



## **Tioga County Worksession Minutes** **November 7, 2024 – 1:00 p.m.**

### **Legislators Present:**

Legislator Brown  
Legislator Ciotoli  
Legislator Flesher  
Legislator Monell  
Legislator Mullen  
Chair/Legislator Sauerbrey  
Legislator Standinger

### **Legislators Absent:**

Legislator Roberts

### **Guests:**

None

### **Staff present:**

Peter DeWind, County Attorney  
Cathy Haskell, Legislative Clerk  
Jackson D. Bailey II, County Administrator  
Linda Parke, Personnel Officer  
Rich Hallett, Undersheriff

**Call Meeting to Order:** Chair Sauerbrey opened the meeting at 1:00 p.m.

### **County Administrator Report/2025 Budget Update:**

**2025 Budget Update:** County Administrator Bailey distributed copies of the 2025 Tentative Budget Brief and reviewed in its entirety. Mr. Bailey reported this is the document that will be presented at the 2025 Tentative Budget public hearing on Tuesday, November 12, 2024.

Some of the highlights are as follows:

- Tioga County remains under the Tax Cap of 2.25% for the 13<sup>th</sup> consecutive year.
- Tioga County remains in compliance with its General Fund Balance Policy.
- All 2024 programs will be continued in 2025.
- Mandated Services make up approximately 107% of the Total Tax Levy.
- Medicaid Cost make up approximately 31% of the Total Tax Levy.
- 2023 Fiscal Stress Monitoring Stress Level – No Designation.

- Total Appropriations by Fund for the 2025 Tentative Budget is \$103,259,946, which is an increase of \$676,343 from the 2024 Adopted Budget.
- Fund Balance Appropriation of \$6,263,124.
- American Rescue Plan Act (ARPA) – By the end of 2025, Tioga County anticipates having spent approximately \$4.5 million on ARPA qualifying project expenditures including Capital Investments, Outside Agency Funding, and Provisions of Governmental Services. The balance left to be spent is appropriately \$4.8 million with \$3.6 million allocated for an Emergency Radio System Communications Upgrade. ARPA funds must be fully obligated by 12/31/2024, with all funds spent by 12/31/2026. Tioga County intends to have the majority of the funding spent by 12/31/25.
- Future County Challenges include:
  - Maintaining County Services
  - Managing Reductions to State & Federal Aid
  - Advocating for Mandate Relief to NYS
  - Maintaining and Creating New Revenue Sources
  - Staff Turnover, Retirement, Retention, and Hiring
  - Maintaining Support to Outside Agencies
  - Maintaining Sales Tax Distribution to Towns and Villages
  - Meeting Capital Equipment Needs and Communications Upgrades.

**County Administrator Update:** Mr. Bailey reported the contract with Livingston County Administrator has been signed and he has started his training with weekly meetings. So far, this has been a very beneficial arrangement. Mr. Coyle will be onsite on November 19, 2024 to conduct a presentation at the Leaders Meeting regarding employment hiring, retention, and recruitment strategies moving forward with the younger generation. All Legislators are welcome to attend.

**Approval of Worksession Minutes:** On motion of Legislator Brown, seconded by Legislator Ciotoli, the October 24, 2024 minutes were unanimously approved.

### **Action Items:**

#### **ACTION ITEM #1 – 10/24/24 Conflicts of Interest with Employees Conducting Business with the County**

Chair Sauerbrey will research other counties to determine if they have a policy or guidelines on how to handle potential conflicts of interest with employees doing business with the County.

**This action item will move forward to the November 7, 2024 Legislative Worksession.**

**Legislative Support:** Legislative Clerk Haskell will type the Legislative Support minutes and will be sent to the Legislators as a separate document.

**Resolutions:** Ms. Haskell reviewed the agenda and resolutions for the November 12, 2024 Legislature meeting noting there was not a quorum at this week's Public Safety and Public Works Committees. Based on Legislative majority at today's Worksession, all resolutions will move forward to next week's Legislature meeting.

Ms. Haskell reported she received the following two (2) resolutions after the Public Safety Committee and there was Legislative majority to move these resolutions forward to next week's meeting:

- Modify 2024 Budget and Appropriate STOP-DWI Reserve Funds for Simulator Equipment
- Award Contract for Driving Simulator STOP-DWI

Legislator Ciotoli inquired as to whether all applicable insurance is in order. County Attorney DeWind reported minimally the County will require Commercial General Liability and possibly auto insurance for the business if he is on the premises, however, has not received any documentation to date. Mr. DeWind reported the vendor may not choose to purchase said insurance until the resolution has been adopted. Chair Sauerbrey asked Mr. DeWind to have a discussion with the employee regarding the status of insurance. The contract itself will not be signed until all applicable insurance is in order.

Legislator Mullen inquired as to whether there were other vendors who were given the opportunity to submit quotes. Undersheriff Hallett reported there are only three (3) vendors in the State and quotes were received. Of the quotes received, Mr. DeWind reported this was the lowest. Legislator Standinger inquired with the Undersheriff the differences in quote amounts and the Undersheriff stated approximately \$500-1,000.

The Undersheriff reported that the employee understands that he will need to attend next week's Legislature meeting to fully disclose his employment affiliation with Tioga County and his company's interest in this contract.

#### **Other:**

- **Emergency Services Open House** – Legislator Flesher reported Emergency Services is planning a future open house geared mainly to first responders throughout the County but will also be open to the public and Legislators are welcome to attend.
- **Waverly Mental Hygiene Grand Opening** – Legislator Monell reported Director of Community Services Morgan plans to conduct a grand opening at the new Waverly Mental Hygiene site early December 2024.

**Executive Session:** Seven Legislators were in attendance along with County Administrator Bailey. Motion by Legislator Monell, seconded by Legislator Brown, to move into Executive Session to discuss employment matters of a particular individual at 2:02 p.m. Motion carried. Motion by Legislator Monell to adjourn. Executive Session adjourned at 2:12 p.m.

Meeting adjourned at 2:12 p.m.

Next Worksession scheduled for Thursday, November 21, 2024 at 10:00 a.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk