



## Information Technology – Legislative Committee Meeting

06.02.26

- APPROVAL OF MINUTES
  - 05.05.26 IT Legislative Committee Meeting
- FINANCIAL
  - Review of Budget Status and Financial News
- OLD BUSINESS
  - NYSLGITDA Conference
  - Xerox Copier Replacement – DPW - Legislature
  - Shared Services Catalog of Services
- NEW BUSINESS
  - Website Development 2027
  - Site Security (EXECUTIVE)
  - Shared Services Risk Assessments (EXECUTIVE)
  - Shared Services Master Service Agreements
  - Major Spillman Upgrade
- PERSONNEL
  - Deputy Director – Ryan Ceruti
- RESOLUTIONS
  - F21 HVAC Preventative Maintenance 56 Main St Data Center
  - F22 Deputy Director of ITCS Appointment
  - F23 Shared Services Catalog of Services Acceptance Town of Owego and Town of Barton.
  - F24 Acceptance of Master Service agreement with Town of Spencer
  - F25 Acceptance of Master Service agreement with Town of Nichols
  - F26 Acceptance of Master Service agreement with Town of Candor
  - F27 Acceptance of Master Service agreement with Tioga County Soil and Water
  - F28 Acceptance of Master Service agreement with Tioga County Tourism
  - F29 Acceptance of Master Service agreement with Village of Waverly
- PROCLAMATIONS

- Review of 2026 Budget and Financial News
- H1680 2026 – Year-to-Date Capital Budget Report



**Tioga County**  
**YEAR-TO-DATE BUDGET REPORT**

FOR 2026 12								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
H	Capital Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL
<u>H1680 Information Technology</u>								
H1680	520270 Telephone Equipmen	6,750	0	6,750	.00	.00	6,750.00	.0%
H1680	520620 Software Expense	1,500	0	1,500	828.31	.00	671.69	55.2%
H1680	520620 M7674 Software Expe	0	15,656	15,656	.00	.00	15,656.00	.0%
H1680	521090 Computer	120,400	0	120,400	11,971.64	.00	108,428.36	9.9%
TOTAL Information Technology		128,650	15,656	144,306	12,799.95	.00	131,506.05	8.9%
TOTAL Capital Fund		128,650	15,656	144,306	12,799.95	.00	131,506.05	8.9%
TOTAL EXPENSES		128,650	15,656	144,306	12,799.95	.00	131,506.05	

• A1680 2026 – Year-to-Date Budget Report

**Tioga County**  
**YEAR-TO-DATE BUDGET REPORT**

FOR 2026 12									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
A	General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
<b>A1680 Information Technology</b>									
A1680	412702	Shared Services- I	-210,072	0	-210,072	.00	.00	-210,072.00	.0%*
A1680	412707	Shared Services- E	-90,000	0	-90,000	.00	.00	-90,000.00	.0%*
A1680	422280	Data Processing/Pr	0	0	0	-780.00	.00	780.00	100.0%
A1680	424100	Rental Of County O	-5,000	0	-5,000	-900.00	.00	-4,100.00	18.0%*
A1680	510010	Full Time	680,676	0	680,676	182,549.11	.00	498,126.89	26.8%
A1680	510050	All Other(On call,	0	0	0	2,730.15	.00	-2,730.15	100.0%*
A1680	540070	Car Maintenance	500	0	500	112.33	.00	387.67	22.5%
A1680	540140	Contracting Servic	52,000	0	52,000	35,917.93	.00	16,082.07	69.1%
A1680	540140	M7674 Contracting S	0	26,928	26,928	.00	.00	26,928.00	.0%
A1680	540180	Dues	50	0	50	50.00	.00	.00	100.0%
A1680	540220	Automobile Fuel	800	0	800	159.23	.00	640.77	19.9%
A1680	540320	Leased/Service Equ	5,500	0	5,500	.00	.00	5,500.00	.0%
A1680	540350	Office Equip Maint	19,553	0	19,553	19,553.08	.00	.00	100.0%
A1680	540420	Office Supplies	1,500	0	1,500	871.62	.00	628.38	58.1%
A1680	540485	Printing/Paper	1,000	0	1,000	245.62	.00	754.38	24.6%
A1680	540620	Software Expense	322,522	0	322,522	108,132.34	.00	214,389.29	33.5%
A1680	540640	Supplies (Not Offi	4,500	0	4,500	903.39	.00	3,596.61	20.1%
A1680	540640	SSG21 Supplies (Not	2,500	0	2,500	.00	.00	2,500.00	.0%
A1680	540660	Telephone	72,500	0	72,500	37,433.94	.00	35,066.06	51.6%
A1680	540661	Telephone Maintena	3,296	0	3,296	1,013.64	1,038.64	1,243.72	62.3%
A1680	540733	Training/All Other	5,000	0	5,000	452.15	.00	4,547.85	9.0%
A1680	581088	State Retirement F	97,384	0	97,384	21,976.28	.00	75,407.72	22.6%
A1680	583088	Social Security Fr	52,292	0	52,292	13,827.53	.00	38,464.47	26.4%
A1680	584088	Workers Compensati	12,332	0	12,332	3,601.64	.00	8,730.36	29.2%
A1680	585588	Disability Insuran	590	0	590	168.72	.00	421.28	28.6%
A1680	586088	Health Insurance F	194,993	0	194,993	60,748.66	.00	134,244.34	31.2%
A1680	588988	Eap Fringe	158	0	158	44.84	.00	113.16	28.4%
TOTAL Information Technology		1,224,574	26,928	1,251,502	488,812.20	1,038.64	761,650.87	39.1%	
TOTAL General Fund		1,224,574	26,928	1,251,502	488,812.20	1,038.64	761,650.87	39.1%	
TOTAL REVENUES		-305,072	0	-305,072	-1,680.00	.00	-303,392.00		
TOTAL EXPENSES		1,529,646	26,928	1,556,574	490,492.20	1,038.64	1,065,042.87		

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## Information Technology – Legislative Committee Meeting

05.05.26

Attendance Legislators: Andrew Aronstam, Jake Brown, Ray Bunce, William Standing, and Jo Ellen Rose

Staff: Jackson Bailey (County Administrator), Brandon Clark (Chief Information Officer)

GUEST: Cathy Haskell (Legislative Clerk) Heather Canfield (Office Specialist II)

- APPROVAL OF MINUTES
  - 04.07.26 IT Legislative Committee Meeting
    - Approval of 04.07.26 Information Technology Committee Minutes: Legislator William Standing made the motion, seconded by Legislator Andrew Aronstam to approve 04.07.26 Information Technology Committee Minutes as written. Motion carried.
  
- FINANCIAL
  - Review of Budget Status and Financial News
  
- OLD BUSINESS
  - O365 Shared Services
    - CIO Clark reported completion including G3 licenses for OPD
  - DPW HW TV
    - ITCS department reports this project is completed.
  - 2026 Certificate Upgrades
    - ITCS department reports this project is completed.
  - Xerox Copier Replacement – DSS -MH
    - Copiers have been replaced at DSS and MH offices.
  - Shared Services Catalog Update
    - Resolution E42 Shared Services
      - Town of Nichols, Town of Spencer, Village of Waverly, Town of Candor, Tioga County Soil and Water, and Tioga County Tourism, have all signed the Catalog of services.
      - Once approved we can move forward to Risk assessments for each which will be presented in the June ITCS committee.
    - Met with the Village of Owego. Pending Catalog Paperwork.

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- Met with Town of Newark Valley.
- Pending Meeting with Town of Barton.
- Public Defenders Security
  - Panic Buttons Created
    - Tested and Working
- Cyber Security Training
  - Migrated to the State Program via Neo Gov saving the County around \$3000 annually.
- NEW BUSINESS
  - ITCS Community Partnership Objectives
    - The ITCS department has implemented its first Public Cyber security Engagement. The website and our bulletin board have been updated to reflect education on how you protect your home and family online.
  - NYSLGITDA Conference
    - Chief Information Officer Brandon Clark and IT Support Specialist Joseph Monroe will be attending Spring Conference.
  - Shared Services Scada Systems
    - On March 11, 2026, the New York State Department of Environmental Conservation (NYSDEC) adopted new wastewater cybersecurity regulations that establish mandatory incident reporting, require updated operational controls to safeguard critical systems, mandate enhanced cybersecurity training for wastewater operators, and introduce formal vulnerability management processes to identify and remediate risks in both IT and OT environments. The regulations also designate all submitted cybersecurity materials—including incident reports, assessments, and system information—as exempt from disclosure under the Freedom of Information Law (FOIL) to protect sensitive infrastructure details.
      - Tioga County ITCS will be reaching out to Village of Waverly and Village of Owego to evaluate.
  - FIRSTNET Panic Buttons
    - New York is currently considering legislation (Bill 2025-A7833A) that would require city or county social services districts (DSS) to provide wearable or mobile phone-based panic buttons to employees conducting home visits, ensuring they have immediate alert capability during potentially dangerous situations. The ITCS department is reviewing available options

# DRAFT

and assessing whether existing FirstNet-assigned equipment can support or integrate with these proposed safety requirements.

- PERSONNEL
  - Deputy Director
    - The ITCS department reported that a qualified candidate has been identified for the open position, and the individual has formally accepted the offer. The hiring resolution will be presented at the June ITCS Committee meeting.
  
- RESOLUTIONS
  - E40 ARPA Funds for ITCS HVAC
  - E42 Shared Services
  
- PROCLAMATIONS

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

RESOLUTION NO. -26 AUTHORIZE HVAC PREVENTATIVE MAINTENANCE  
AGREEMENT FOR  
56 MAIN DATA CENTER

WHEREAS: The Chief Information Officer has reviewed the current HVAC maintenance requirements for the critical Data Center infrastructure at 56 Main Street and has recommended entering into a new preventative maintenance agreement for the Liebert system located at that facility; and

WHEREAS: In 2025, the Liebert unit experienced a significant system failure near the conclusion of the prior contract, prompting the Department to evaluate vendor performance and explore alternative maintenance providers better suited to ensure system reliability; and

WHEREAS: Quotes were requested and obtained, and TCR has submitted the most advantageous proposal, providing the best value not only in cost but in total number of annual visits, offering four preventative maintenance visits per year, which will improve early detection of issues; and

WHEREAS: The TCR proposal for annual preventative maintenance in the amount of \$4,064.00 represents \$701 savings from the original StarkTech maintenance contract; and

WHEREAS: The costs associated with this maintenance agreement are to be paid from the account A1680 540140; therefore be it

RESOLVED: That the Tioga County Legislature hereby authorizes entering into an HVAC preventative maintenance agreement with TCR for the Liebert system at 56 Main Street in Owego, NY, for a total cost not to exceed \$3,990; and be it further

RESOLVED: That all invoices related to this preventative maintenance agreement shall be paid from A1680 540140 Contracting Services.

REFERRED TO:

ITCS COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -26

AUTHORIZE APPOINTMENT OF  
DEPUTY DIRECTOR OF  
INFORMATION TECHNOLOGY &  
COMMUNICATION SERVICES

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

WHEREAS: The Chief Information Officer has identified a qualified candidate to fill said position; therefore be it

RESOLVED: That the Chief Information Officer is authorized to appoint Ryan Ceruti as Deputy Director of ITCS at an annual salary of \$90,590 effective June 15, 2026; and be it further

RESOLVED: That in accordance with Tioga County's Civil Service Rules, Mr. Ceruti shall serve a probationary period of eight to fifty-two weeks.

REFERRED TO:

ITCS COMMITTEE  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -26

AUTHORIZING ACCEPTANCE ITCS CATALOG OF SERVICES FOR THE TOWN OF OWEGO AND TOWN OF BARTON.

WHEREAS: Tioga County Resolution No. 133-26 established the process, governance, and required documents for municipalities participating in ITCS Shared Services, including the use of the ITCS Catalog of Services, the standardized ITCS Risk Assessment rubric, and the development of a Master Service Agreement; and

WHEREAS: In accordance with that established framework, the Information Technology & Communication Services (ITCS) department has conducted the necessary meetings and discussions directly with the Town of Owego and Town of Barton regarding Shared Services participation; and

WHEREAS: Each municipality has reviewed and submitted its signed ITCS Catalog of Services to Tioga County for formal acceptance; and

WHEREAS: Under Resolution No. 133-26, acceptance of the Catalog of Services is the prerequisite step that authorizes ITCS to conduct the required ITCS Risk Assessment for each municipality using the standardized rubric evaluating governance, cybersecurity controls, infrastructure lifecycle, user training, and cyber-insurance readiness; and

WHEREAS: The results of these Risk Assessments must be presented to the ITCS Committee prior to the drafting of any Master Service Agreement, as established by the Shared Services governance process; therefore be it

RESOLVED: That the Tioga County Legislature hereby accepts the ITCS Catalog of Services submitted by the Town of Owego and Town of Barton; and be it further

RESOLVED: That the Legislative Chair is authorized to sign the accepted Catalogs of Services on behalf of Tioga County; and be it further

RESOLVED: That upon acceptance, the Chief Information Officer is authorized to initiate and complete the ITCS Risk Assessments for each municipality, with findings presented to the ITCS Committee prior to drafting the corresponding Master Service Agreements; and be it further

RESOLVED: That this resolution shall take effect immediately once approved.

REFERRED TO:

ITCS COMMITTEE

RESOLUTION NO. -26

ACCEPTANCE OF  
MASTER SERVICE AGREEMENT BETWEEN  
INFORMATION TECHNOLOGY &  
COMMUNICATION SERVICES AND  
THE TOWN OF SPENCER

WHEREAS: Tioga County Information Technology & Communication Services (ITCS) have prepared a Master Service Agreement (MSA) for the provision of IT and communication services; and

WHEREAS: The agreement is a **backdated agreement beginning April 1, 2026** as outlined in the Master Service Agreement; and

WHEREAS: The Town of Spencer has selected services from the County's 2026 Catalog of Services, including the required foundational shared services; and

WHEREAS: ITCS has completed the required risk assessment referenced in the Master Service Agreement; and

WHEREAS: Execution of this Agreement requires review by the Tioga County Attorney and receipt of The Town of Spencer's signature; therefore, be it

RESOLVED: That the Tioga County Legislature hereby accepts the Master Service Agreement between ITCS and The Town of Spencer as a backdated agreement beginning April 1, 2026, contingent upon County Attorney review and The Town of Spencer's signature; and be it further

RESOLVED: That the Chair of the Legislature is authorized to sign the Agreement and any related documents upon completion of these requirements.

REFERRED TO:

ITCS COMMITTEE

RESOLUTION NO. -26

ACCEPTANCE OF  
MASTER SERVICE AGREEMENT BETWEEN  
INFORMATION TECHNOLOGY &  
COMMUNICATION SERVICES AND  
THE TOWN OF NICHOLS

WHEREAS: Tioga County Information Technology & Communication Services (ITCS) have prepared a Master Service Agreement (MSA) for the provision of IT and communication services; and

WHEREAS: The agreement is a **backdated agreement beginning April 1, 2026** as outlined in the Master Service Agreement; and

WHEREAS: The Town of Nichols has selected services from the County's 2026 Catalog of Services, including the required foundational shared services; and

WHEREAS: ITCS has completed the required risk assessment referenced in the Master Service Agreement; and

WHEREAS: Execution of this Agreement requires review by the Tioga County Attorney and receipt of The Town of Nichols signature; therefore, be it

RESOLVED: That the Tioga County Legislature hereby accepts the Master Service Agreement between ITCS and The Town of Nichols as a backdated agreement beginning April 1, 2026, contingent upon County Attorney review and The Town of Nichols's signature; and be it further

RESOLVED: That the Chair of the Legislature is authorized to sign the Agreement and any related documents upon completion of these requirements.

REFERRED TO:

ITCS COMMITTEE

RESOLUTION NO. -26

ACCEPTANCE OF  
MASTER SERVICE AGREEMENT BETWEEN  
INFORMATION TECHNOLOGY &  
COMMUNICATION SERVICES AND  
THE TOWN OF CANDOR

WHEREAS: Tioga County Information Technology & Communication Services (ITCS) have prepared a Master Service Agreement (MSA) for the provision of IT and communication services; and

WHEREAS: The agreement is a **backdated agreement beginning April 1, 2026** as outlined in the Master Service Agreement; and

WHEREAS: The Town of Candor has selected services from the County's 2026 Catalog of Services, including the required foundational shared services; and

WHEREAS: ITCS has completed the required risk assessment referenced in the Master Service Agreement; and

WHEREAS: Execution of this Agreement requires review by the Tioga County Attorney and receipt of The Town of Candor's signature; therefore, be it

RESOLVED: That the Tioga County Legislature hereby accepts the Master Service Agreement between ITCS and The Town of Candor as a backdated agreement beginning April 1, 2026, contingent upon County Attorney review and The Town of Candor's signature; and be it further

RESOLVED: That the Chair of the Legislature is authorized to sign the Agreement and any related documents upon completion of these requirements.

REFERRED TO:

ITCS COMMITTEE

RESOLUTION NO. -26

ACCEPTANCE OF  
MASTER SERVICE AGREEMENT BETWEEN  
INFORMATION TECHNOLOGY &  
COMMUNICATION SERVICES AND  
TIOGA COUNTY SOIL AND WATER

WHEREAS: Tioga County Information Technology & Communication Services (ITCS) have prepared a Master Service Agreement (MSA) for the provision of IT and communication services; and

WHEREAS: The agreement is a **backdated agreement beginning April 1, 2026** as outlined in the Master Service Agreement; and

WHEREAS: Tioga County Soil and Water has selected services from the County's 2026 Catalog of Services, including the required foundational shared services; and

WHEREAS: ITCS has completed the required risk assessment referenced in the Master Service Agreement; and

WHEREAS: Execution of this Agreement requires review by the Tioga County Attorney and receipt of Tioga County Soil and Water's signature; therefore, be it

RESOLVED: That the Tioga County Legislature hereby accepts the Master Service Agreement between ITCS and Tioga County Soil and Water as a backdated agreement beginning April 1, 2026, contingent upon County Attorney review and Tioga County Soil and Water's signature; and be it further

RESOLVED: That the Chair of the Legislature is authorized to sign the Agreement and any related documents upon completion of these requirements.

REFERRED TO:

ITCS COMMITTEE

RESOLUTION NO. -26

ACCEPTANCE OF  
MASTER SERVICE AGREEMENT BETWEEN  
INFORMATION TECHNOLOGY &  
COMMUNICATION SERVICES AND  
TIOGA COUNTY TOURISM

WHEREAS: Tioga County Information Technology & Communication Services (ITCS) have prepared a Master Service Agreement (MSA) for the provision of IT and communication services; and

WHEREAS: The agreement is a **backdated agreement beginning April 1, 2026** as outlined in the Master Service Agreement; and

WHEREAS: Tioga County Tourism has selected services from the County's 2026 Catalog of Services, including the required foundational shared services; and

WHEREAS: ITCS has completed the required risk assessment referenced in the Master Service Agreement; and

WHEREAS: Execution of this Agreement requires review by the Tioga County Attorney and receipt of Tioga County Tourism's signature; therefore, be it

RESOLVED: That the Tioga County Legislature hereby accepts the Master Service Agreement between ITCS and Tioga County Tourism as a backdated agreement beginning April 1, 2026, contingent upon County Attorney review and Tioga County Tourism's signature; and be it further

RESOLVED: That the Chair of the Legislature is authorized to sign the Agreement and any related documents upon completion of these requirements.

REFERRED TO:

ITCS COMMITTEE

RESOLUTION NO. -26

ACCEPTANCE OF  
MASTER SERVICE AGREEMENT BETWEEN  
INFORMATION TECHNOLOGY &  
COMMUNICATION SERVICES AND  
THE VILLAGE OF WAVERLY

WHEREAS: Tioga County Information Technology & Communication Services (ITCS) have prepared a Master Service Agreement (MSA) for the provision of IT and communication services; and

WHEREAS: The agreement is a **backdated agreement beginning April 1, 2026** as outlined in the Master Service Agreement; and

WHEREAS: The Village of Waverly has selected services from the County's 2026 Catalog of Services, including the required foundational shared services; and

WHEREAS: ITCS has completed the required risk assessment referenced in the Master Service Agreement; and

WHEREAS: Execution of this Agreement requires review by the Tioga County Attorney and receipt of The Village of Waverly's signature; therefore, be it

RESOLVED: That the Tioga County Legislature hereby accepts the Master Service Agreement between ITCS and The Village of Waverly as a backdated agreement beginning April 1, 2026, contingent upon County Attorney review and The Village of Waverly's signature; and be it further

RESOLVED: That the Chair of the Legislature is authorized to sign the Agreement and any related documents upon completion of these requirements.