

Agenda



TIOGA COUNTY LEGISLATURE

5/15/2018

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:

5th Regular

Attendees:

Legislator Hollenbeck
 Legislator Huttleston
 Legislator Monell
 Legislator Mullen
 Legislator Roberts
 Chair/Legislator Sauerbrey
 Legislator Standinger
 Legislator Sullivan
 Legislator Weston

Agenda topics

Invocation
 Pledge of Allegiance
 Take A Moment

Legislator Weston
 Legislator Weston
 Remembrance of Sandra Junker

Proclamation (1)

Employee Recognition & Appreciation Week

Recognition Resolutions (4)

Michele Robins, Social Services
 Bernadette Frenz, Mental Hygiene
 Margaret Shuler, Public Health
 Bryan Rockwell, Public Works

<p>Proclamations (6)</p> <p>Privilege of the Floor</p> <p>Approval of Minutes</p> <p>Petitions, Communications & Notices</p> <p>Appointments/Reappointments</p> <p>Reports Standing/Special Committees</p>	<p>American Stroke Month</p> <p>Think Differently</p> <p>PTSD Awareness Month in Tioga County</p> <p>Foster Care Recognition Month</p> <p>Elder Abuse Prevention Month</p> <p>Mental Health Awareness Month</p> <p>April 10, 2018</p>	
<p>RESOLUTIONS:</p>	<ol style="list-style-type: none"> 1. Appoint Member to the Tioga County Planning Board 2. Mortgage Tax Distribution 3. Appropriation of Funds and Amend 2018 Budget Public Health 4. Modify 2018 Budget and Transfer Funds to Capital Officer of Emergency Services 5. Transfer Funds/Fund Self-Insurance Plan Reserve 6. Approve Funding 2018 Youth Bureau Program Funding 7. Authorize the Submission of PTS (Police Traffic Services) Grant Application Sheriff's Office 8. Authorize NYS DOS Local Government Efficiency Program Grant Application for Countywide Information Technology and Communication Services (ITCS) 9. Reauthorize Contract Superior Group Tioga Career Center 10. Authorize Execution of Cooperative Agreements between the Law Department, ITCS, Sheriff, Public Health, DSS, and Mental Hygiene 11. Amend Employee Handbook: Travel Policy and Procedures 12. Amend Employee Handbook: Active Shooter/Lockdown Policy 13. Create and Fill Clerk (Seasonal) Position Public Health 14. Approve Funding for one (1) full time Public Health Nurse Position Public Health 15. Abolish/Create Position and Authorize Appointment of Economic Development Specialist Economic Development & Planning 16. Create Position and Authorize Appointment of Full-Time Motor Vehicle Examiner County Clerk's Office 	

	<p>17. Authorizing Salary Adjustment and Lump Sum Compensation to Brittany Woodburn</p> <p>18. Create and Fill Highway Worker (Seasonal) Position Public Works</p>
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PROCLAMATION

WHEREAS: The mission and services of Tioga County depend heavily on the tireless contributions of its dedicated employees; and

WHEREAS: The Tioga County Legislature wishes to recognize the efforts of all Tioga County employees; and

WHEREAS: The Employee Recognition Committee was created to provide a mechanism to show our appreciation for the Employees of Tioga County; and

WHEREAS: Those employees who have served for more than 25 years have shown a steadfast commitment to serving the well-being of the residents of Tioga County, and should be recognized by those whom they have served; and

WHEREAS: The Tioga County Legislature would like to especially recognize the following employees who have attained 25, 30, 35 and 40 years since last year's ceremonies:

<u>Name</u>	<u>Department</u>	<u>Years</u>
Gary Howard	Sheriff's Office	40
Diane Rockwell	Sheriff's Office	35
Steven DuVarney	Sheriff's Office	30
Tina Lounsbury	Social Services	30
Doreen Stoughton	County Clerk	30
Bryan Rockwell	Public Works	30
Katherine Garrison	Social Services	25
Gail Perdue	Social Services	25
John Feltey	Public Works	25
Wayne Moulton	Sheriff's Office	25
Robert Blasch	Sheriff's Office	25

NOW THEREFORE, THE TIOGA COUNTY LEGISLATURE does hereby proclaim and designate the week of May 14-18, 2018 as

EMPLOYEE RECOGNITION AND APPRECIATION WEEK

In the County of Tioga, New York, and call upon our citizens to join in recognizing these dedicated employees.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -18 RECOGNIZE MICHELE I. ROBINS
34 YEARS OF DEDICATED SERVICE
DEPARTMENT OF SOCIAL SERVICES

WHEREAS: Michele I. Robins began her career with the Tioga County Department of Social Services as a Clerk Typist in February 1984. In November 1987, Michele was promoted to Account Clerk Typist, and in March 2005 met the qualifications to be promoted to Social Welfare Examiner in the SNAP/Medicaid Unit; and

WHEREAS: Michele I. Robins has been a dedicated and loyal employee in the performance of her duties; and

WHEREAS: Michele I. Robins has shown the highest levels of reliability, trust, loyalty and competence in the performance of her duties; and

WHEREAS: Michele I. Robins will retire on May 26, 2018; 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 Michele I. Robins for her thirty-four years of dedicated and loyal service to the Tioga County Department of Social Services and its most vulnerable citizens; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this loyal, dedicated and outstanding employee, Michele I. Robins.

REFERRED TO

HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -18

RECOGNITION OF
BERNADETTE A. FRENZ'S 30 YEARS OF
DEDICATED SERVICE TO THE TIOGA COUNTY
DEPARTMENT OF MENTAL HYGIENE

WHEREAS: Bernadette A. Frenz was hired as a Clinical Social Worker on August 22, 1988 and was appointed to the position of Clinical Social Worker on June 30, 1992, and promoted to Senior Clinical Social Worker in 1995, a position which was reclassified to Supervising Clinical Social Worker in 2004 with Tioga County Department of Mental Hygiene; the position she still holds; and

WHEREAS: Bernadette A. Frenz has been extremely dedicated, loyal and professional in the performance of her duties and responsibilities during the past 30 years to the Mental Hygiene Department. She has earned the respect of her director, colleagues and peers throughout Tioga County; and

WHEREAS: Mrs. Frenz will retire on June 7, 2018; 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 Bernadette A. Frenz for her 30 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, Bernadette A. Frenz.

REFERRED TO

HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -18

RECOGNITION OF
MARGARET SHULER'S 34 YEARS OF
DEDICATED SERVICE TO TIOGA COUNTY
PUBLIC HEALTH

WHEREAS: Margaret Shuler was appointed to the position of Public Health Nurse on October 31, 1983, in the Tioga County Public Health Department; the position she still holds; and

WHEREAS: In 2009 Margaret was honored as the Public Health Team Member of the Second Quarter by her peers in Public Health; and

WHEREAS: In 2009, Margaret was named Tioga County Employee of the Quarter, as well as Tioga County Employee of the Year; and

WHEREAS: In 2009, Margaret was included in the New York State 'Public Health Works!' Honor Roll, which is a significant recognition from the New York State Department of Health; and

WHEREAS: Margaret has worked tirelessly for the benefit of the citizens of this county, particularly in the areas of maternal child health and the importance of infant and adult immunizations; and

WHEREAS: Margaret Shuler has been extremely dedicated, loyal and professional in the performance of her duties and responsibilities during her 34 years in the Public Health Department. She has earned the respect of her colleagues and peers throughout Tioga County, as well as within the New York State Department of Health; and

WHEREAS: Mrs. Shuler will retire on May 26, 2018; 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 Margaret Shuler for her over 34 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, Margaret Shuler.

REFERRED TO:

PUBLIC WORKS

RESOLUTION NO. -18

RESOLUTION RECOGNIZING BRYAN
ROCKWELL'S 30 YEARS OF
DEDICATED SERVICE TO TIOGA
COUNTY

WHEREAS: Bryan Rockwell started his employment with Tioga County as Laborer on May 23, 1988 and worked his way up to Working Supervisor; and

WHEREAS: Bryan Rockwell has been very dedicated and loyal in the performance of his duties and responsibilities during the past 30 years to the Public Works Department; and

WHEREAS: Mr. Rockwell's dedication, conscientiousness and work ethic were made evident by him always arriving on time well in advance of the workday for his entire 30 year career; and

WHEREAS: Mr. Rockwell will retire on May 30, 2018; 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 Bryan Rockwell for his 30 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, Bryan Rockwell.

**COUNTY OF TIOGA
EXECUTIVE PROCLAMATION**

WHEREAS: Stroke is a leading cause of serious long-term disability and the fifth leading cause of death in the United States, killing over 140,000 people nationwide and more than 20 citizens of Tioga County each year; and

WHEREAS: Stroke prevalence is projected to increase by 20.5% between 2012 and 2030 and the direct medical costs in the U.S. for treating stroke are expected to increase by 158% from \$71 billion in 2012 to \$183 billion by 2030; and

WHEREAS: Warning signs of stroke include sudden numbness or weakness of the face, arm or leg, especially on one side of the body; sudden confusion, trouble speaking or understanding; sudden trouble seeing in one or both eyes; sudden trouble walking, dizziness, loss of balance or coordination; and sudden severe headache with no known cause; and

WHEREAS: Americans are more aware of the risk factors and warning signs for stroke than in the past, but according to a recent survey, one-third of adults cannot identify any symptoms; and

WHEREAS: Studies show that the quick actions by EMS professionals are instrumental in saving lives from stroke and producing better outcomes for stroke survivors, but more than a third of stroke patients fail to use EMS; and

WHEREAS: New and effective treatments have been developed to treat and minimize the severity and damaging effect of strokes, but much more research is needed, therefore

THE TIOGA COUNTY LEGISLATURE, County of Tioga, does hereby proclaim the month of May 2018 as:

AMERICAN STROKE MONTH IN TIOGA COUNTY

and urges all the citizens of our County to familiarize themselves with the risk factors associated with stroke, recognize the warning signs and symptoms, and on the first signs of a stroke dial 9-1-1 immediately so that we might begin to reduce the devastating effects of stroke on our population.

**County of Tioga
EXECUTIVE PROCLAMATION**

WHEREAS: The "Think Differently" initiative promotes awareness and acceptance of all people, and advocates for the inclusion of all individuals living with special needs; and

WHEREAS: Our state and communities are stronger because of our diversity and differences; and

WHEREAS: According to the Center for Disease Control (CDC) over 55 million people, or approximately 19% of Americans, have a type of disability or special need; and

WHEREAS: For some people with special needs, the very thing that makes them unique can also keep them on the sidelines, separate from those who might not understand their differences or uniqueness; and

WHEREAS: Tioga County Public Health serves the local community through multi-faceted Children's Programs founded on meeting the child where they are; and

WHEREAS: It is important to promote and provide guidance to those with special needs on how to access supportive services available to them in the community; and

WHEREAS: The goal of this initiative is to provide a supportive and inclusive environment for individuals of all abilities by supporting community events that expand family friendly opportunities for people with special needs and their families; and

WHEREAS: Tioga County Public Health will serve as a leader in ensuring that individuals and families with special needs have their needs met; and

WHEREAS: Adopting the "Think Differently" initiative is an important statement that our county officials, business owners, and residents can make to show their support for differently-abled children and adults with special needs; therefore

THE TIOGA COUNTY LEGISLATURE does hereby encourage all residents and business owners to adopt the "Think Differently" initiative so that all are better prepared to communicate with, provide for, and support those living on the Autism Spectrum or have other special needs.

PROCLAMATION
June 2018 AS PTSD AWARENESS MONTH IN TIOGA COUNTY

WHEREAS: June is National PTSD Awareness Month; and

WHEREAS: Tioga County has 4,623 veterans living here; and

WHEREAS: The current statistics are that 31% of all veterans have Post Traumatic Stress Disorder (PTSD), 19% have Traumatic Brain Injury (TBI), 7% have both PTSD and TBI, that 42% of all veterans with PTSD and TBI abuse alcohol and drugs, and that 50% of all these veterans do not seek treatment for any of these disorders; and

WHEREAS: Veterans commit suicide at a rate of 22 per day, 660 per month and 8,030 per year; and

WHEREAS: The Tioga County Veterans' Service Agency seeks to raise awareness of these epidemics that affect so many in our veteran community and the need to effect change and better serve our veterans who are plagued by these disorders; therefore

THE TIOGA COUNTY LEGISLATURE does hereby proclaim

June 2018 as PTSD Awareness Month in Tioga County

and encourages Tioga County citizens to get involved in learning about and raising awareness regarding PTSD, TBI, Substance Use Disorder and Suicide rates amongst our veterans.

FOSTER CARE RECOGNITION MONTH PROCLAMATION

WHEREAS: The Tioga County foster family serves as a source of safety, love, self-esteem and support for children in Tioga County; and

WHEREAS: There are 28 children in foster care in Tioga County, 23 of these children are in foster homes, with 5 being in relative placements; and

WHEREAS: We have 25 certified foster homes in Tioga County with 5 of them being approved relative homes; and

WHEREAS: Numerous public and private agencies work to increase the public's awareness of the needs of children in foster care, and the enduring and valuable contribution of foster parents; and

WHEREAS: It is appropriate to recognize all those who volunteer their talents and energies on behalf of children in foster care, the foster parents who serve these children and the professional staff dedicated to ensuring these children have a stable and safe foster family environment; now therefore

THE TIOGA COUNTY LEGISLATURE hereby Proclaims May 2018, as

FOSTER CARE RECOGNITION 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 recognize foster parents in Tioga County.

PROCLAMATION

WHEREAS: People who are elderly or have disabilities have contributed to the general welfare of Tioga County by helping to preserve customs, convictions, and traditions of many people from diverse backgrounds; and

WHEREAS: These residents are vital and integral members of our society and their wisdom and experience have enriched our lives; and

WHEREAS: The health and well-being of disabled and elderly people in our county should be one of our highest priorities and of concern to all Americans; and

WHEREAS: People who are elderly or have disabilities are among the most important resources of our county, and it is fitting that we recognize the need to protect their health, safety, and rights; and

WHEREAS: Abuse of the elderly and people with disabilities in domestic and institutional settings is a wide-spread problem, affecting hundreds of thousands of people across the country; and

WHEREAS: Elder abuse is underreported because the elderly who are being abused find it very difficult to tell anyone and are usually ashamed and sometimes afraid; and

WHEREAS: Elder abuse happens to men and women of all income levels, all cultural and ethnic groups, whether they are in good health or incapacitated in some way, in poor neighborhoods and in suburbia; and

WHEREAS: Many of the cases investigated by Adult Protective Services in New York involve self-neglect or financial exploitation and it is our duty as citizens to reach out to people in need; now therefore

THE TIOGA COUNTY LEGISLATURE does hereby proclaim the month of May 2018 to be

Elder Abuse Prevention Month

in Tioga County, and urge all citizens to work together to help reduce abuse and neglect of people who are elderly or have disabilities.

2018 PROCLAMATION

Mental Health Awareness Month & Children's Mental Health Awareness Week

WHEREAS: The citizens of Tioga County value the overall health and well-being of all the residents of Tioga County they are proud to support the observance of Mental Health Awareness Month and Children's Mental Health Week; and

WHEREAS: Mental Health is essential to everyone's overall health and well-being; and

WHEREAS: Mental illness is the leading illness-related cause of disability, a major cause of death through suicide, a factor in school failure, a contributor of poor overall health, incarceration, and homelessness; and

WHEREAS: Mental illness in adults and serious emotional and mental health disorders in children and youth are real and treatable; and

WHEREAS: There is evidence that early intervention, family-centered care for children, and person centered treatment for adults can result in reduction and management of symptoms such that individuals with mental illness can live full, productive and meaningful lives in their communities; and

WHEREAS: Children and youth with mental health challenges, along with their families, deserve access to services and supports that are family driven, youth guided and culturally appropriate; and

WHEREAS: There is an expectation of hope, healing and recovery for the citizens of Tioga County who experience symptoms of mental illness, and

WHEREAS: Tioga County has made a commitment to a community-based system of care that promotes values of acceptance, dignity and social inclusion for individuals of all ages; therefore

THE TIOGA COUNTY LEGISLATURE does hereby ask all residents of our county to join in declaring May 2018 as *Mental Health Awareness Month* and May 6th – 12th, 2018 as *Children's Mental Health Week* in Tioga County.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -18

APPOINT MEMBER TO THE TIOGA
COUNTY PLANNING BOARD

WHEREAS: Jim Tornatore has resigned from the Tioga County Planning Board in an Alternate At-Large position for which his term expires on 12/31/2019; and

WHEREAS: Mike Reynolds is willing and able to serve in this position; therefore be it

RESOLVED: That the Tioga County Legislature hereby appoint Mike Reynolds to the Tioga County Planning Board as an At-Large Alternate to fulfill Jim Tornatore's unexpired term of 1/1/2017 – 12/31/19, effective 5/16/2018.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO: -18 MORTGAGE TAX DISTRIBUTION

RESOLVED: That the mortgage tax report for the period October 1, 2017 to March 31, 2018 be and it hereby is accepted; further

RESOLVED: That the County Treasurer be authorized and directed to pay to the Supervisors of the several Towns and the Treasurers of the several Villages the amounts apportioned to them as follows:

Barton (Town)	\$ 22,037.57
Berkshire (Town)	7,630.15
Candor (Town)	14,941.48
Candor (Village)	2,757.35
Newark Valley (Town)	12,711.83
Newark Valley (Village)	4,180.81
Nichols (Town)	9,991.41
Nichols (Village)	959.87
Owego (Town)	99,620.36
Owego (Village)	24,580.96
Richford (Town)	3,419.01
Spencer (Town)	11,698.47
Spencer (Village)	1,357.24
Tioga (Town)	17,261.56
Waverly (Village)	<u>20,199.77</u>
	\$253,347.84

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -18 APPROPRIATION OF FUNDS AND AMEND
2018 BUDGET
PUBLIC HEALTH

WHEREAS: Tioga County Public Health has been awarded funding from the Pickert-Hickock Fund of the Community Foundation for South Central New York; and

WHEREAS: The funding is designated for the purchase of approved program related deliverables; and

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

RESOLVED: That the 2018 budget be amended and funding be appropriated as follows:

From: A4053 422800	Grants: Community Health	\$ 5,000
To: A4053 540640	Supplies (not office)	\$ 5,000

REFERRED TO:

PUBLIC SAFETY COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -18

MODIFY 2018 BUDGET AND
TRANSFER FUNDS TO CAPITAL
OFFICE OF EMERGENCY SERVICES

WHEREAS: Resolution #260-17 awarded the Office of Emergency Services a 2017 State Homeland Security Grant in the amount of \$69,980; and

WHEREAS: The grant budget has been amended to reflect the purchase of a vehicle and an emergency notification system; therefore be it

RESOLVED: That the 2018 budget be modified and transfer of funds be made as below:

FROM:

A3360 433567 SHS17 Homeland Security Grant 2017 Revenue \$41,250

TO:

H3360 433567 SHS17 Homeland Security Grant 2017 Revenue \$41,250

FROM:

A3360 540140 SHS17 Homeland Security Grant Contracted Service
\$41,250

TO:

H3360 520060 SHS17 Homeland Security Grant Car/Truck \$41,250

FROM:

A3360.540140 SHS17 Homeland Security Grant Contracted Services
\$ 2,000

TO:

A3360 520090 SHS17 Homeland Security Grant Computer \$ 2,000

REFERRED TO:

PERSONNEL COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -18

TRANSFER FUNDS/FUND SELF-
INSURANCE PLAN RESERVE

WHEREAS: Tioga County Local Law No. 2 of 2015 established a Contributed Reserve cap of \$6,000,000 for the Tioga County Self Insurance Plan; and

WHEREAS: Tioga County Local Law No. 2 of 2015 allows for the transfer of surplus funds from the fund balance to the reserve; and

WHEREAS: The 2017 Tioga County Self Insurance operating budget had surplus funds of \$357,842.07 in the fund balance; and

WHEREAS: The December 31, 2017 Tioga County Self Insurance Plan Fund Balance is \$1,357,842.66; and

WHEREAS: The December 31, 2017 Tioga County Self Insurance Contributed Reserve Fund is \$2,195,478.76; therefore be it

RESOLVED: That the Tioga County Treasurer is authorized to transfer funds as follows:

From: Self-Insurance Fund Balance S390900	\$357,842.07
To: Self-Insurance Contributed Reserve Fund S375300	\$357,842.07

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -18 APPROVE FUNDING
2018 YOUTH BUREAU PROGRAM FUNDING

WHEREAS: The Tioga County Legislature approves Youth Bureau program funding which is 100% reimbursable from the New York State Office of Children and Family Services; and

WHEREAS: The Tioga County Youth Board has reviewed 2018 applications for funding which are consistent with guidelines previously presented to the Legislative Committee; now therefore be it

RESOLVED: That the following programs recommended by the Tioga County Youth Board for program year 2018 be approved by the Tioga County Legislature in the amounts indicated:

Cornell Cooperative Extension 4H Summer Youth Enrichment	\$ 5,000
Big Brothers Big Sisters Mentoring	\$ 5,000
Village of Newark Valley Summer Rec	\$ 2,200
Cornell Cooperative Extension Family Resource Center	\$ 7,000
Spencer Van-Etten Schools PAVE	\$ 5,500
Tioga Central Schools Summer Rec	\$ 8,000
Village of Waverly Summer Rec	\$ 5,000
Town of Owego Summer Camp	<u>\$ 3,800</u>
Total Allocations	\$41,500

REFERRED TO:

PUBLIC SAFETY COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -18

AUTHORIZE THE SUBMISSION OF
PTS (POLICE TRAFFIC SERVICES)
GRANT APPLICATION
SHERIFF'S OFFICE

WHEREAS: The NYS Governor's Traffic Safety Council has announced a FY'18 PTS (Police Traffic Services) grant; and

WHEREAS: Applications for this grant must be received no later than May 1, 2018; and

WHEREAS: County Policy #47 requires that a resolution be approved before any such grant applications are submitted; therefore be it

RESOLVED: That the Tioga County Sheriff's Office be authorized to submit the appropriate grant application for the purpose of securing this funding, and authorizes the Chair of the Legislature to sign such application.

REFERREED TO:

ITCS COMMITTEE AND ED&P COMMITTEE

RESOLUTION NO. -18

AUTHORIZE NYS DOS LOCAL
GOVERNMENT EFFICIENCY
PROGRAM GRANT APPLICATION FOR
COUNTYWIDE INFORMATION
TECHNOLOGY AND
COMMUNICATION SERVICES (ITCS)

WHEREAS: Tioga County Department of Information Technology and Communication Services (TCITCS) proposes to make application to the NYS Department of State Local Government Efficiency (LGE) Program through the 2018 Consolidated Funding Application cycle; and

WHEREAS: The purpose of said grant is to fund the provision of ITCS services to participating municipalities via the Tioga County ITCS Department, including any equipment and professional services needed; and

WHEREAS: This grant project will test the efficacy, efficiency and cost savings of the Tioga County ITCS Department providing professional ITCS services to each participating municipality; and

WHEREAS: Participating municipalities are not bound by any dollar figures or details in the grant application as the results are all subject to negotiation and vote of each participating municipality's governing board; and

WHEREAS: Said grant application allows for funding up to \$200,000 per participating municipality and is due by July 27th, 2018; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes said grant in an amount not to exceed \$3,200,000 and authorizes the Legislature Chair to sign any and all paperwork associated with the application, contingent upon review and approval by the County Attorney.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -18 REAUTHORIZE CONTRACT
SUPERIOR GROUP
TIOGA CAREER CENTER

WHEREAS: Broome & Tioga Counties, in partnership through the Broome/Tioga Workforce Development Board, provides for the delivery of employment and training services under the Workforce Innovation Opportunity Act 2015; and

WHEREAS: The Tioga Career Center continues to have a need for a Resource Room Clerk to assist individuals in the Career Center's Resource Room with operation of computers and various computer programs, to instruct clients on how to use NYS Dept of Labor job site, and to assist clients in accessing employment opportunities; and to assist Workforce staff and businesses in maintaining current job listings; and

WHEREAS: Superior Group is able to provide such services for the Tioga Career Center, from July 1, 2018 to June 30, 2019, and said contract is to be funded entirely by the Workforce Innovation Opportunity Act; and

WHEREAS: The funds necessary for said contract were included in the WIOA PY 2018 Budget under the WIOA Grant; and

WHEREAS: The Supervisor of the Tioga Career Center is authorized to enter into such contract as indicated; and

WHEREAS: Said contract would provide for compensation at the bill rate of \$13.31 per hour from 7/1/18-12/30/18, and \$14.20 per hour from 12/31/18-6/30/19 at a maximum of 25 hours per week; therefore be it

RESOLVED: That the Tioga County Legislature authorize the Supervisor of Tioga Career Center to enter into a contract, upon approval by the County Attorney, with Superior Group at the above bill rate(s) effective July 1, 2018 through June 30, 2019.

REFERRED TO:

LEGAL/FINANCE

RESOLUTION NO. -18

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; 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.

REFERRED TO: LEGISLATIVE WORKSESSION

RESOLUTION NO. -18 AMEND EMPLOYEE HANDBOOK:
TRAVEL POLICY AND PROCEDURES

WHEREAS: Section VI. Travel Procedures a. Travel Policy and Procedures Section VI. B. Transportation Expenses Allowed needs to be updated to clarify use of personally-owned vehicles and County-owned vehicles; therefore be it

RESOLVED: That Section VI. Travel Procedures a. Travel Policy and Procedures (formerly policy 11) Section VI. B. be amended effective May 16, 2018 as follows:

Section VI. B. – Transportation Expenses Allowed

“Without department head approval, employees are not permitted to use personally-owned vehicles on official County business and receive reimbursement for such use when the employee has, or has access to, a County-owned vehicle. (Accessibility for government vehicles will be controlled by department heads.) Reimbursement for use of personal automobile to travel on County business will be based solely on the mileage reimbursement rate established by the County Legislature. The mileage reimbursement rate will be allowed for the driver of the vehicle only, regardless of the number of employees traveling in the same vehicle on the same trip. To maximize savings to the County, employees traveling in the same vehicle to the same destination are encouraged to car pool whenever possible.”

And be it further

RESOLVED: That the remainder of Section VI. Travel Procedures a. Travel Policy and Procedures is unchanged.

REFERRED TO: LEGAL/FINANCE

RESOLUTION NO. -18 AMEND EMPLOYEE HANDBOOK:
ACTIVE SHOOTER/LOCKDOWN
POLICY

WHEREAS: The Tioga County Sheriff's Office personnel have been certified to provide ALERRT CRASE training for County employees; and

WHEREAS: ALERRT CRASE training is a civilian version of Active Shooter training that uses terminology different from the existing Active Shooter/Lockdown Policy; and

WHEREAS: The Active Shooter/Lockdown Policy should be in alignment with the ALERRT CRASE training provided to County employees; therefore be it

RESOLVED: That Section IX. Safety Rules n. Active Shooter/Lockdown Policy IV. Procedures B. Immediate Vicinity Actions be amended as follows:

B. Immediate Vicinity Actions

If you are within the immediate vicinity of an active shooter you must take immediate action in an effort to protect yourself. AVOID, DENY, AND/OR DEFEND.

1. AVOID. Move away from the source of the threat as quickly as possible. If there is an immediate and safe way out, then attempt to evacuate. This is your first and best option. Once you feel you're safe, immediately call 911 or attempt to alert law enforcement. Once you are in a safe place, remain there until instructed to do otherwise by law enforcement.
2. DENY. Keep distance and barriers between yourself and the threat. If evacuation is not possible, find a place to hide which provides immediate cover and concealment from the threat.
 - a. Go to the nearest room. Close and lock or barricade the door if possible.
 - b. Keep concealed and quiet and remain still until directed by law enforcement.

3. DEFEND. As a last resort and only if you can't Avoid or Deny, be prepared to defend yourself. Physically engage the shooter in an effort to incapacitate them or to facilitate your safe evacuation.
 - a. Commit and act with aggression by any means to incapacitate the shooter.
 - b. When you can do so safely, immediately call 911 or attempt to alert law enforcement.

And be it further

RESOLVED: That the remainder of Section IX. Safety Rules n. Active Shooter/Lockdown Policy is unchanged.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -18 CREATE AND FILL CLERK (SEASONAL)
POSITION
PUBLIC HEALTH

WHEREAS: Due to scheduled leaves of absences over the next few months, the Public Health Department has identified the need to employ a temporary clerical position during the summer; and

WHEREAS: Public Health has funds available in the 2018 budget due to position vacancies to cover the expenditures of such employment; therefore be it

RESOLVED: That the Public Health Director is hereby authorized to create and fill one (1) temporary full-time Clerk (Seasonal) position effective May 16, 2018 through August 31, 2018 at an hourly rate of \$11.40.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -18 APPROVE FUNDING FOR ONE (1) FULL TIME
PUBLIC HEALTH NURSE POSITION
PUBLIC HEALTH

WHEREAS: Due to retirement, a half-time, benefited Public Health Nurse position (\$38.0070 / hour) will become vacant on 05/26/18; and

WHEREAS: The Public Health Director would like to backfill this vacancy on a full-time basis because the level of nursing services it provides is appropriate for the needs of public health programs; and

WHEREAS: The Department has incurred cost savings earlier in the year with the elimination of (2) part-time Nurse Practitioner positions (\$27.1100 / hour); therefore be it

RESOLVED: That the Public Health Director is authorized to increase the hours and fund the vacant half-time Public Health Nurse vacancy on a full-time basis effective May 29, 2018, at the annual rate of \$52,707 (CSEA salary grade XV); and be it further

RESOLVED: That the Public Health Department's 2018 authorized headcount shall be adjusted to 27 full-time and 6 part-time.

REFERRED TO: ED&P LEGISLATIVE COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -18 ABOLISH/CREATE POSITION AND
AUTHORIZE APPOINTMENT OF ECONOMIC
DEVELOPMENT SPECIALIST
ECONOMIC DEVELOPMENT & PLANNING

WHEREAS: Per resolution 317-17, the Tioga County Legislature authorized the hire of an Economic Development Specialist (PT) at an annual base salary amount not to exceed \$19,500; and

WHEREAS: The Director of Economic Development and Planning has expressed a desire to adjust the position to full time at an annual 2018 base salary amount of \$42,787; and

WHEREAS: the Tioga County Industrial Development Agency has expressed a commitment to partner with the County by providing funding to fill the budgetary gap in the year 2018 in an amount not to exceed \$10,400 and in the year 2019 in an amount not to exceed \$26,700; and

WHEREAS: The Legislature reserves the right to re-evaluate the need for the position at the time of 2020 budget planning; and

WHEREAS: The Director of Economic Development and Planning has identified a qualified candidate after conducting interviews; and

WHEREAS: The candidate would be hired provisionally until it is determined that he has met the civil service exam requirements; therefore be it

RESOLVED: That one vacant part-time position of Economic Development Specialist be abolished and one full-time position of Economic Development Specialist (Non-Union salary range \$42,787-52,787) be created effective May 31, 2018; and be it further

RESOLVED: That the Director of Economic Development and Planning is hereby authorized to appoint Zackary A. Baker as a full time Economic Development Specialist with a start date not prior to June 1, 2018, at an annual non-union salary of \$42,787; and be it further

RESOLVED: That the Economic Development and Planning Department's 2018 authorized full-time headcount shall be adjusted to 7 and its part-time headcount shall be adjusted to 0; and be it further

RESOLVED: That this appointment is subject to entering into a Memo of Understanding between Tioga County and the Economic Development and Planning Dept. concerning the funding for 2018 and 2019.

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -18 CREATE POSITION AND AUTHORIZE
APPOINTMENT OF FULL-TIME MOTOR
VEHICLE EXAMINER
COUNTY CLERK'S OFFICE

WHEREAS: The County Clerk's Office, Department of Motor Vehicles had a full-time Motor Vehicle Examiner position that was abolished in December 2015; and

WHEREAS: The County Clerk has expressed a desire to reinstate the full-time position at an annual 2018 base salary amount of \$26,724; and

WHEREAS: The reason for this request is based upon notable increase in the volume of customers at the DMV as well the increase in time required to process the new Federal Real ID and Enhanced Driver's License transactions; and

WHEREAS: The Legislature is supportive of said increase in manpower; therefore be it

RESOLVED: That one full-time position of Motor Vehicle Examiner (CSEA Salary Grade IV \$26,724-27,424) be created with authorization to fill no sooner than May 29, 2018; and be it further

RESOLVED: That the County Clerk's 2018 authorized full-time headcount shall be adjusted to 11 and its part-time headcount shall be 2.

REFERRED TO: PERSONNEL COMMITTEE

RESOLUTION NO. -18 AUTHORIZING SALARY ADJUSTMENT AND
LUMP SUM COMPENSATION TO BRITTANY
WOODBURN

WHEREAS: Brittany Woodburn's hire date was December 28, 2015 at the base salary range rate of \$39,779.00; and

WHEREAS: The Tioga County Legislature made an adjustment to increase the base salary range to \$41,370.00 effective January 1, 2016; and

WHEREAS: A similar adjustment was not made to the base rate of Brittany Woodburn; and

WHEREAS: The Tioga County Legislature made subsequent adjustments to the base salary range that were not reflected in Ms. Woodburn's salary in 2017 and 2018; therefore be it

RESOLVED: That the Tioga County Legislature agrees to adjust Brittany Woodburn's annual salary to \$44,768.00 effective June 4, 2018; and be it further

RESOLVED: That the Tioga County Legislature agrees to a lump sum compensation to Brittany Woodburn in the amount of \$3,952.00 to account for the lost salary between January 2016 and June 2018.

REFERRED TO:

PUBLIC WORKS
PERSONNEL

RESOLUTION NO. -18

CREATE AND FILL HIGHWAY WORKER
(SEASONAL) POSITION
PUBLIC WORKS

WHEREAS: Due to an extended leave of absence within the Public Works Department, there is a need for an additional seasonal Highway Worker (Seasonal) for 2018; 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 an additional temporary full-time Highway Worker (Seasonal) position effective May 16, 2018 through October 12, 2018 at an hourly rate of \$10.40, however no more than 960 hours may be worked May 16, 2018 – October 12, 2018.