAS: Said vacancy impacts the coverage of the HHS Employment Center reception window, therefore be it

RESOLVED: That the Commissioner of Social Services is hereby granted a waiver from the 90-day hiring delay and is authorized to fill one Office Specialist I vacancy effective on or after April 26, 2021 from the appropriate civil service eligible list.