

# Agenda



## TIOGA COUNTY LEGISLATURE

6/14/2016

6: 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:

6<sup>th</sup> 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  
 Recognition Resolutions (2)  
  
 Proclamation  
 Privilege of the Floor  
 Approval of Minutes  
 Petitions, Communications & Notices

Legislator Mullen  
 Legislator Mullen  
 Recognition Resolution Wanda Grover,  
 Treasurer's Officer  
 Recognition Resolution Jennifer Bennett,  
 Public Works  
 Great Outdoors Month  
  
 May 10, 2016

Appointments/Reappointments Reports Standing/Special Committees		
RESOLUTIONS:	<ol style="list-style-type: none"><li>1. Modify 2016 Budget Emergency Management</li><li>2. Appropriation of Funds Mental Hygiene</li><li>3. Appropriation of Funds Social Services</li><li>4. Approve Additional Funding for Summer Youth Employment Programs Social Services</li><li>5. Authorize and Fund FMAS-Tyler Technologies 25% Software Fees out of Software Reserve Account</li><li>6. Accept Award of Roadside Marker Grant and Appropriate Funds</li><li>7. Amend Policy 11 Travel Policy and Procedures</li><li>8. Authorization to Submit Application and Administer a New York Housing Trust Fund Corporation 2016 New York Main Street Downtown Anchor Program for the 145 Front Street, Owego Revitalization Project</li><li>9. Authorize Tioga County Materials Recovery Manager to apply for a water quality improvement project (WQIP) grant for the construction of a truck washing bay</li><li>10. Authorize Tioga County Materials Recovery Manager to apply for a water quality improvement project (WQIP) grant for culvert projects</li><li>11. Award Bid for Transportation Services to Early Intervention and Preschool Special Education Children's Program Public Health</li><li>12. Appoint Member to the Tioga County Board of Health Public Health</li><li>13. Appoint Member to the Tioga County Board of Health Public Health</li><li>14. Authorize Creation of One (1) Full-Time Community Health Program Supervisor without increase of headcount Public Health</li><li>15. Authorize Creation of Temporary, Part-Time Secretary to the Commissioner of Public Works</li><li>16. Appoint Secretary to Commissioner of Public Works</li><li>17. Resolution to Declare Work Day Status for Elected and Appointed Officials</li><li>18. Standard Work Day and Reporting Resolution</li></ol>	

REFERRED TO:

FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -16

RESOLUTION RECOGNIZING WANDA GROVER'S 16 YEARS OF DEDICATED SERVICE TO TIOGA COUNTY

WHEREAS: Wanda Grover started her employment with Tioga County as a Typist in the Information Technology Department on June 12, 2000, and then she was promoted to Sr. Typist on January 2, 2003. She then became the Account Clerk Typist in the Treasurer's Office on March 29, 2006. She was appointed to the position of Tax Roll Supervisor on July 14, 2008 and has remained at this position for the remainder of her career; and

WHEREAS: Wanda Grover has been extremely dedicated and loyal in the performance of her duties and responsibilities during the past 16 years to the Treasurer's Department. She has earned the respect of her colleagues and peers throughout Tioga County; and

WHEREAS: Wanda Grover will retire on June 29, 2016; 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 Wanda Grover for her 16 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, Wanda Grover.

REFERRED TO:

PUBLIC WORKS

RESOLUTION NO. -16

RESOLUTION RECOGNIZING  
JENNIFER BENNETT'S 21 YEARS OF  
DEDICATED SERVICE TO  
TIOGA COUNTY

WHEREAS: Jennifer Bennett started her employment with Tioga County as Secretary to the Commissioner of Public Works December 27, 1994 and remained at this position for the remainder of her career; and

WHEREAS: Jennifer Bennett has been extremely dedicated and loyal in the performance of her duties and responsibilities during the past 21 years to the Public Works Department. She has earned the respect of her colleagues and peers throughout Tioga County; and

WHEREAS: Ms. Bennett will retire on June 30, 2016; 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 Jennifer Bennett for her 21 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, Jennifer Bennett

County of Tioga  
EXECUTIVE PROCLAMATION

WHEREAS: Great Outdoors Month is an opportunity for Upstate New Yorkers to experience and explore all that Tioga County has to offer in our beautiful natural surroundings; and

WHEREAS: Outdoor activities such as walking, bicycling, hiking, boating, and camping are great ways to enjoy the outdoors and to encourage children in the importance of outdoor play; and

WHEREAS: Studies have shown that stepping outside can be beneficial both physically and mentally for individuals; and

WHEREAS: Physical activity in the great outdoors can be part of a healthy lifestyle; and

WHEREAS: Tioga County is a beautiful place to enjoy outdoor activities in the month of June; and

WHEREAS: The Tioga County Legislature encourages residents and visitors to hike our trails, boat our waterways, explore our parks, breathe our fresh clean air and simply relish in the nature of Tioga County; now therefore

THE TIOGA COUNTY LEGISLATURE, County of Tioga, does hereby proclaim the month of June, 2016 as

**GREAT OUTDOORS MONTH**

and urges all residents to familiarize themselves, their families and visitors about the opportunities to experience nature and our beautiful surroundings in Tioga County.

REFERRED TO: PUBLIC SAFETY COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -16 MODIFY 2016 BUDGET  
EMERGENCY MANAGEMENT

WHEREAS: The Emergency Management Office has need to maintain the security system that controls the Emergency Operations Center; and

WHEREAS: Emergency Management has the funds in their 2016 budget, however, it requires the transfer of these funds into a new 2016 budget line; and

WHEREAS: Modification of the 2016 budget requires Legislative approval; therefore be it

RESOLVED: That the 2016 budget be modified by allowing the transfer of funds as follows:

<u>FROM:</u> Emergency Management	
A3640.540220 Automobile Fuel	\$540
<u>TO:</u> Emergency Management	
A3640.540581 Security Systems & Service	\$540

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -16 APPROPRIATION OF FUNDS  
MENTAL HYGIENE

WHEREAS: New York State Suicide Prevention Initiative funding has been awarded to the Tioga County Mental Hygiene Department; and

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

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

RESOLVED: That funding be appropriated as follows:

From: A4322 427051 Gifts and Donations	\$3,500
To: A4322 540010 Advertising	\$ 500
A4322 540485 Printing	\$ 500
A4322 540640 Supplies (Not Office)	\$1,500
A4322 540733 Training	\$1,000

REFERRED TO: HEALTH & HUMAN SERVICES  
FINANCE COMMITTEE

RESOLUTION NO. -16 APPROPRIATION OF FUNDS  
SOCIAL SERVICES

WHEREAS: The County of Tioga has received Federal 5311 funds granted by the Federal Transit Administration and the New York State Department of Transportation; and

WHEREAS: Federal Transit Administration and New York State Department of Transportation have granted these funds to be used to support mobility management services; and

WHEREAS: Tioga County has a contract with Rural Health Network of South Central New York to provide these services; and

WHEREAS: Appropriation of funds requires legislative approval; therefore be it

RESOLVED: That funding be appropriated as follows:

A 5630.430900 State Aid-Transportation	\$ 49,677.00
A 5630.440900 Federal Aid-Transportation	\$ 397,410.00
A 5630.540140 Contracting Services	\$ 447,087.00



REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -16 APPROVE ADDITIONAL FUNDING FOR  
SUMMER YOUTH EMPLOYMENT PROGRAMS  
SOCIAL SERVICES

WHEREAS: Additional funding has been awarded to Tioga County Department of Social Services from the Office of Temporary and Disability Assistance for Summer Youth Employment Programs; and

WHEREAS: The plan submitted for expenditure of these funds has been approved; and

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

RESOLVED: That funding be appropriated as follows:

From: A6010 – 446100 Federal Aid: Administration	\$85,248
To: A6010 – 540140 Contractual	\$75,248
A6010 – 540487 Program Expense	\$10,000

REFERRED TO: FINANCE/LEGAL

RESOLUTION NO. -16 AUTHORIZE AND FUND  
FMAS-TYLER TECHNOLOGIES  
25% SOFTWARE FEES  
OUT OF SOFTWARE RESERVE ACCOUNT

WHEREAS: The Tioga County Legislature recognizes the importance of County Infrastructure; and

WHEREAS: The County has entered into a contract with Tyler Technologies for the Financial Management Accounting System; and

WHEREAS: Part of the contract is to pay 25% (\$46,921.50) of the software fees; and

WHEREAS: Funds need to be transferred from the Capital Software Reserve Fund to pay for the software fees; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the payment of software fees in the amount of \$46,921.50 to Tyler Technologies from the Capital Software Reserve Fund; and be it further

RESOLVED: That the following funds be transferred:

FROM: H387804 Capital Software Reserve Fund	\$46,921.50
TO: H1325-520620 Treasurer Capital Account	\$46,921.50

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE

RESOLUTION NO. -16

ACCEPT AWARD OF ROADSIDE  
MARKER GRANT AND APPROPRIATE  
FUNDS

WHEREAS: The William G. Pomeroy Foundation strongly believes that historic markers play an important role in local historic preservation by serving a dual purpose. They educate the public and foster historic tourism, which in turn can provide much needed economic benefits to the towns and villages where the markers are placed; and

WHEREAS: The program will commemorate historic people, places or things by awarding grants to install historic markers. This funding includes a standard marker, mounting pole and shipping. Grantees are responsible for the installation of the marker; and

WHEREAS: Tioga County has been awarded \$1000.00 for the 2016-2017 Historic Roadside Marker Grant Program for the World War II Project; and

WHEREAS: The funds will be used to purchase and install a historic marker on McMaster Street in Owego NY representing the residence of a World War II WAC Margaret J. Hastings; and

WHEREAS: Appropriation of funds and budget modification requires legislative approval; therefore be it

RESOLVED: That funding be appropriated and the 2016 budget be modified as follows:

A 7510 420890 Other Culture & Recreation Income	\$ 1,000.00
A 7510 540640 Supplies (Not Office)	\$ 1,000.00

REFERRED TO:

FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -16

AMEND POLICY 11  
TRAVEL POLICY AND PROCEDURES

WHEREAS: Policy 11 Travel Policy and Procedures needs to be amended to reflect tipping/gratuity for meals; therefore be it

RESOLVED: That Policy 11 be amended as follows:

Section VII. – Meal Allowances – Add E.

E. Tioga County will pay up to 18% tipping/gratuity for meals.

And be it further

RESOLVED: That the remainder of Policy 11 Travel Policy and Procedures shall remain in full force and effect.

REFERRED TO:

ED&P COMMITTEE

RESOLUTION NO -16

AUTHORIZATION TO SUBMIT APPLICATION AND ADMINISTER A NEW YORK HOUSING TRUST FUND CORPORATION- 2016 NEW YORK MAIN STREET DOWNTOWN ANCHOR PROGRAM FOR THE 145 FRONT STREET OWEGO REVITALIZATION PROJECT

WHEREAS: The NYS Housing Trust Fund Corporation through their 2016 New York Main Street Downtown Anchor Program has made available a funding opportunity for rehabilitation of project specific key anchor buildings. This assists to establish and expand residential opportunities and business anchors, foster small business development, stimulate reinvestment, enable adaptive reuse, address Americans with Disabilities Act (ADA), address code enforcement issues, energy efficiency and to preserve and revitalize downtown, mixed-use key anchor properties; and

WHEREAS: The NYMS Downtown Anchor Program criteria allows units of government to be eligible applicants and to act as a Local Program Administrator (LPA); and

WHEREAS: The Tioga County Tourism Study (2004) recommends that our revitalization efforts follow the National Trust's Main Street Center 4-point Approach, one of which is Design: Enhancing the historic commercial district's physical appearance through building rehabilitation, compatible new construction, public improvements and design management systems; and

WHEREAS: the Tioga County Legislature has demonstrated support of the revitalization of commercial and residential properties that make up the downtown or "Main Street" areas of the county as per Resolution 159-03; and

WHEREAS: the Tioga County Legislature approved resolutions for the 2010, 2011, 2012, 2013 and 2014 NYMS Programs for the Village of Owego, Nichols and Waverly in which programs were approved, completed and/or in process; and

WHEREAS: The Tioga County Economic Development and Planning, is preparing a submittal of an application for up to \$500,000.00 in grant funding from the 2016 New York Main Street Downtown Anchor Program for the restoration and building improvements of 145 Front Street, Owego,

NY site, per attached map (Attachment #1) in the Village of Owego's downtown historic central business district; and

WHEREAS: The goals of this funding source are to assist New York State communities with their project specific main street/downtown residential and commercial revitalization efforts; and

WHEREAS: The Village of Owego has initiated a coordinated effort to revitalize the Downtown Central Business District including approval of the Village of Owego Consolidated Master Plan, Village of Owego Downtown Strategic Plan and the Strategic Plan for Integrated Community Development, completion of Streetscape Improvements in 2007, administration of the Restore NY Program, support of the 2010 and 2011 NYMS Programs and the completion of the River Walk Project. The award of a 2016 NYMS Downtown Anchor grant will be an important facet in efforts to realize their downtown revitalization goals; and

WHEREAS: The Village of Owego approved a resolution in support of this application to the 2016 NYMS Downtown Anchor Program by Tioga County and is desirous of the County conducting this activity for them; and

