



Tioga County Worksession Minutes

August 7, 2025 – 1:00 p.m.

Legislators Present:

Legislator Aronstam
Legislator Bunce
Legislator Ciotoli
Legislator Monell
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger (*arrived @ 1:09 p.m.*)

Legislators Absent:

Legislator Brown
Legislator Flesher

Guests:

Matt Freeze, Reporter, Morning Times

Staff present:

Jackson D. Bailey II, County Administrator
Cathy Haskell, Legislative Clerk (*departed @ 2:45 p.m.*)
Peter DeWind, County Attorney
Brittany Woodburn, ED&P Director (*departed @ 1:07 p.m.*)
Liz Myers, Director of Social Services (*departed @ 1:09 p.m.*)
Linda Parke, Personnel Officer (*departed @ 2:34 p.m.*)

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

ED&P Resolutions: Due to a lack of quorum at the ED&P Committee meeting on August 5, 2025, Chair Sauerbrey asked ED&P Director Woodburn to attend today's meeting to review the following five (5) ED&P resolutions:

- ***Revise and Modify the Administrative Services Agreement between the County of Tioga and the Tioga County Industrial Development Agency for October 1, 2025 through December 31, 2026***
- ***Revise and Modify the Administrative Services Agreement between the County of Tioga and the Tioga County Property Development Corporation for the Period of October 1, 2025 through December 31, 2026***

- ***Authorization to Create Full-Time Administrative Coordinator for the Tioga County IDA and Property Development Corporation***

ED&P Director Woodburn reported the revision and modification of the Administrative Services Agreements for the IDA and Property Development Corporation (Land Bank), and the creation of the full-time Administrative Coordinator all go together and need to occur at the same time. Ms. Woodburn reported she previously spoke about a split position with both public authorities, as they have a lot of the same day-to-day operational duties, so it made sense to create a joint position. At the ED&P Committee, discussion occurred regarding increasing the administrative annual contributions to the County to cover the cost of the position. Currently, the IDA's annual contribution is \$20,000 and the Land Bank's annual contribution is \$25,000. By modifying both administrative services agreements it extends the date from December 31, 2025 to December 31, 2026 and it increases both of their annual contributions to \$50,000 each. Ms. Woodburn reported she worked with Personnel to draft the Position Duties Statement and with the County Administrator to determine the fringe benefits. Ms. Woodburn reported that both the IDA and Land Bank have formally agreed to the increased annual contribution. Ms. Woodburn reported County Attorney DeWind and IDA and Land Bank Attorney Meagher reviewed and approved the administrative services agreements as written.

Legislator Roberts inquired about the ability to renegotiate with the IDA and Land Bank should the need arise due to increased fringe costs. County Administrator Bailey reported that when the agreements expire, Ms. Woodburn can renegotiate with the IDA and Land Bank.

- ***Authorize the Appointment of a Housing Development Specialist*** – ED&P Director Woodburn reported this resolution is appointing a person to the Housing Development Specialist position as of September 8, 2025.
- ***Authorize Economic Development and Planning to Submit Application for NYS CDBG Imminent Threat Program and Authorize the Legislative Chair Signature on Grant Related Documents*** – ED&P Director Woodburn reported this grant would assist the Land Bank in acquiring additional grant funding for two upcoming demolitions in the Town of Berkshire and Town of Owego. Ms. Woodburn reported municipalities are the only eligible applicants for the CDBG program, but grants can be sub-granted to another organization, which in this case is the Land Bank. There is no matching fund requirement for this program if awarded. The first step was the public hearing that was held on July 24, 2025 and the next step is completing the application for an amount not to exceed \$200,000.

All Legislators were in favor of the five (5) resolutions moving forward to the August 12, 2025 Legislature meeting.

DSS Resolution: Legislative Clerk Haskell reported the following resolution came after the Health & Human Services Committee on August 5, 2025 as the department was still in the process of finalizing procurement details. Ms. Haskell reported that if a resolution does not go through the department's committee, the department is asked to attend and present at the following Legislative Worksession for Legislature approval to move the resolution forward to the next Legislative meeting.

Director of Social Services Myers reported this is a resolution to allow the department to purchase new recording equipment for the Child Advocacy Center (CAC) to outfit a second interview room at the CAC, as well as the Waverly satellite location with standard recording equipment. Currently, the Waverly satellite location does not have their own recording equipment. Ms. Myers reported there is grant funding available through the Office of Children and Family Services that will cover the purchase of both with no local share. The purchase is being made off State contract and in line with the County's Procurement Policy.

All Legislators were in favor of the resolution moving forward to the August 12, 2025 Legislature meeting.

Lockheed Martin Tour/Visit Update: Chair Sauerbrey reported she, County Administrator Bailey, and ED&P staff met with Trish Rourke, Site Manager and VP of Lockheed/Sikorsky Owego for a presentation and tour of the facility. Chair Sauerbrey and County Administrator Bailey, both reported it was good to reconnect with this major employer and their leadership and learn about how they are looking to the future and moving forward in the community.

Legislative Leadership: Chair Sauerbrey reported she and Legislative Clerk Haskell have been working on the required and suggested job responsibilities of the Chair of the Legislature due to the impending change as of January 1, 2026. Listed below is a scaled down version of the current Chair of the Legislature's roles and responsibilities.

- Preside over all Legislative meetings
- Work with the Legislative Clerk to set meeting agendas
- Attend all Legislative Committee meetings (*suggested*)
- Chair board appointments
- Annual assignment of Legislative Standing Committees
- Build relationships with dignitaries
- Attend monthly Executive Team Meetings with County Administrator, Legislative Clerk, County Attorney, and Personnel Officer
- Participate in New Legislator/New Department Head Orientations with the Executive Team
- Determine work schedule for new incoming Legislative Chair (*advised that the Chair stay in contact with the Legislative Office on a daily/weekly basis*).
- Conduct meetings with the County Administrator and Legislative Clerk.
- State of the County Address (*this could be done by County Administrator*)
- Declaring a State of Emergency (*this can only be done by the Chair of the Legislature*)
- Signing contracts (*this could be done by the County Administrator or a joint effort with the Chair of the Legislature*)
- In-person, email, phone communication with constituents
- Tour all county buildings to engage with the staff and Department Heads (*suggested*)
- Create relationships with Department Heads and staff
- Personnel issues
- 24/7 position
- NYSAC involvement (*highly suggested*)

Chair Sauerbrey reported as we go through the 2026 Budget process, the Legislature needs to set the Legislator salary based on the Management/Confidential agreed upon

recommendations and then separately set the Chair of the Legislature salary based on the additional work.

Legislative Clerk Haskell reported in reviewing the former Chair of the Legislature and the current Chair of the Legislature's salary, the Chair salary is close to double the regular Legislator salary.

Legislator Bunce inquired as to whether the Chair of the Legislature's salary needs to be determined by any personnel classification. Chair Sauerbrey reported this is a Legislative appointment and it does not need to go through Personnel.

Legislator Roberts reported when the County Administrator was hired, the intent was for a lot of the Legislative Chair's day-to-day operational duties to transfer to the County Administrator.

Legislator Standinger inquired about the difference between the current Legislative Chair's salary and the annual salary prior to the increase. Legislative Clerk Haskell reported the Chair's salary in 2021 was \$36,675 (\$11,341 Legislator salary + \$25,334 Chair salary) and due to Covid and the increased workload, the Chair's salary of \$25,334 increased to \$38,149 in 2022).

Legislator Bunce inquired as to when the Legislative Chair's salary will need to be determined. County Administrator Bailey reported the Management/Confidential Salary Recommendations will be discussed at the September 18, 2025 Worksession. Legislative Clerk Haskell reported the salaries will need to be established for publication in the Tentative Budget Hearing legal notice in early November.

Legislators were in favor of further discussion at the August 21, 2025 Legislative Worksession.

Approval of Worksession Minutes: On motion of Legislator Ciotoli, seconded by Legislator Monell, the July 24, 2025 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.

County Administrator Report: County Administrator Bailey reported the following:

DEPARTMENTAL MANAGEMENT & LABOR RELATIONS

Collective Bargaining

- Tioga County Corrections Association, Inc. (TCCA) and Tioga County Law Enforcement Association (TCLEA) negotiations are ongoing. The current Collective Bargaining Agreements expire December 31, 2025.

Employee Support/Education

- Budget 101/Finance Overview Training is currently being built into the NeoGov platform.

Strategic Plan

- Departments have been instructed to report their final revisions at their December Legislative Committee for approval and adoption into the 2026 revision.

Department Head Evaluations

- Discussion occurred at the July Leaders Meeting regarding the impending change in the County Administrator's involvement in the evaluation process.

Mr. Bailey distributed and reviewed a draft form of the revised evaluation form for the Legislature's review. The previous evaluation form had only two categories: Satisfactory and Unsatisfactory, therefore one of the biggest changes is the addition of two new categories of Excellent and Needs Improvement. Mr. Bailey reported he will do the initial grading and then review with the Legislative Committee Chair to come to a final grading determination.

Legislator Bunce inquired about the Needs Improvement and Unsatisfactory grading category and whether there are timelines to show improvement or will this just be reflective in the next annual evaluation. Mr. Bailey reported at the end of evaluation form there is a section for an action plan for further employee development or discussion with Personnel if there is a different plan of remediation needed.

Mr. Bailey reported on one of the areas for emphasis is the need for communication with the County Administrator, Legislative Committee Chair, and Legislative Chair regarding things going on in the County.

Mr. Bailey reported the evaluation attachments include the job description, strategic plan, prior YTD budget, and departmental annual report.

Chair Sauerbrey reported this new process will be implemented this year. Mr. Bailey reported the resolution to amend the personnel policy will be presented at the August 12, 2025 Legislature meeting authorizing the County Administrator to do the Department Head evaluations with input from the Legislative Committee Chair and Legislative Chair.

Mr. Bailey reported that a memo and schedule will be drafted and sent to the Department Heads to begin the process once the policy is adopted on August 12, 2025.

FINANCIAL MANAGEMENT & BUDGETING

Budget Officer

- YTD County Budget for all funds as of July 31, 2025:
 - Revised Revenue Budget is \$117,984,255 and actual revenue received is \$70,297,385 for a remaining projected revenue of \$47,686,870.
 - Revised Expense Budget of \$133,662,806 and actual expenses of \$58,273,540 for a remaining expenditure budget of \$75,389,266.
 - The original applied fund balance for the 2025 budget was \$6,309,355 with modifications of \$9,369,197 for a current appropriated fund balance of \$15,678,551: an actual decrease of \$40,000 from the prior month for the appropriation of the opioid funding.

- County Administrator 2025 YTD Budget Report (A1230) has a 57.4% utilization as of July 2025.
- 2026 County Administrator Budget Proposal – County Administrator Bailey reported he moved \$1,400.00 from A540640 – Supplies (Not Office) to 540140 – Contracting Services for training services for the Leaders Meetings. Additionally, the 2026 budget proposal includes a very tentative amount for the new position request of a Secretary to the County Administrator. Mr. Bailey reported he is asking for funding to be earmarked and budgeted in 2026 for this position with the intent that should the duties of his position increase in 2026, he would approach filling this position. It is also hoped that with this position assuming some of the administrative duties it could also serve as a backup to the Legislative Clerk.

Legislator Roberts reported the secretarial position was discussed in a previous Worksession noting the County Administrator's potential changes, updating of policies, and assuming and expounding on the Chair's day-to-day duties.

Mr. Bailey reported he is currently doing all his scheduling and reports and is solely doing the budget. This position would assist with these administrative duties and serve as a backup for the budget, as there is currently no one to do that. This position would streamline a lot of the administrative duties. Currently, Mr. Bailey stated this is not an issue but, in the future, if additional responsibilities are assumed, it would be essential to have some assistance. Also, in lieu of not having a current Deputy Legislative Clerk, there may be value to have some assistance with the auditing, etc., if necessary.

- 2026 Budget Status – Mr. Bailey reported the following August budgetary timeline:
 - 8/15/25 – Deadline for Departmental Budget Submissions. Following this date, Departments can no longer modify their own budgets.
 - 8/21/25 Worksession – Discussion on initial tax cap calculations from NYS Office of State Comptroller and the amount we can increase taxes, preliminary fund balance, reserve utilization, and outside agency funding requests. Mr. Bailey reported he has received almost all the outside agency requests noting several are requesting budget increases. Following this Worksession, the budget will roll from Level 1 – Department to Level 2 – Budget Officer. It is at this time that Mr. Bailey will begin the audit of the budget and make recommendations for reductions and changes going forward.
 - 8/29/25 – Deadline for Departments to submit personnel change requests. The Personnel Office will track all new position requests in the budget process and submit staff change resolutions for Legislature consideration at the December 9, 2025 Legislature meeting.

