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| <h1 style="font-size: 48px; margin: 0;">Agenda</h1>  | <h2 style="text-align: center; margin: 0;">TIOGA COUNTY LEGISLATURE</h2> <p style="text-align: right; margin: 0;">7/15/2025 12:00 PM EDWARD D. HUBBARD AUDITORIUM Ronald E. Dougherty County Office Building 56 Main Street Owego NY 13827</p> | |
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| Meeting called by: | Chair Martha Sauerbrey | |
| Type of meeting: | 7 th Regular | |
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| Attendees: | Legislator Aronstam Legislator Brown Legislator Bunce Legislator Ciotoli Legislator Flesher Legislator Monell Legislator Roberts Legislator Sauerbrey Legislator Standingier | |
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| | Agenda topics | |
| Invocation Pledge of Allegiance "I Voted" Sticker Award Presentation Recognition Resolution (1) Privilege of the Floor Approval of Minutes | Legislator Aronstam Legislator Aronstam • Marietta J. Ayers, Sheriff's Office June 10 and 19, 2025 | |

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| <p>Petitions, Communications & Notices</p> <p>Appointments/Reappointments</p> <p>Reports Standing Committees</p> | <p>Management/Confidential Salary Committee</p> | |
| <p>RESOLUTIONS</p> | <ol style="list-style-type: none"> 1. Set Public Hearing NYS CDBG Grant Application 2. Erroneous Assessment – Village of Waverly 3. Erroneous Assessment – Village of Waverly 4. Create Allowance for Postler & Jaeckle Corporation to be the Sole Source Provider of the Control Work for the Ronald E. Dougherty County Office Building North Wing HVAC Upgrade Project 5. Award Design Services to McFarland Johnson for Halsey Valley Road Culvert PIN 9755.99 6. Award Construction Inspection and Construction Support Services to Delta Engineers for Harnick Road Bridge BIN 2218720 7. Award Applicants of New York State Community Development Block Grant Microenterprise Assistance Program 8. Approve Technical Assistance Provided by ED&P Staff 9. Authorize Grant Renewal, Appropriation of Funds, and Amend 2025 Budget – Mental Hygiene 10. Amend Resolution No. 135-25; Award Contract Radio Consulting Services and Modify 2025 Budget 11. Amend Resolution No. 148-25; Update NY SWIMS Grant Award Amount and Modify 2025 Budget 12. Amend Resolution No. 291-19; Authorize Amended Agreement with Motorola Solutions Change Order #7 – Emergency Management | |

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| | <ol style="list-style-type: none"> 13. Appropriation of State Aid-Casino Revenue to a Capital Account for Building Related Expenses 14. Approve Purchase of LED Lightbars and Modify 2025 Budget – Sheriff's Office 15. Amend Budget & Appropriate Funds – Public Health 16. Appropriation of Funds Budget Modification 2025 – Mental Hygiene 17. Appropriation of Funds Budget Modification 2025 – Mental Hygiene 18. Appropriation of Funds Budget Modification 2025 – Mental Hygiene 19. Appropriation of Funds Budget Modification 2025 – Mental Hygiene 20. Re-Appropriation of Funds and Amend 2025 Budget - Child Advocacy Center 21. Approve Contract, Appropriation of Funds and Amend 2025 Budget – Social Services 22. Approve Salary Above Hiring Base Deputy Sheriff Position – Sheriff's Office 23. Reclassify Vacant Senior Clinical Social Worker Position – Mental Hygiene 24. Create and Fill Permanent, Full-Time Senior Clinical Social Worker (School/Community Based) Position – Mental Hygiene 25. Authorize Reclassification of Data Officer to Paralegal – Public Defender's Office 26. Create (1) Full-Time Assistant Public Defender- Public Defender's Office 27. Approval of Case Manager Position (Public Defender's Office) 28. Approval of Case Manager Position (Assigned Counsel Office) 29. Authorize Appointment of Public Works Project Technician – Public Works 30. Authorize Appointment of Secretary to Commissioner of Public Works 31. Standard Work Day and Reporting Resolution |
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| | 32. Standard Work Day and Reporting Resolution 33. Amend Employee Handbook: Section IV. Personnel Rules; Subsection c. Orientation/ Exit Interviews/Recruitment/Retirement | |
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REFERRED TO: PUBLIC SAFETY COMMITTEE

RESOLUTION NO. -25 RESOLUTION RECOGNIZING
MARIETTA AYERS' 20 YEARS
OF DEDICATED SERVICE TO TIOGA COUNTY

WHEREAS: Marietta Ayers was appointed as a Public Safety Dispatcher on 4/1/98 through 9/7/01; reinstated to Public Safety Dispatcher on 10/18/08 until present; and

WHEREAS: Marietta Ayers has been dedicated and loyal in the performance of her duties and responsibilities during her 20 years of service to Tioga County, thereby earning the respect of her colleagues and peers throughout Tioga County; and

WHEREAS: Marietta Ayers retired from the Tioga County Sheriff's Office on June 20, 2025; 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 Marietta Ayers for 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 outstanding employee, Marietta Ayers.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO. -25

SET PUBLIC HEARING FOR
NYS CDBG GRANT APPLICATION

WHEREAS: Tioga County Economic Development & Planning intends to submit an application or applications under the NYS Small Cities Community Development Block Grant (CDBG) Program for the 2025 fiscal year, which requires a public hearing be held prior to submission of any application(s) to provide information to the public about the CDBG Program and an opportunity to participate in the grant process; therefore be it

RESOLVED: That the Tioga County Legislature will hold a public hearing at 10:00 AM on July 24th, 2025 in the Legislative Conference Room of the Ronald E. Dougherty County Office Building, 56 Main Street, Owego, New York 13827, to discuss the proposed 2025 CDBG Program and upcoming funding round, to provide information to the public about the CDBG Program and to allow the public to provide input into the grant process; and be it further

RESOLVED: That public notice of such public hearing shall be published in the official newspaper of Tioga County.

REFERRED TO: FINANCE COMMITTEE
ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -25 ERRONEOUS ASSESSMENT
VILLAGE OF WAVERLY

WHEREAS: Application for Corrected Tax Roll for 2025 Village taxes was submitted by owners Richard and Donna Casterline for parcel 166.11-3-64 in the Village of Waverly; and

WHEREAS: The owners qualify for a Veteran's tax exemption, and the Veteran's tax exemption was appropriately applied to the Town & County tax, but erroneously was not selected to apply to the Village tax; and

WHEREAS: This meets the criteria of a Clerical Error per RPTL 550 paragraph 2 (c); and

WHEREAS: The Village tax bill was generated based on the assessment of \$82,000 without the exemption applied, and should have been generated with an assessment of \$25,181 after applying the exemption; therefore be it

RESOLVED: That a new 2025 tax bill be issued by the Village of Waverly to Richard and Donna Casterline for parcel #166.11-3-64 for \$432.07.

REFERRED TO: FINANCE COMMITTEE
ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -25 ERRONEOUS ASSESSMENT
VILLAGE OF WAVERLY

WHEREAS: Application for Corrected Tax Roll for 2025 Village taxes was submitted by Town of Barton Assessor on behalf of Waverly Central School District for parcel 166.18-1-3 in the Village of Waverly; and

WHEREAS: The parcel should have been wholly exempt; and an exemption was appropriately applied to the Town & County and School taxes, but was erroneously not selected to apply to the Village tax; and

WHEREAS: This meets the criteria of a Clerical Error per RPTL 550 paragraph 2 (c); and

WHEREAS: A Village tax bill for \$34.32 was generated for this parcel that should not have been; therefore be it

RESOLVED: That the Village tax bill issued for parcel 166.18-1-3 be rendered null and void.

REFERRED TO: PUBLIC WORKS COMMITTEE
FINANCE, LEGAL, AND SAFETY COMMITTEE

RESOLUTION NO. -25 CREATE ALLOWANCE FOR POSTLER & JAECKLE CORPORATION TO BE THE SOLE SOURCE PROVIDER OF THE CONTROL WORK FOR THE RONALD E. DOUGHERTY COUNTY OFFICE BUILDING NORTH WING HVAC UPGRADE PROJECT

WHEREAS: Construction services will be performed in the remaining portion of the Ronald E. Dougherty County Office Building which will include instrumentation and control work for the heating, cooling, and ventilation systems (HVAC); and

WHEREAS: Postler & Jaeckle Corporation (P&J) has established their own operational protocol within the control system of every building in the County that has remote HVAC access capabilities; and

WHEREAS: Both the uniformity and secure access of the HVAC controls throughout the County have been identified as an essential component within Public Works; and

WHEREAS: The contract for construction services of the building will be awarded to the contractor with the most competitive bid; therefore be it

RESOLVED: That the Tioga County Legislature create an allowance for P&J to become the sole source provider of the control work as defined in the project scope; and be it further

RESOLVED: That this allowance be distributed to all the plan holders prior to letting in the amount of \$63,000.

REFERRED TO:

PUBLIC WORKS COMMITTEE

RESOLUTION NO. -25

AWARD DESIGN SERVICES TO
MCFARLAND JOHNSON FOR
HALSEY VALLEY ROAD CULVERT PIN 9755.99

WHEREAS: Tioga County was awarded funding from NYSDOT to replace a culvert, Halsey Valley Road over Unnamed Creek PIN 9755.99, in the Town of Tioga; and

WHEREAS: The Commissioner of Public Works received a proposal for preliminary and final design services for this project from McFarland Johnson, Binghamton, NY; and

WHEREAS: The proposal for this project came in at \$248,086; therefore be it

RESOLVED: That the Tioga County Legislature approve the proposal for preliminary and final design services for Halsey Valley Road over Unnamed Creek PIN 9755.99 to McFarland Johnson not to exceed \$248,086 to be paid out of the account H5110.540004.H2404 Non Bond Road and Bridge Project.

REFERRED TO:

PUBLIC WORKS COMMITTEE

RESOLUTION NO. -25

AWARD CONSTRUCTION INSPECTION AND
CONSTRUCTION SUPPORT SERVICES
TO DELTA ENGINEERS FOR
HARNICK ROAD BRIDGE BIN 2218720

WHEREAS: Tioga County is the recipient of funding through NYSDOT for the bridge replacement of Harnick Road over Apalachin Creek; and

WHEREAS: The Commissioner of Public Works received a proposal for construction inspection and construction support services for this project from Delta Engineers, Endwell, NY; and

WHEREAS: The proposal for these services is \$329,703; therefore be it

RESOLVED: That the Tioga County Legislature approve the proposal for the Harnick Road over Apalachin Creek Bridge BIN 2218720 for Delta Engineers not to exceed \$329,703 to be paid out of the following account:

H5110.540004.H2102 Harnick Road over Apalachin Creek

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -25 AWARD APPLICANTS OF NEW YORK STATE
COMMUNITY DEVELOPMENT BLOCK GRANT
MICROENTERPRISE ASSISTANCE PROGRAM

WHEREAS: Tioga County was awarded grant funds through New York State Community Development Block Grant (CDBG) for a Microenterprise Assistance Program and was approved to accept the funds and modify the Economic Development and Planning budget per Resolution No. 351-24; and

WHEREAS: The NYS CDBG Microenterprise Assistance Program will award microenterprises defined as businesses with 5 or fewer employees according to the eligibility guidelines detailed in the program design plan up to \$35,000.00 for eligible expenses; and

WHEREAS: The Economic Development & Planning department created a scoring rubric to evaluate the microenterprises' grant applications; and

WHEREAS: The Economic Development & Planning department contracted with Thoma Development Consultants per Resolution No. 64-25 to receive the applications from the microenterprises and provide an initial review of the applications; and

WHEREAS: The Economic Development & Planning Department designated the Tioga County Industrial Development Agency (IDA) Loan Committee as the evaluating body for the Microenterprise Assistance Program applications in the NYS CDBG grant application; and

WHEREAS: The Tioga County IDA Loan Committee and Economic Development and Planning Department reviewed applications for the NYS CDBG Microenterprise Assistance Program and selected to award the following microenterprises:

- The Five, LLC \$22,000.00
- Light Years Fermentation \$31,000.00
- Two Sparrows Farm \$32,000.00
- The Owego Brewing Company \$14,000.00
- Ocular Prosthetics \$7,500.00
- Newark Valley Creamery \$20,400.00
- Labrador Lumber \$28,100.00
- Country Fit \$15,000.00

And

WHEREAS: All the awardees meet the criteria of the Microenterprise Assistance Program based on the scoring rubric; therefore be it

RESOLVED: That the Tioga County Legislature does hereby authorize Economic Development & Planning to award NYS CDBG Microenterprise Assistance Program grant funds to the above selected microenterprises.

REFERRED TO: ED&P COMMITTEE

RESOLUTION NO. -25 APPROVE TECHNICAL ASSISTANCE
PROVIDED BY ED&P STAFF

WHEREAS: A resolution is required by County policy to disclose matching cash and/or in-kind contributions from the County for grant applications written for the County and/or by the County on behalf of a municipality or entity; and

WHEREAS: The Tioga County Economic Development and Planning staff provided technical assistance for the following:

| <u>Organization</u> | <u>Source</u> | <u>Amount</u> | <u>Purpose</u> |
|---------------------|-------------------------------------|---------------|---|
| Village of Owego | OPRHP Environmental Protection Fund | \$468,416.00 | Exterior Façade Renovations to the Historic Owego Police Station, 90 Temple St. |

And

WHEREAS: There is no further obligation by the County; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes the technical assistance provided as noted above.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -25 AUTHORIZE GRANT RENEWAL
APPROPRIATION OF FUNDS AND
AMEND 2025 BUDGET
MENTAL HYGIENE

WHEREAS: The Office of National Drug Control Policy (ONDCP) and the Centers for Disease Control and Prevention (CDC) have partnered in an effort to reduce substance abuse among youth; and

WHEREAS: Tioga County Mental Hygiene needs authorization to receive Federal funding for the Comprehensive Addiction and Recovery Act (CARA) Grant in partnership with Tioga County Public Health, Tioga County Alcohol and Substance Abuse Prevention (TC ASAP) Community Coalition; and

WHEREAS: Tioga County Mental Hygiene was awarded said grant in 2021 and are awarded annually from 07/01/2021 through 06/30/2026; and

WHEREAS: This grant year is 07/01/2025 through 06/30/2026 and the said funds need to be appropriated annually; and

WHEREAS: The Department deems it to be in the best interest of the community and youth of Tioga County to renew this grant funding; and

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

RESOLVED: That the grant funds be appropriated and the 2025 budget be amended as follows:

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|-------|-------------------|------------------------------|-----------|
| From: | A4213.444863 CARA | Federal Aid CARA Grant | \$ 50,000 |
| To: | A4213.540590 CARA | Services Rendered CARA Grant | \$ 50,000 |

And be it further

RESOLVED: That available funds on 12/31/25 will be carried forward into the New Year 2026.

REFERRED TO: PUBLIC SAFETY COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 AMEND RESOLUTION NO. 135-25;
AWARD CONTRACT RADIO CONSULTING SERVICES
AND MODIFY 2025 BUDGET

WHEREAS: Resolution No. 135-25 authorized a contract with Yoder Communications, LLC at a cost not to exceed \$30,560 for Phase 1 and \$2,480 for Phase II; and

WHEREAS: Phase 1 of the contract is underway and is more involved than originally anticipated and will need additional funding of \$46,500, for a total of \$77,060 for Phase 1; and

WHEREAS: Professional Services under General Municipal Law 104-b is exempt from competitive bidding; and

WHEREAS: Legislative approval is needed to modify the 2025 budget and transfer funds; therefore be it

RESOLVED: That the 2025 budget be modified and transfer of funds be made as follows:

FROM: A3415.520130.IO20F (Equip not Car) \$46,500

TO: A3415.540140.IO20F (Contracting Services) \$46,500

And be it further

RESOLVED: That the Chair of the County Legislature is authorized to execute a revised contract between Tioga County and Yoder Communications, LLC, upon review by the County Attorney, at a cost not to exceed \$77,060 for Phase 1.

REFERRED TO: ED&P COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -25 AMEND RESOLUTION NO. 148-25;
UPDATE NY SWIMS GRANT AWARD AMOUNT AND
MODIFY 2025 BUDGET

WHEREAS: Per Resolution No. 148-25, the Tioga County Legislature accepted a grant award from the NY SWIMS Lifeguard Grant Program in partnership with the Village of Owego to supplement Marvin Park Pool lifeguards' salaries for 2024 and 2025 in the amount of \$17,725 with a cash match from the Village of Owego in the amount of \$3,545 for a total project cost of \$21,270 and created accounts and modified the budget accordingly; and

WHEREAS: Since then, NYS Department of State (DOS) notified Tioga County Planning that a cash match was not required for this grant program; and

WHEREAS: Tioga County Planning then requested that NYS reallocate the Village's \$3,545 committed cash match to the grant award and NYS agreed to do this making the updated total grant award \$21,270 and an updated NYS Contract has been received and executed; and

WHEREAS: The required subrecipient agreement between Tioga County and the Village of Owego has been updated accordingly and executed; and

WHEREAS: Authorization to modify the 2025 budget, and to update appropriate said funds requires Legislative approval; therefore be it

RESOLVED: That the 2025 Budget be modified and funds be appropriated to reflect the updated grant award amount to the following accounts:

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|-------|--------------|-----------------------------|----------|
| FROM: | A8020 439890 | State Aid-Community Service | \$21,270 |
| TO: | A8020 540140 | Contracting Services | \$21,270 |

REFERRED TO: PUBLIC SAFETY COMMITTEE
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -25 AMEND RESOLUTION NO. 291-19;
AUTHORIZE AMENDED AGREEMENT
WITH MOTOROLA SOLUTIONS
CHANGE ORDER #7
EMERGENCY MANAGEMENT

WHEREAS: Resolution No. 291-19 authorized the Director of Emergency Services to enter into an agreement with Motorola Solutions for a P25 Phase 1 Digital Simulcast Trunked Radio System at an amount not to exceed \$9,620,000; and

WHEREAS: Change Order #1 separated the Computer Aided Dispatch (CAD) from the Radio Tower Project at no cost to the County; and

WHEREAS: By Resolution No. 23-22, the Legislature authorized Change Order #2 for additional tower sites, equipment and conversion to a P25 Phase 2 Digital Simulcast Trunked Radio System for a cost not to exceed \$3,100,000; and

WHEREAS: By Resolution No. 152-22, the Legislature authorized Change Order #3 to include adding Owego Police to the Computer Aided Dispatch (CAD); adding Digital Evidence Module for Owego; adding Pictometry for Mapping; adding Rapid Notification Module; and Data Transfer Costs for a cost not to exceed \$133,020.84; and

WHEREAS: By Resolution No. 20-23 and Resolution No. 123-24, the Legislature authorized the County to enter into a lease with Motorola Solutions at an amount not to exceed \$4,044,973.15; and

WHEREAS: By Resolution No. 444-23, the Legislature authorized Change Order #4 to include the additional cost of building 4 new tower sites, refurbishing one county owned site, adding our equipment to PA State Police site and additional enhancements to radio and telephone equipment that has changed since the original contract of 2019 for an additional cost not to exceed \$5,650,000; and

WHEREAS: By Resolution No. 199-24, the Legislature authorized Change Order #5 to include a shelter and generator for the Ballou Road tower site at a cost not to exceed \$619,642.08 with Motorola Solutions; and

WHEREAS: By Resolution No. 294-24, the Legislature authorized Change Order #6 to add the Aware for 911 product line at no cost to the County; and

WHEREAS: With the progression of the radio project, it is necessary to make adjustments to the project via Change Order #7 as follows; Add tower lighting to the Babcock Farms tower site in Nichols, at an additional cost of \$60,827 to the County (which will be deducted from the (\$316,716) Motorola credit); Remove the cost of a shelter for the Round Top site for a credit to the project of (\$290,391); Correct Change Order #4 to correct the size of the shelters; Change the size of the propane tank at Hanson, Babcock, Spencer, Prospect, and Ballou Road towers; Prospect Tower – The County, not Motorola, will replace damaged fence rail pipe and will be responsible for deforestation within the compound and 10' outside the compound for a credit of (\$26,325); and Adjust the project completion date from December 31, 2025 to December 31, 2026; therefore, be it

RESOLVED: That the County Legislature hereby authorizes an amended agreement, by way of Change Order #7 with Motorola Solutions, 500 West Monroe Street, 44th Floor, Chicago, IL 60661, to add tower lighting to the Babcock Farms tower site in Nichols, at an additional cost of \$60,827 to the County, (which will be deducted from the (\$316,716) Motorola credit); and accept the other changes as noted in Change Order #7; and be it further

RESOLVED: That the Chair of the Legislature be authorized to execute Motorola's Change Order #7, after review and approval by the County Attorney.

REFERRED TO: LEGISLATIVE WORKSESSION

RESOLUTION NO. -25 APPROPRIATION OF STATE AID – CASINO REVENUE
TO A CAPITAL ACCOUNT FOR BUILDING
RELATED EXPENSES

WHEREAS: Tioga County has received State Aid – Casino Revenue from the 4th quarter of 2024 in account A1340 430160; and

WHEREAS: The County Administrator has requested that funds from said revenue be appropriated for building-related capital expenditures; and

WHEREAS: The appropriation of funds that amends the current year 2025 budget and the interfund transfer of funds require Legislative approval; therefore be it

RESOLVED: That this revenue be interfund transferred and appropriated as follows in the 2025 Operating & Capital budget:

TO: H1620 520994 BG005 BUILDING CONSTRUCTION \$100,000.00

And be it further

RESOLVED: That the following Interfund transfer be completed and appropriated:

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|--|--------------|
| FROM: A9950 593715 TRANSFERS TO CAPITAL FUND | \$100,000.00 |
| TO: H1340 450310 INTERFUND TRANSFERS | \$100,000.00 |

And be it further

RESOLVED: That available funds unspent on 12/31/25 in the H1620 520994 BG005 Building Construction account, will be moved into the Capital Reserve H 387810 Building Reserve-SAC.

REFERRED TO: PUBLIC SAFETY COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 APPROVE PURCHASE OF LED LIGHTBARS AND
MODIFY 2025 BUDGET
SHERIFF'S OFFICE

WHEREAS: The Tioga County Sheriff's Office has a need to replace eight LED Lightbars; and

WHEREAS: Legislative approval is required for all purchases over \$10,000; and

WHEREAS: Strobes N'More is able to provide said LED Lightbars at a cost not to exceed \$12,708.50; and

WHEREAS: There are available funds in account H3110.521060 to cover said purchase; and

WHEREAS: Legislative approval is needed to modify the 2025 budget and transfer funds; therefore be it

RESOLVED: That the 2025 budget be modified and transfer of funds be made as follows:

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|-------|--------------|---------------------|-------------|
| FROM: | H3110 521060 | Car/Truck | \$12,708.50 |
| TO: | H3110 520130 | Equipment (Not Car) | \$12,708.50 |

And be it further

RESOLVED: That the Tioga County Legislature authorizes the Tioga County Sheriff's Office to purchase eight LED Lightbars from Strobes N'More at a cost not to exceed \$12,708.50.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -25 AMEND BUDGET & APPROPRIATE FUNDS
PUBLIC HEALTH

WHEREAS: Tioga County Public Health (TCPH) has been notified of approval of funding for the fifth year of the Comprehensive Addictions and Recovery Act (CARA) portion of the County Advocacy, Support and Prevention (ASAP) Coalition; and

WHEREAS: TCPH will receive the funds specifically for coordinating the ASAP Coalition via pass-through from Tioga County Mental Hygiene; 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 ASAP Public Health: Local Grants \$ 50,000

To:

A4053.540487 ASAP Public Health: Program Expense \$50,000

And be it further

RESOLVED: That the balance of this funding on 12/31/2025 be carried forward into the 2026 budget in the same budget lines.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -25 APPROPRIATION OF FUNDS
BUDGET MODIFICATION 2025
MENTAL HYGIENE

WHEREAS: Tioga County Mental Hygiene has been allocated additional pass-through state aid funding for the purpose of Alcohol and Substance Abuse Prevention; and

WHEREAS: Tioga County Mental Hygiene has contracted with the Tompkins-Seneca-Tioga BOCES and Council on Alcohol and Substance Abuses of Livingston County, d.b.a. Trinity to provide these services to Tioga County residents; and

WHEREAS: Tioga County Mental Hygiene will incur no local share increase, yet this will require an appropriation of funds into the proper account codes; and

WHEREAS: The appropriation of funds requires Legislative approval; therefore be it

RESOLVED: That funding be appropriated and 2025 budget modified as follows:

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|--------------------|---------------------------------|-------------|
| From: A4211 434861 | State Aid Council on Alcoholism | \$ 5,685.00 |
| To: A4211 540590 | Services Rendered | \$ 5,685.00 |

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -25 APPROPRIATION OF FUNDS
BUDGET MODIFICATION 2025
MENTAL HYGIENE

WHEREAS: Tioga County Mental Hygiene has been awarded additional state aid funding from the NYS Office of Alcohol and Substance Abuse Services (OASAS); and

WHEREAS: The funding is designated for specific and approved uses only; and

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

RESOLVED: That funding be appropriated and 2025 budget modified as follows:

| | | |
|--------------------|-----------------------|---------|
| From: A4210 434860 | State Aid: OASAS | \$3,387 |
| To: A4210 540640 | Supplies (Not Office) | \$3,387 |

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PUBLIC SAFETY COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -25 APPROPRIATION OF FUNDS
BUDGET MODIFICATION 2025
MENTAL HYGIENE

WHEREAS: The Office of Addiction Services and Supports (OASAS) has awarded the Local Government Unit (LGU) for Tioga County with dollars for the LGU to procure at its discretion based on the allowable use of funds per Settlement and Statute, funding from the Opioid Settlement Fund; and

WHEREAS: The funding is specifically designated for the purpose of Opioid Abatement; and

WHEREAS: Tioga County LGU has identified appropriate use of funding, to reimburse budget overrun for the Tioga County Jail's Medical Assisted Treatment Program; and

WHEREAS: A4210 540640 ABATE will be funded from Restricted funds A
389902 Other Restricted-Opioid DR104; and

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

RESOLVED: That funding be appropriated and the budget be modified as follows:

From: A 389902 Other Restricted-Opioid DR104 \$ 20,000

To: A4210 540640 ABATE Supplies (Not Office) \$ 20,000

From: A3150 422800 MATA Health Services-Other Gov \$ 20,000

To: A3150 540370 MATA Medical Expense \$ 20,000

And be it further

RESOLVED: That in accordance with the Opioid Settlement Funding Statute, any unused portion of this funding be returned to the LGU to be used for other approved Opioid Abatement deliverables within Tioga County.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PUBLIC SAFETY COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -25 APPROPRIATION OF FUNDS
BUDGET MODIFICATION 2025
MENTAL HYGIENE

WHEREAS: Tioga County Mental Hygiene has been awarded additional state aid funding from the NYS Office of Alcohol and Substance Abuse Services (OASAS); and

WHEREAS: The funding is designated for specific and approved uses only, for the purchase of FDA-approved formulations of naltrexone and buprenorphine-naloxone used to treat county jail inmates with opioid use disorder under Opioid Stewardship Funds as of 7/1/2025; and

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

RESOLVED: That funding be appropriated and budget modified as follows:

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|-------------------------|---------------------------|----------|
| From: A4210 434860 OSF | State Aid: OASAS | \$ 4,031 |
| To: A4210 540640 OSF | Supplies (Not Office) | \$ 4,031 |
| From: A3150 422800 MATO | Health Services-Other Gov | \$ 4,031 |
| To: A3150 540370 MATO | Medical Expense | \$ 4,031 |

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. – 25 RE-APPROPRIATION OF FUNDS AND
AMEND 2025 BUDGET
CHILD ADVOCACY CENTER

WHEREAS: The Department of Social Services was authorized by way of Resolution No. 91-25 to appropriate additional funds awarded to Tioga County Department of Social Services from the Office of Children and Family Services for the operation of the Child Advocacy Center; and

WHEREAS: The Child Advocacy Center previously appropriated funds in the current fiscal year for expenditures related to Contracting Services and Training; and

WHEREAS: After a reassessment of operational priorities and needs, it has been determined that there is a more immediate and critical requirement to upgrade and replace the existing recording system; and

WHEREAS: The new recording system is essential to ensure accurate, reliable, and secure documentation of proceedings, and to enhance overall operational efficiency and compliance with applicable recordkeeping standards; and

WHEREAS: Re-appropriation of these funds requires Legislative approval; therefore be it

RESOLVED: That funding be appropriated as follows:

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|---|-------------|
| From: A6050.540140 Contracting Services | \$ 8,316.00 |
| From: A6050.540733 Training/All Other | \$ 100.62 |
| To: A6050.520090 Computers | \$ 8,416.62 |

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE, LEGAL, & SAFETY COMMITTEE

RESOLUTION NO. - 25 APPROVE CONTRACT, APPROPRIATION OF FUNDS
AND AMEND 2025 BUDGET
SOCIAL SERVICES

WHEREAS: Funding for Summer Youth Employment Programs was awarded (25-LCM-05) to Tioga County Department of Social Services from the Office of Temporary and Disability Assistance (OTDA); and

WHEREAS: The Office of Temporary and Disability Assistance has approved a plan for Broome Tioga BOCES to administer the Summer Youth Employment Program; therefore be it

RESOLVED: That the Department of Social Services be authorized to contract with Broome Tioga BOCES in an amount not to exceed \$130,953 for the period of July 1, 2025 to September 30, 2025; and be it further

RESOLVED: That upon approval of said contract funding be appropriated as follows:

| | |
|--|------------|
| From: A6010.446100 Federal Aid: Administration | \$ 140,953 |
| To: A6010.540140 Contracting Expenses | \$ 130,953 |
| To: A6010.540487 Program Expense | \$ 10,000 |

REFERRED TO: PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25 APPROVE SALARY ABOVE HIRING BASE
DEPUTY SHERIFF POSITION
SHERIFF'S OFFICE

WHEREAS: Resolution No. 211-99 requires Legislative approval for any appointments made above an established base salary amount; and

WHEREAS: There is one full-time Deputy Sheriff position vacant; and

WHEREAS: In order to maintain adequate staffing levels for the Road Patrol Division, the Sheriff has an immediate need to backfill said position; and

WHEREAS: The Sheriff has received approval from the Tioga County Law Enforcement Association to hire a new Deputy Sheriff, who has two years of police experience, at an annual salary rate reflecting two years of experience per the current union contract, or \$67,543; and

WHEREAS: Caleb Marshall, a potential transfer candidate with 2 years of Police Officer experience, has applied and will potentially be eligible, and is willing to accept a transfer from the Cortland County Sheriff's Office to a Deputy Sheriff vacancy in Tioga County, after July 17, 2025; therefore be it

RESOLVED: That the Sheriff is hereby authorized to backfill the vacant, full-time Deputy Sheriff position with Caleb Marshall at an annual salary of \$67,543 effective August 9, 2025; and it is further

RESOLVED: That should Caleb Marshall not pass his probationary period at the Cortland County Sheriff's Office or any other requirements for a transfer are not met pursuant to Tioga County Civil Service Rule XVII Transfers, this resolution shall be null and void.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. – 25 RECLASSIFY VACANT SENIOR CLINICAL SOCIAL
WORKER POSITION
MENTAL HYGIENE

WHEREAS: Legislative approval is required for all position reclassifications; and

WHEREAS: One Senior Clinical Social Work position (CSEA Salary Grade XVII) has been vacant since March 21, 2025; and

WHEREAS: The Director of Community Services has reviewed the staffing needs within the Mental Hygiene Department and has determined that said vacancy for Senior Clinical Social Worker (Mobile Crisis) would be better utilized in the service of clients if the position was classified as a Clinical Social Worker (CSEA Salary Grade XVI); and

WHEREAS: Due to program needs, there is need to fill the vacancy as a Clinical Social Worker; therefore be it

RESOLVED: That the Legislature hereby authorizes the reclassification of one vacant, full-time Senior Clinical Social Worker (CSEA Salary Grade XVII) to a full-time Clinical Social Worker (CSEA Salary Grade XVI) effective July 16, 2025.

REFERRED TO: HEALTH AND HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -25 CREATE AND FILL PERMANENT, FULL-TIME
SENIOR CLINICAL SOCIAL WORKER
(SCHOOL/COMMUNITY BASED) POSITION
MENTAL HYGIENE

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

WHEREAS: The Mental Hygiene Department has received a request to provide additional services from the Newark Valley School District starting with the 2025/2026 school year; and

WHEREAS: The Director of Community Services is able to provide the level of services requested by retaining an additional Senior Clinical Social Worker (School/Community Based); and

WHEREAS: Funding for the position includes \$25,000 annually from a contract with Newark Valley School District and the balance from increased fee-for-service revenue; therefore be it

RESOLVED: That the Director of Community Services is hereby authorized to create one (1) permanent, full-time position of Senior Clinical Social Worker at an annual rate of \$69,915 (CSEA SG XVII) effective July 17, 2025 and be allowed to fill said position prior to the start of the 2025/2026 school year; and be it further

RESOLVED: That if an appropriate eligible list is not available, a provisional appointment may be made; and be it further

RESOLVED: That the Mental Hygiene Department's 2025 authorized full-time headcount shall increase from 45 to 46; and be it further

RESOLVED: That funding be appropriated as follows:

| | | |
|--------------------|-----------------------------|-------------|
| From: A4310 416200 | Mental Health Fees | \$51,600.84 |
| To: A4310 510010 | Full Time Salary | \$32,465.50 |
| A4310 581088 | State Retirement Fringe | \$ 3,069.52 |
| A4310 583088 | Social Security Fringe | \$ 2,568.44 |
| A4310 584088 | Workers Compensation Fringe | \$ 636.61 |
| A4310 585588 | Disability Insurance Fringe | \$ 33.93 |
| A4310 586088 | Health Insurance Fringe | \$12,819.56 |
| A4310 588988 | Eap Fringe | \$ 7.28 |

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25 AUTHORIZE RECLASSIFICATION OF
DATA OFFICER TO PARALEGAL
PUBLIC DEFENDER'S OFFICE

WHEREAS: Legislative approval is required for the reclassification of any Management/Confidential position; and

WHEREAS: Upon review of the department needs, the Public Defender in conjunction with the Personnel Officer have determined that he can better address the workload by reclassifying the position of Data Officer to Paralegal; and

WHEREAS: The position would be fully funded by New York State grants under the Hurrell-Harring settlement on a reimbursement basis; and

WHEREAS: Stacy Reynolds, presently employed as Data Officer, was formerly employed as a Paralegal in the County and has the requisite skills and experience, is already performing some of the needed functions and is well qualified to fill the position; therefore be it

RESOLVED: That the Personnel Department is hereby authorized to reclassify the position of Data Officer to Paralegal; and be it further

RESOLVED: That the Public Defender is hereby authorized to provisionally appoint Stacy Reynolds to the position of Paralegal, with a start date of July 26, 2025, at an annual Management/Confidential salary of \$56,487, pending successful completion of civil service examination requirements; and it is further

RESOLVED: That this resolution will be null and void in the event that the grants are withdrawn or not renewed.

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25 CREATE (1) FULL-TIME
ASSISTANT PUBLIC DEFENDER
PUBLIC DEFENDER'S OFFICE

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

WHEREAS: The Public Defender, in consultation with NYS Office of Indigent Legal Services and the Personnel Officer, have identified a need for an additional full-time Assistant Public Defender; and

WHEREAS: The County has been awarded a Grant from NYS Office of Indigent Legal Services to fund the position; and

WHEREAS: The Grant provides funding for the position over the course of three years; therefore be it

RESOLVED: That the Public Defender is hereby authorized to create one (1) full-time position of Assistant Public Defender within the existing salary and benefits range for the position; and be it further

RESOLVED: That one (1) full-time Management/Confidential position of Assistant Public Defender (\$75,465 - \$85,465) be created; and be it further

RESOLVED: That the Public Defender will be required to obtain Legislative approval to fill the position if and when a suitable candidate is identified; and be it further

RESOLVED: That this resolution will be null and void in the event that the Grant is withdrawn or is not renewed after the three-year period; and be it further

RESOLVED: That the Public Defender's Office authorized full-time headcount for 2025 is increased from six (6) to seven (7).

REFERRED TO: PERSONNEL COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 APPROVAL OF CASE MANAGER POSITION
(PUBLIC DEFENDER'S OFFICE)

WHEREAS: Legislative approval is required to create any position within Tioga County; and

WHEREAS: By Resolution No. 150-25 adopted on April 15, 2025, Tioga County entered into a three-year agreement with the New York State Office of Indigent Legal Services for distribution of Fourth Family Defense Grant funds to provide representation and case manager services to persons legally entitled to counsel but unable to hire an attorney; and

WHEREAS: The continued expansion of the Indigent Legal Services Program to include the Fourth Family Defense Grant provides for a three-year contract totaling \$750,000.00; and

WHEREAS: The Fourth Family Defense Grant provides for a case manager position with an annual part-time Management/Confidential salary of \$25,500 to \$29,500 per year through December 31, 2027; therefore be it

RESOLVED: That the Public Defender is authorized to hire a part-time Management/Confidential Case Manager with an annual salary of \$25,500 to \$29,500 per year of the three-year Fourth Family Defense Grant contract for the period January 1, 2025 through December 31, 2027; and be it further

RESOLVED: That this resolution will be null and void in the event that the Grant is withdrawn or is not renewed after the three-year period.

REFERRED TO: PERSONNEL COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 APPROVAL OF CASE MANAGER POSITION
(ASSIGNED COUNSEL OFFICE) (TREASURER'S OFFICE)

WHEREAS: Legislative approval is required to create any position within Tioga County; and

WHEREAS: By Resolution No. 150-25 adopted on April 15, 2025, Tioga County entered into a three-year agreement with the New York State Office of Indigent Legal Services for distribution of Fourth Family Defense Grant funds to provide representation and case manager services to persons legally entitled to counsel but unable to hire an attorney; and

WHEREAS: The continued expansion of the Indigent Legal Services Program to include the Fourth Family Defense Grant provides for a three-year contract totaling \$750,000.00; and

WHEREAS: The Fourth Family Defense Grant provides for a case manager position with an annual part-time Management/Confidential salary of \$25,500 to \$29,500 per year through December 31, 2027; therefore be it

RESOLVED: That the Assigned Counsel Office is authorized to hire a part-time Management/Confidential Case Manager with an annual salary of \$25,500 to \$29,500 per year of the three-year Fourth Family Defense Grant contract for the period January 1, 2025 through December 31, 2027; and be it further

RESOLVED: That this resolution will be null and void in the event that the Grant is withdrawn or is not renewed after the three-year period.

REFERRED TO: PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25 AUTHORIZE APPOINTMENT OF
PUBLIC WORKS PROJECT TECHNICIAN
PUBLIC WORKS

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: Resolution No. 225-25 authorized the creation of the Public Works Project Technician; and

WHEREAS: The Commissioner of Public Works has identified a candidate who is qualified and willing to accept the appointment for said title; therefore be it

RESOLVED: That the Commissioner of Public Works is hereby authorized to provisionally appoint Jason Anderson to the title of Public Works Project Technician, pending successful completion of civil service examination requirements at an annual Management/Confidential Salary of \$44,600, effective July 16, 2025.

REFERRED TO:

PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE APPOINTMENT OF
SECRETARY TO COMMISSIONER OF PUBLIC WORKS

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: The Secretary to Commissioner of Public Works position has been vacant since June 17, 2025 due to retirement; and

WHEREAS: The Commissioner of Public Works has identified a candidate who is qualified and willing to accept the appointment for said title; therefore be it

RESOLVED: That the Commissioner of Public Works is hereby authorized to appoint Tammy Hummel to the title of Secretary to Commissioner of Public Works, at an annual Management/Confidential Salary of \$42,981, effective July 16, 2025.

REFERRED TO:

LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -25

STANDARD WORK DAY AND
REPORTING RESOLUTION

WHEREAS: The New York State Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials and a resolution stating such at the onset of each term; therefore be it

RESOLVED: That the County of Tioga hereby establishes the following as standard work days for elected and appointed officials, and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the following officials to the Clerk of this body;

| Title | Name | Standard Work Day (Hrs/day) | Term Begins/Ends | Days/Month (based on Record of Activities) | Pay Frequency | Not Submitted |
|----------------------------|------------|-----------------------------------|--------------------------|---|------------------|------------------|
| Appointed Officials | | | | | | |
| County Coroner | Ryan Kline | 6 | 1/1/2024 – 12/31/2027 | 3.03 | Biweekly | |

I, Cathy Haskell, Secretary/Clerk of the governing board of the County of Tioga, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the **XXth day of XXXX, 2025** on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Tioga County Legislature on this **XXth day of XXXX 2025.**

Tioga County Legislative Clerk

Affidavit of Posting: I, Cathy Haskell, being duly sworn, depose and say that the posting of the resolution began on **XXXX XX, 2025** and continued for at least 30 days. That the resolution was available to the public on the

Employer's website at www.tiogacountyny.gov

Official sign board at Tioga County Legislative Office.

Main Entrance Clerk's Office at 56 Main Street, Owego, NY 13827

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -25 STANDARD WORK DAY AND
REPORTING RESOLUTION

WHEREAS: The New York State Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials and a resolution stating such at the onset of each term; therefore be it

RESOLVED: That the County of Tioga hereby establishes the following as standard work days for elected and appointed officials, and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the following officials to the Clerk of this body;

| Title | Name | Standard Work Day (Hrs/day) | Term Begins/Ends | Days/Month (based on Record of Activities) | Pay Frequency | Not Submitted |
|--------------------------------|------------|-----------------------------------|---------------------------|---|------------------|------------------|
| Appointed Officials | | | | | | |
| County Coroner | John Olsen | 6 | 2/12/2025 – 12/31/2025 | | Biweekly | X |

I, Cathy Haskell, Secretary/Clerk of the governing board of the County of Tioga, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the **XXth day of XXXX, 2025** on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Tioga County Legislature on this **XXth day of XXXX 2025.**

Tioga County Legislative Clerk

Affidavit of Posting: I, Cathy Haskell, being duly sworn, depose and say that the posting of the resolution began on **XXXX XX, 2025** and continued for at least 30 days. That the resolution was available to the public on the

Employer's website at www.tiogacountyny.gov
Official sign board at Tioga County Legislative Office.
Main Entrance Clerk's Office at 56 Main Street, Owego, NY 13827

REFERRED TO: PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -25 AMEND EMPLOYEE HANDBOOK:
SECTION IV. PERSONNEL RULES; SUBSECTION c.
ORIENTATION/EXIT INTERVIEWS/ RECRUITMENT/
RETIREMENT

WHEREAS: Tioga County's Employee Handbook Section IV. Personnel Rules; Subsection c. Orientation/Exit Interviews/Recruitment/Retirement Section **I. Orientation** needs to be amended; therefore be it

RESOLVED: That the Tioga County Handbook, Section IV. Personnel Rules; Subsection c. **I. Orientation** be amended and replaced in its entirety as follows:

I. Orientation

A. Hiring of New Employees

1. With the exception of Elected Officials, Board of Elections employees and temporary employees, all new hires as of January 1, 2016, shall be subject to a pre-employment background check to determine suitability for employment.
2. The employing department shall file with the Personnel Office the required Report of Personnel Changes (RPC/Pink Sheet) prior to date of employment. All information contained on a Pink Sheet regarding new employees or changes must be approved by the Personnel Officer with his/her signature before such information can be accepted for payroll.

B. Orientation For All New Employees, Department Heads, Appointed and Elected Officials

1. All new Employees, Department Heads, Appointed and Elected Officials shall report to the Personnel Office and complete, review and/or receive the following:
 - Government 101 Video Training
 - Tioga County Employee Handbook Table of Contents
 - Ethics Policy
 - Sexual Harassment Policy
 - Rights of Nursing Mothers Policy
 - Information Security Policy
 - Workplace Violence Policy
 - Orientation/Exit Interview/Recruitment/Retirement Policy
 - Appropriate Union Contract

Health/Dental/Vision information and enrollment if applicable
 Life Insurance (Sheriff's Office only)
 Deferred Compensation Flyer
 Annual Policy Review Attestation*
 Information Technology Computer Policy Form
 Notice of Janus Rights
 Basic Fire Drill Procedures
 Tioga County Departments/Locations/Contact Information
 Direct Deposit Form*
 W-4 Employee's Withholding Certificate*
 IT-204 Employee's Withholding Allowance Certificate*
 I-9 Employment Eligibility Verification*
 Veterans/Exempt Volunteer Firefighters Status Form
 Constitutional Oath of Office
 Employee Self Service Informational Booklet and Mobile App
 Instructions – ESS
 Payroll/Holiday Calendar
 Safety Training, Acknowledgement and Quiz
 Title VI Training and Quiz
 Workplace Violence Prevention Program Training and
 Acknowledgement Form(s) 2 & 3
 Active Shooter Training and Flyer
 Workplace Violence Training and Quiz
 Sexual Harassment Prevention Training and Assessment Quiz
 NYSLRS Section 45 Form*
 New York Employee's Retirement System Election Form*
 NYSLRS Membership Registration Form RS 5420*

*The Annual Policy Review Attestation shall be filed in the Law Department. The I-9 form shall be filed in the Personnel Office. Original payroll and NYSLRS forms shall be filed in the Treasurer's Office. All New Hires, Department Heads Appointed and Elected Officials, shall review the Employee Handbook, a hard copy of which shall be maintained in each Department.

2. After six (6) months, a performance evaluation shall be conducted, and a minimum of once a year thereafter. The performance evaluation shall be filed in the employee's personnel file.

And be it further

RESOLVED: That the remainder of this policy remains unchanged.