WHEREAS: The property owners of 145 Front Street, Owego have expressed an interest in utilizing this funding to make building improvements; and

WHEREAS: This grant source requires applicants to administer and ensure successful completion of all assisted projects by evaluation and assuring compliance with all local, state and federal laws and regulations and allows up to a 5% administrative fee as administrative revenue for providing such services; now therefore be it

RESOLVED: That the Tioga County Legislature, duly convened at a meeting hereby does:

RESOLVE, that the Tioga County Legislature hereby authorizes submission and administration of said grant to New York State Housing Trust Fund, NYMS Downtown Anchor Program in the amount of up to \$500,000.00 with a minimum 25% cash match provided by property owner and with up to 5% in administrative revenue to be received for providing such services.

REFERRED TO: PUBLIC WORKS COMMITTEE

RESOLUTION NO. -16 AUTHORIZE TIOGA COUNTY MATERIALS RECOVERY  
MANAGER TO APPLY FOR A WATER QUALITY  
IMPROVEMENT PROJECT (WQIP) GRANT FOR THE  
CONSTRUCTION OF A TRUCK WASHING BAY

WHEREAS: New York State Department of Environmental Conservation (NYSDEC) has announced the availability of grant funds through the NYS Consolidated Funding Application (CFA); and

WHEREAS: Tioga County Department of Public Works (DPW) needs a truck washing bay; and

WHEREAS: A truck washing bay would enable DPW to have good housekeeping that may possibly keep grease, oil and salt from the Catatunk Creek, Owego Creek and the Susquehanna River; and

WHEREAS: A truck washing bay would extend the life of the DPW's equipment from regular washing; and

WHEREAS: This grant can fund up to up to 75% of the total project cost for Non-Agricultural Nonpoint Source Abatement; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Materials Recovery Manager to apply and administer said grant.

REFERRED TO: PUBLIC WORKS COMMITTEE

RESOLUTION NO. -16 AUTHORIZE TIOGA COUNTY MATERIALS RECOVERY  
MANAGER TO APPLY FOR A WATER QUALITY  
IMPROVEMENT PROJECT (WQIP) GRANT FOR  
CULVERT PROJECTS

WHEREAS: New York State Department of Environmental Conservation (NYSDEC) has announced the availability of grant funds through the NYS Consolidated Funding Application (CFA); and

WHEREAS: Tioga County Department of Public Works (DPW) would like to replace undersized culverts on County roads; and

WHEREAS: Thru this grant DPW could upgrade/replace road stream crossing structures (culverts and bridges) to a larger size and appropriate design to increase ecological connectivity and hydrologic capacity; and

WHEREAS: This grant can fund up to up to 75% of the total project cost for Aquatic Habitat Restoration; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Materials Recovery Manager to apply and administer said grant.



REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -16 AWARD BID FOR TRANSPORTATION SERVICES TO EARLY INTERVENTION AND PRESCHOOL SPECIAL EDUCATION CHILDREN'S PROGRAM PUBLIC HEALTH

WHEREAS: Bids have been received for the Provision of Transportation Services to Early Intervention and Pre-School Special Education Children; and

WHEREAS: The bids (pricing based on a one-way trip) were received and opened on May 31, 2016, and the bid results were as follows:

Serafini Transportation Corp. Zone 1 \$46.12; Zone 2 - \$56.21  
(Additional aide \$18.50 per hour);

and

WHEREAS: Funds have been included in the Public Health Department budget for this service; and

WHEREAS: Serafini Transportation Corp. has been determined to be the responsible bidder proposing the lowest unit price per child based on a one-way transportation cost, and whose proposal complies with all provisions to render it formal and legal and whose proposal is considered to be in the best interest of Tioga County; and

WHEREAS: The Director of Public Health is in agreement with this determination in the provision of transportation of Tioga County's most vulnerable young citizens; therefore be it

RESOLVED: That the Tioga County Legislature authorize the Department of Public Health to enter into a contract with Serafini Transportation Corp. for the Provision of Transportation Services to Early Intervention and Preschool Special Education Children based on stated stipulated cost of \$46.12 for Zone 1 and \$56.21 for Zone 2 per one-way trip for the period of July 1, 2016 through June 30, 2019.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -16 APPOINT MEMBER TO THE TIOGA COUNTY  
BOARD OF HEALTH  
PUBLIC HEALTH

WHEREAS: Section 344 of the Public Health Law requires that members of the Board of Health shall serve six (6) year staggered terms; and

WHEREAS: Ellen Pratt, Ph.D., resigned from the Board of Health 1/19/2016; and

WHEREAS: The appointed term for Ellen Pratt, on the Board of Health expires 12/31/2016; and

WHEREAS: Thomas F. Nytych, DVM, has agreed to fill the unexpired term of Ellen Pratt; and

WHEREAS: The Board of Health voted, on May 19, 2016, to recommend to the Tioga County Legislature Thomas F. Nytych's appointment to the Board of Health; therefore be it

RESOLVED: That Thomas F. Nytych, DVM, be appointed to the Board of Health to fill the unexpired term of Ellen Pratt, Ph.D., for a term of 6/14/2016-12/31/2016.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE

RESOLUTION NO. -16 APPOINT MEMBER TO THE TIOGA COUNTY  
BOARD OF HEALTH  
PUBLIC HEALTH

WHEREAS: Section 344 of the Public Health Law requires that members of the Board of Health shall serve six (6) year staggered terms; and

WHEREAS: The Board of Health has decided to increase their membership from seven to nine in order to ensure the presence of a quorum at meetings; and

WHEREAS: Maureen Hawley, RN, has submitted an application to serve on the Board of Health and the Board has approved that application; and

WHEREAS: The Board of Health voted, on May 19, 2016, to recommend to the Tioga County Legislature Maureen Hawley's appointment to the Board of Health; therefore be it

RESOLVED: That Maureen Hawley, RN, be appointed to the Board of Health for a term of 6/14/2016-6/13/2022.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -16 AUTHORIZE CREATION OF ONE (1) FULL-TIME  
COMMUNITY HEALTH PROGRAM  
SUPERVISOR WITHOUT INCREASE OF  
HEADCOUNT  
PUBLIC HEALTH

WHEREAS: Legislative approval is required for the creation of all new positions; and

WHEREAS: Resolution 92-16 eliminated a position, Director of Children with Special Needs, within the Public Health department which increased the number of staff the Deputy Director of Public Health is responsible for directly supervising; and

WHEREAS: The Public Health Director has determined that the department can be more effectively managed with the creation of a supervisor to oversee multiple community health services and related staff, including but not limited to Early Childhood programs and Public Health Education; and

WHEREAS: The Personnel Officer has reviewed the new position duties statement submitted by the Public Health Director and has determined the classification of Community Health Program Supervisor appropriately reflects the duties proposed; and

WHEREAS: Said position creation will not result in an increase to headcount as the position will be filled by an internal promotion; therefore be it

RESOLVED: That the Legislature authorizes the creation of a full-time Community Health Program Supervisor (CSEA salary grade XIII) at an annual salary of \$43,502, effective June 15, 2016; and be it further

RESOLVED: That the Public Health Director shall abolish one (1) full-time position within either Early Intervention or Public Health Education upon the permanent promotion of said incumbent from an appropriate eligible list and upon completion of a promotional probationary period in accordance with Tioga County Civil Service Rule XIV.

REFERRED TO: PUBLIC WORKS COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -16 AUTHORIZE CREATION OF TEMPORARY,  
PART-TIME SECRETARY TO THE  
COMMISSIONER OF PUBIC WORKS  
PUBLIC WORKS

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

WHEREAS: Jennifer Bennett will be retiring from her position as Secretary to the Commissioner effective June 30, 2016; and

WHEREAS: The position of Secretary to the Commissioner is vital to the operations of the Public Works Department; and

WHEREAS: There is a need to create a temporary, part-time Secretary to the Commissioner position, which will be filled by Mrs. Bennett in order to help train and consult her replacement; therefore be it

RESOLVED: That the Public Works Commissioner be authorized to create a temporary, part-time Secretary to the Commissioner position effective July 5, 2016 and be it further

RESOLVED: That said temporary, part-time position shall be compensated a rate of \$25.00 / hour, not to exceed \$3000.00 and be paid out of Public Works Personnel Services/part time A1490(org) 510020 (object); and be it further

RESOLVED: That the sum of \$3000.00 shall be transferred from Public Works Administration Account A1490 (org) 510010 (object) to Public Works Administration Part-time Temporary Account A1490 (org) 510020 (object); and be it further

RESOLVED: That upon exhaustion of said funds for the service of training and consulting, the temporary, part-time Secretary to the Commissioner of Public Works shall be abolished.

REFERRED TO: PUBLIC WORKS COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -16 APPOINT SECRETARY TO COMMISSIONER  
OF PUBLIC WORKS  
PUBLIC WORKS

WHEREAS: Legislative approval is required for all non-union appointments;  
and

WHEREAS: Jennifer Bennett will retire as Secretary to Commissioner of  
Public Works effective June 30, 2016; and

WHEREAS: Barb Cushman is able and willing to backfill this vacancy by  
promotion from her Account Clerk-Typist position (CSEA, competitive  
classified) into a non-union, exempt classified position; and

WHEREAS: Barb Cushman has been with Tioga County Dept. of Public  
Works for 14 years and has proven to be a hardworking, efficient and  
dedicated employee; and

WHEREAS: The salary range for the Secretary to the Commissioner of  
Public Works is \$29,384-\$39,384 with an average salary of \$34,384;  
therefore be it

RESOLVED: That the Commissioner of Public Works be authorized to  
appoint Ms. Cushman to the position of Secretary to Commissioner of  
Public Works effective June 30, 2016, at the annual non-union salary of  
\$34,384, which is reflective of \$5,062 increase.

REFERRED TO:

PERSONNEL COMMITTEE  
LEGISLATIVE WORKSESSION

RESOLUTION NO. -16

RESOLUTION TO DECLARE  
WORK DAY STATUS FOR  
ELECTED AND APPOINTED  
OFFICIALS

WHEREAS: Resolution 206-09 established a standard work day for elected and appointed officials for New York State and Local Employees' Retirement System reporting purposes; and

WHEREAS: New York State recently amended the regulations for retirement reporting of elected and appointed officials; and

WHEREAS: Tioga County is reviewing the amendments and current retirement reporting of elected and appointed officials to ensure compliance; and

WHEREAS: It has come to light that some positions do not have an established standard work day; therefore be it

RESOLVED: That the Tioga County Legislature hereby establishes as a standard work day for these additional elected and appointed officials for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System as follows:

Appointed Officials

Five day work week, six hour day:

Budget Officer  
Director Veteran's Service Agency

REFERRED TO: LEGISLATIVE WORKSESSION  
PERSONNEL COMMITTEE

RESOLUTION NO. -16 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	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
<b>Elected Officials</b>					
County Clerk	Andrea Klett	7	1/1/16- 12/31/19	N	20.95
Legislator	Martha Sauerbrey	6	1/1/16- 12/31/18	N	18.06
Legislator	Tracy Monell	6	1/1/16- 12/31/18	N	7.31
Legislator	Loretta Sullivan	6	1/1/16- 12/31/18	N	8.98
Legislator	Richard Huffleston	6	1/1/16- 12/31/18	N	6.63
Coroner	Ryan Kline	6	1/1/16- 12/31/19	N	3.31
<b>Appointed Officials</b>					
3 <sup>rd</sup> Assistant District Attorney	Kristen Grabowski	7	1/4/16- 12/31/17	N	11.46
2 <sup>nd</sup> Assistant District Attorney	Palmer Pelella	7	11/16/15- 12/31/17	N	20.77
Assistant Fire Coordinator	Kevin Ford	6	1/1/16- 12/31/18	N	4.51
Budget Officer (PT)	Rita Hollenbeck	6	1/1/16- 12/31/18	N	14.62
Public Defender	George Awad	6	1/1/16- 12/31/18	N	17.91



Assistant Public Defender	Todd Miller	6	1/1/16-12/31/18	N	12.63
Youth Bureau Director	Maureen Hawley	7	1/1/16-12/31/18	N	11.18

I, Maureen L. Dougherty, 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 14<sup>th</sup> day of June, 2016 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 14th day of June, 2016.

\_\_\_\_\_  
Tioga County Legislative Clerk

Affidavit of Posting: I, Maureen L. Dougherty, being duly sworn, depose and say that the posting of the resolution began on June 14, 2016 and continued for at least 30 days. That the resolution was available to the public on the

- Employer's website at [www.tiogacountyny.com](http://www.tiogacountyny.com)
- Official sign board at Tioga County Legislative Office.
- Main Entrance Clerk's Office at \_\_\_\_\_

STATE OF NEW YORK)

ss.:

COUNTY OF TIOGA)

This is to certify that I, the undersigned, Clerk of the Tioga County Legislature, have compared the foregoing copy of the resolution with the original resolution now on file in the office, and which was passed by the Legislature of said County on the fourteenth day of June, 2016, a majority of all the members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the County Legislature this fourteenth day of June, 2016.



*Maureen L. Dougherty*  
Clerk of the Tioga County Legislature