Capital Projects

- Radio Tower Communication Upgrade Project – The project is moving forward and making a great deal of progress. A Motorola meeting was held on August 6, 2025 and there are a lot of pieces the consultant, Frank Yoder, is pushing forward such as the utility implementation of the projects. A couple of the sites are expected to be connected by next month. A mid to late 2026 completion deadline is still on track pending any issues. We are currently working on change order #8.

ADMINISTRATION & COMMUNICATION

Public Information Officer -

- Press release regarding County Treasurer McFadden honored as NACCTFO Outstanding Treasurer of the Year was sent on July 25, 2025 and published by numerous media outlets.

Policy Review Committee

- Remote Work Policy – Pilot Program - The Policy Review Committee met on July 31, 2025 to review the Remote Work Policy – Pilot Program. There is interest in developing an extra step of approval for the supervisors to assist in deciding whether an employee should be granted the privilege of remote work. Currently, the employee completes the application and it workflows directly to the Department Head and bypasses the supervisor, and in many cases, they are the ones overseeing and supervising the employee. Once the supervisor reviews, the Department Head will have final departmental approval with the County Administrator having final County approval. The Committee is working on revising the form and redefining the policy for conciseness related to the process.

Legislator Ciotoli reported he understands this is an incentive for retention and recruitment, but there are so many factors that we must consider with this policy to make sure everything is being done properly. Legislator Ciotoli agreed that supervisors should be included in the process, as they oversee the daily work.

Chair Sauerbrey reported she is in favor of maintaining this policy as a pilot program and suggested the Legislature take that under advisement for another couple of years.

Mr. Bailey reported he and Legislative Clerk Haskell have been expressing to the Committee how fragile the policy is and if it is not deemed successful or leads to continued issues of not being able to contact employees or workload is not being completed the Legislature will pull the policy back. The supervisors and deputies see the value in this policy and want it to continue, and it also keeps them accountable to make sure that it is properly utilized.

Mr. Bailey stated the goal is to have a policy revision by October for Legislature consideration, as the current policy sunsets on December 31, 2025.

- Procurement Policy – The Committee is currently reviewing the procurement policy.

The Policy Review Committee meets monthly, and the next meeting is scheduled for August 28, 2025.

Leaders Meetings (Quarterly)

- The Leaders Meeting was held on July 29, 2025 at the Public Safety Building with a presentation by Squad 9, consultant for the County's TAM Team, and a De-escalation training by D5 Consulting.

The next Leaders Meeting will be held on Tuesday, October 28th, at Public Works with discussion on Contracts/Procurement. Mr. Bailey reported he will be reaching out to the Procurement Specialist, Office of State Comptroller's office, to determine her availability to present or provide information.

Community Outreach/Communication

- County Administrator Bailey reported his attendance/participation on the following:
 - Lockheed Martin Tour – August 4, 2025
 - Tioga County Fair – Met with Commissioner Ball NYS Ag & Markets – August 5, 2025
 - Tioga County Spotlight on Government Services article featuring the County Clerk's office. Press release and photo was published in the July 15, 2025 edition of the Owego PennySaver.

MISCELLANEOUS

- Tioga County Chamber of Commerce 2025 Leadership Tioga will hold their next class at the Neighborhood Depot on August 13, 2025.
- Active Shooter In-Person Training will be held on Monday, August 18, 2025 in the Hubbard Auditorium, Ronald E. Dougherty County Office Building, 56 Main Street. There will be a morning and afternoon session, and this session will be recorded and created into a training video.
- 2025 NYSAC Fall Seminar will be September 8-10, 2025 in Niagara Falls, NY.

Resolutions: Ms. Haskell reviewed the agenda and resolutions for the August 12, 2025 Legislature meeting.

Other: None

Executive Session: Legislators Aronstam, Bunce, Ciotoli, Monell, Roberts, Sauerbrey, and Standinger were in attendance along with Legislative Clerk Haskell, County Administrator Bailey, County Attorney DeWind, and Personnel Officer Parke. Personnel Officer Parke departed the meeting at 2:34 p.m. and Legislative Clerk Haskell departed the meeting at 2:45 p.m. Motion by Legislator Roberts, seconded by Legislator Bunce, to move into Executive Session to discuss employment matters of particular individuals and contract negotiations at 2:26 p.m. Motion carried.

Motion by Legislator Monell, seconded by Legislator Ciotoli to adjourn Executive Session at 3:17 p.m.

Meeting adjourned at 3:17 p.m.

Next Worksession scheduled for Thursday, August 21, 2025, at 10:00 a.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk