



## **Tioga County Worksession Minutes** **April 9, 2026 – 1:00 p.m.**

### **Legislators Present:**

Legislator Aronstam  
Legislator Bunce  
Legislator Cantella  
Legislator Ciotoli  
Chair/Legislator Monell  
Legislator Rose  
Legislator Standinger

### **Legislators Absent:**

Legislator Brown  
Legislator Flesher

### **Guests:**

Matt Freeze, Reporter, Morning Times (*departed at 1:46 p.m.*)  
Bill Chandler, Resident (*departed at 1:46 p.m.*)

### **Staff present:**

Peter DeWind, County Attorney  
Cathy Haskell, Legislative Clerk  
Jackson D. Bailey II, County Administrator  
Breige Graven, Deputy Legislative Clerk (*departed at 1:46 p.m.*)  
Linda Parke, Personnel Officer (*departed at 1:46 p.m.*)

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

**County Administrator Report:** County Administrator Bailey reported the following:

### **DEPARTMENTAL MANAGEMENT & LABOR RELATIONS**

#### **COLLECTIVE BARGAINING:**

County Administrator Bailey reported the collective bargaining negotiations for Tioga County Corrections Association, Inc. and Tioga County Law Enforcement Association, Inc. are both still ongoing as both contracts expired on 12/31/2025. Negotiated contracts are with their respective unions for review and approval. Pending successful votes, resolutions could be forthcoming in May for Legislature consideration.

### **POLICY REVIEW & IMPLEMENTATION:**

Mr. Bailey reported that a draft of the Disciplinary Procedure Policy is currently under review by the Policy Review Committee and the Personnel Office. Mr. Bailey further reported the need for Legislative discussion regarding the Assignment and Use of County Vehicles policy. He explained the need for the modification and update of the policy in terms of potential ramifications in the event a county vehicle is damaged. Mr. Bailey stated that there have been multiple instances in which damage to a county vehicle has gone unreported, which only makes the insurance process more difficult to navigate. Along with the Legislators, Mr. Bailey will be working with Personnel, the Safety Officer, County Attorney DeWind and the Policy Review Committee to reassess the policy and decide what potential repercussions could look like.

Legislator Bunce remarked that Tioga County employees must be held responsible for the misuse or damage of a vehicle. Legislator Ciotoli suggested a mandatory in-person defensive driving course for employees with multiple offenses. Legislators Bunce and Cantella agreed that it is important for each department to be held accountable. Legislator Standinger stated that he believes it should be the responsibility of the supervisors to be on top of tracking and reporting any damage or incidents that occur in a timely matter. Mr. Bailey stated that he will be discussing the legal side of these options with County Attorney DeWind. He added that Legislative Clerk Haskell will be reaching out to other counties to request copies of their Vehicle Use Policies,

### **CORONERS OFFICE UPDATE:**

Mr. Bailey reported that he was a guest speaker at the 2026 New York State Association of County Coroners and Medical Examiners (NYSACCME) Conference on March 21, 2026 at Tioga Downs and shared that it all went very well. The event included several interesting courses throughout the day pertaining to the processes of coroners and medical examiners.

### **FINANCIAL MANAGEMENT & BUDGETING**

**BUDGET OFFICER:** – County Administrator Bailey distributed and reviewed the following budget documents:

- **YTD County Budget Report:** Mr. Bailey reported the Chief Accountant has officially closed the books for the year 2025.

For the Objects of Revenue, the revised budget is \$123,753,415 with actuals of \$121,926,942 leaving a remaining revised budget balance of \$1,826,473.

Mr. Bailey reported for the Objects of Expense, the revised budget is \$141,863,758 with total actuals expended of \$120,371,615, leaving a remaining available balance of \$21,492,143.

Mr. Bailey reported the total applied fund balance at the beginning of the year was \$6,309,355 with budgetary amendments of \$11,800,989 resulting in a current applied fund balance of \$18,110,343.

Mr. Bailey reported that all numbers remained on target for what the estimated revenues for the year would be and that several capital projects that were not finished in 2025 have been rolled over into the year 2026. Mr. Bailey further reported that the Treasurer's Office will complete the Annual Financial Report after next month, at which point he will share it with the Legislators.

Legislator Ciotoli inquired as to whether there were any unanticipated expenditures that came down mid-year from the State. Mr. Bailey explained there were no unexpected expenditures, but he will report anything that comes up immediately.

- **YTD Budget Report as of February 2026:**

For Objects of Revenue, Mr. Bailey reported the original budget of \$100,796,636 with modifications of \$15,084,460, leaving a revised budget of \$115,881,097 with actuals of \$43,127,224 and a remaining revised budget balance of \$72,753,873.

For the Objects of Expense, Mr. Bailey reported the original budget of \$109,596,570 with modifications of \$23,020,378, leaving a revised budget of \$132,616,948 with total expended actuals of \$26,355,344 and a remaining available balance of \$106,261,604.

Mr. Bailey reported the total applied fund balance at the beginning of the year was \$8,799,933 with budgetary amendments of \$7,935,918, resulting in a current applied fund balance of \$16,735,851.

- **YTD Budget Report for County Administrator Budget: A1230**

As of March 2026, Mr. Bailey reported the County Administrator's budget reflects 19.3% utilization with no concerns or challenges for 2026.

### **CAPITAL PROJECTS:**

- **56 Main North Wing HVAC Upgrade –**

Mr. Bailey reported that the HVAC project is moving along right on schedule, with the Treasurer's Office temporarily working out of several locations throughout the building as work is done in their office. The HVAC piece is set to be done by end of April, but other renovations in the Treasurer's Office could take up until mid-May to complete.

- **Radio Communications Tower Upgrade:**

Mr. Bailey reported that the Radio Communications Tower project is all running on schedule. Emergency Services is working on one small change order regarding the construction of one of the shelter sites along with negotiation of some utilities, but nothing that will put the project off track. Mr. Bailey reported that a meeting was held to discuss a driveway access issue with the property owner of one of the sites, and everything was worked out to the satisfaction of all parties involved. He further shared that Public Works Commissioner, Gary Hammond, and his deputy were able to address and solve a concern regarding water runoff at a site as well. Everything is being remediated with no issues.

## **GRANTS & SHARED SERVICES:**

- **USDA FY26 Congressional Directed Spending Grant –**

Mr. Bailey reported that he has submitted all the applications for the grant and has heard back confirmation that all the necessary paperwork has been received. He further reported that they have not gotten the funds yet, but he doesn't foresee any issue receiving the grant once it has been approved.

- **NYS 250<sup>th</sup> Commemoration Commission Award –**

Mr. Bailey reported he has been working with County Historian, Emma Sedore along with the Director of Tourism, Rebecca Maffei, to come up with ways to best maximize the utilization of the funding. County Historian Sedore has met with all the other historians, and they've started devising a plan of their own. Mr. Bailey shared that they will potentially start making sweatshirts and banners to help emphasize the commemoration on a county basis, as well as for the individual towns and municipalities.

## **OPIOID SETTLEMENT FUNDS:**

- **2026 RFP Awards/Opioid Advisory Committee –**

Mr. Bailey reported that the Opioid Settlement Funds (OSF) Revenue and Expenditure reports are now available on the county website to ensure compliance with MHL 25.18. He explained that everything on the website must match what's reported to Office of Addiction and Supports (OASAS) for the Opioid Settlement Fund.

Mr. Bailey reported that contracts have gone out to all the RFP awardees. He further reported that three have come back thus far, with two going to Mental Hygiene to be processed. Mr. Bailey stated that he will be putting in the invoice for the initial funding, after which Mental Hygiene will be responsible for tracking the amounts going to any awardees going forward. Funding is to become a reimbursement cycle rather than being implemented as a front load.

Mr. Bailey reported that as more is added online and other projects develop, he will keep the Legislators updated. He shared that once quarterly reports are generated, he and Interim Director of Community Services, Sarah Begeal, can give a general narrative of where the programs are and how they're being reported, with Mental Hygiene doing the primary auditing to ensure all deliverables are being met.

- **American Rescue Plan Act (ARPA) –**

Mr. Bailey reported on the State and Local Fiscal Recovery Funds (SLFRF) Compliance Report (SLT-1680 P&E Report) and shared the finalized 2025 actual amounts along with the 2026 year-to-date amounts. Mr. Bailey provided the ARPA Local Fiscal Recovery Fund Project Worksheet for April 1, 2025, through March 31, 2026. He further reported that as of March 31, 2026 the total amount expended is \$8,504,430.76 with a remaining allocation of \$858,437.24. All recipients of approved funds are on track to spend their obligated amount by end of year.

Legislator Ciotoli inquired as to whether the truck wash facility project is on track. Mr. Bailey confirmed that the project is underway and on schedule, as are all repairs and upgrades to the 56 Main St. building, including the HVAC project. Mr. Bailey stated that once he finalizes an updated report with the Treasurer, he will share it with the Legislators.

## **ADMINISTRATION & COMMUNICATION**

### **LEADERS MEETING:**

Mr. Bailey reported the next Leaders Meeting will take place on April 28, 2026, at the Health and Human Services Building. He stated that the focus of the meeting will be to reteach some procurement fundamentals given the newly appointed department heads. Mr. Bailey reported that he will be reeducating on the procurement policy regarding bidding, contracts, quotes and purchasing. He further reported that with permission from the Legislature, he will be getting together with Chief Information Officer Brandon Clark to update and clarify the language of the Purchase & Procurement Policy, and at some point appointing the County Administrator as the Purchasing Officer and the Chief Information Officer as the secondary, as he oversees all of the online accounts

Mr. Bailey reported that another topic he will be touching on is the payment of late fees and penalties. Recently, several penalties from E-ZPass have come in from multiple departments. He further reported that some of the fees coming in are not even from Tioga County vehicles, which is a larger issue, but his focus will be stressing the timely payment of tolls, as no money has been appropriated for fees and penalties. He will also be emphasizing the importance of disputing penalties and working hard to get them removed if one is issued.

Legislator Standinger inquired as to if all county vehicles are issued an E-ZPass. Mr. Bailey reported that he and the Law Department have looked into the possibility of issuing E-ZPasses, but found they would only cause more challenges on the accounting side, and they ultimately would not prevent penalties from coming in. He stated that right now, the county pays initial tolls through Tolls by Mail and will continue to do so. Legislator Standinger was happy with the research gone into the issue so far.

Mr. Bailey reported that County Attorney DeWind and his secretary, Christine Freyvogel, have been working diligently on reconciling the issue and devising a plan to prevent future penalties, but stressed that it is the responsibility of the supervisors and staff to handle toll payments and get the fees removed if they do occur.

### **STRATEGIC PLAN:**

- **2026 Revision** – Mr. Bailey reported that updates on the Strategic Plan are completed. He intends to give a physical handout of the formal copy to the Legislators, as well as sending out a digital copy. Mr. Bailey reported that he will also be sharing the details of the plan at the Leaders' Meeting on April 28, 2026.

### **WEBO RADIO INTERVIEW:**

Mr. Bailey reported that he participated in a radio interview on March 27, 2026 where he discussed county updates such as job vacancies, the State of the County Address, the County

Administrator Report, the 250<sup>th</sup> Commemoration and the 2026 NYSACCME Conference. Mr. Bailey reported that he will be on WEBO for another radio interview on April 24 and plans to bring Chief Information Officer Brandon Clark along with him to do some public outreach and discuss the importance of cybersecurity.

### **SPOTLIGHT ON GOVERNMENT SERVICES:**

Mr. Bailey reported that he has submitted a piece highlighting the accomplishments of the Veterans' Service Agency to the Penny Saver and expects it to be published next week. The article details the outreach done by Dennis Mullen (Director of Veterans Service Agency), Grace Middaugh (Veterans Service Officer) and Suzanne Tyler (Veterans Service Assistant) and some of the activities they've conducted throughout the community.

### **MISCELLANEOUS:**

- **Tioga County Chamber of Commerce/2026 Leadership Tioga –**

Mr. Bailey reported that the latest leadership session took place on April 8, 2026, at Owego Apalachin School District Administrative Building. He further reported that the next session will take place at Lockheed Martin, where they plan to tour the facility and discuss the work the company does for the community and the different ways in which they manage staff and handle day-to-day operations.

- **NYSAC Spring Conference –**

Mr. Bailey reported he will be out of office from May 20 - May 22, 2026, for the NYSAC 60<sup>th</sup> Annual Finance School in Glens Falls, NY along with the Treasurer and Chief Accountant.

**Approval of Worksession Minutes:** On motion of Legislator Ciotoli, seconded by Legislator Cantella, the March 19, 2026 minutes were unanimously approved.

**Action Items:** Currently, there are no action items.

**Legislative Support:** Legislative Clerk Haskell presented the Legislative Support report and minutes are documented in a separate document that will be sent to the Legislators.

**Resolutions:** Ms. Haskell reviewed the agenda and resolutions for the April 14, 2026 Legislature meeting.

**Other:** Chair Monell brought forward Resolution No. 153-23 for discussion with the Legislature. He reported that the resolution, which has since expired, allocated the use of an extra room on the second floor of 56 Main St. to ACCORD, A Center for Dispute Resolution, Inc., to conduct any necessary meetings or miscellaneous business at no extra cost. Chair Monell stated that for the most part, the room goes unoccupied, as ACCORD rarely uses the space. He further pointed out that Paralegal and ADA Coordinator in the Treasurer's Office, Kevin Humes, needs a more private space to conduct his work. Chair Monell noted there is another room available if ACCORD ever needed it. County Attorney DeWind stated that Mr. Humes deals with a lot of confidential files, so the added privacy is crucial. The Legislators were all in agreement and unanimously supported the proposal.

Chair Monell inquired as to if any of the Legislators had any other topics they would like to bring forward for discussion. Legislator Ciotoli stated that he had three topics, with the first being that he completed his assigned online Legislative trainings. Legislator Ciotoli then reported that he attended the ribbon cutting ceremony for Tioga County Restaurant Week at the Tioga County Tourism Office on April 2, 2026. He further reported that there are 13 restaurants participating in this year's event in partnership with Eat Local New York. Legislator Ciotoli stated that he has been actively pushing for the event for a few years and is very excited to continue sharing news about Restaurant Week in the coming weeks. He also noted how active Eat Local New York has been in handling the marketing, working directly with Director of Tioga County Tourism, Rebecca Maffei, throughout the process. Restaurant Week runs from April 13 through April 26, 2026.

Legislator Ciotoli also reported on the bridge project taking place in Broome County, stating that he is aware it doesn't directly impact Tioga County, but he believes it's something everyone should be aware of. He reported that the project is being pushed because a Mussel Study is required to determine the best course of action regarding the relocation of the mussels present at the worksite. He further reported that this research will cost Broome County time and money.

Chair Monell inquired as to what the cost of the project will be, to which Legislator Ciotoli answered the overall cost will be \$500,000. Legislator Rose inquired as to whether the mussels were invasive or important to the ecosystem. Legislator Ciotoli confirmed that the mussels are considered endangered and in need of preservation.

**Executive Session:** Legislators Aronstam, Bunce, Cantella, Ciotoli, Monell, Rose, and Standinger were in attendance along with Legislative Clerk Haskell, County Administrator Bailey, and County Attorney DeWind. Motion by Legislator Ciotoli, seconded by Legislator Standinger, to move into Executive Session to discuss contract negotiations at 1:46 p.m. Motion carried.

Motion by Legislator Ciotoli, seconded by Legislator Cantella to adjourn Executive Session at 2:01 p.m.

Meeting adjourned at 2:01 p.m.

Next Worksession scheduled for Thursday, April 23, 2026, at 10:00 a.m.

Respectfully submitted,

*Breige Graven*

Deputy Legislative Clerk