



Tioga County Worksession Minutes **May 23, 2024 – 10:00 a.m.**

Legislators Present:

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

Legislators Absent:

Legislator Flesher

Guests:

None

Staff present:

Peter DeWind, County Attorney
Jackson Bailey, Budget Officer
Linda Parke, Personnel Officer
Corinne Cornelius, Director of Emergency Services (*Departed at 10:39 a.m.*)
Amy Eiklor, Deputy Legislative Clerk

Call Meeting to Order: Chair Sauerbrey opened the meeting at 10:02 a.m.

2025 Budget Calendar/Directives Discussion – Budget Officer Bailey: Budget Officer, Jackson Bailey, presented the 2025 Budget Calendar and 2025 Departmental Budget Directives. Mr. Bailey presented the following 2025 Budget Calendar:

- 6/3/24 – Next Year Budget Entry open to Departments (Level 1). Outside Agencies will be contacted for 2025 funding requests.
- 7/2/24 & 7/3/24 Committee Meetings – Budget discussions will begin with Legislative Committees.
- 8/6/24 & 8/8/24 Committee Meetings - Departments will present their 2025 Budget to their Legislative Committees.

- 8/12/24 - Deadline for Budget submissions and final notification to the Budget Officer.
- 8/22/24 – Mr. Bailey will attend the Legislative Worksession to present an overview of Initial Budget Requests, Initial Tax Cap, Preliminary Fund Balance & Reserve Utilization, and Outside Agency Requests. Department Entry (Level 1) will be turned off and rolled to County Admin Entry (Level 2).
- 9/3/24 – Deadline for Personnel Change Request Submissions.
- 9/5/24 – Mr. Bailey will attend the Legislative Worksession to give recommendations and review the Capital Budgets.
- 9/19/24 – Mr. Bailey will attend the Legislative Worksession to discuss Outstanding Payroll and Benefit Budget Issues. Management/Confidential and Legislative salaries will be discussed. Mr. Bailey will review Departmental Adjustments and give his recommendations. County Admin Entry (Level 2) will be turned off and roll to the Legislative Level (Level 3).
- 10/10/24 – Mr. Bailey will attend the Legislative Worksession to review Revisions and Adjustments.
- 10/24/24 – Mr. Bailey will attend the Legislative Worksession to review the Final Tax Cap and give an updated Budget Summary. Legislative Level (Level 3) will be turned off and rolled to the Tentative Budget (Level 4).
- 11/7/24 – Mr. Bailey will attend the Legislative Worksession for any Final Revisions and Adjustments and review his Budget Presentation with the Legislature.
- 11/12/24 - Public Hearing on the Tentative Budget. The Tentative Budget will be published.
- 11/21/24 – Mr. Bailey will attend the Legislative Worksession to discuss any post-Public Hearing adjustments. Tax Cap cannot be modified.
- 12/10/24 - The Final Budget (Level 5) will be adopted at the Twelfth Regular Legislative Meeting. The Tax Cap will be submitted to the NYS Comptroller's Office and the Final Adopted Budget will be published.

Mr. Bailey reviewed the 2025 Departmental Budget Directives and highlighted the following:

Operating Budget Directive: Deadline is Monday, August 12 for Departmental Budget Submissions to County Administrator.

- Departments are to use their 2024 Original Budget amounts as a baseline number for their 2025 Departmental Budget.
- There shall be no increases to any expense line, with the exception of salaries and employee benefits, as determined by Personnel.

- Any decreases in Revenue, including reductions to Federal/State Aid, require an offset to an expense in order to maintain a zero-base budget.
- Requests for additional appropriations over the 2024 Original Budget amount, are to be documented in the Budget Notes section of Munis, presented to the appropriate Legislative Committees for approval, and included in any Committee Meeting minutes.

New Position Directive: Deadline is Tuesday, September 3 for Position Change Requests to Personnel.

- There shall be no new positions added to the 2025 Budget without Legislative Committee approval.
- Position/Title changes are to be reviewed with Personnel prior to Legislative Committees.
- Position/Title changes must have supporting documentation detailing salary cost, as well as fringe estimates and be provided to the County Administrator for review upon approval.
- Succession planning related changes require Legislative Committee approval as well.

Capital Budget Directive: Deadline is Monday, August 12 for Capital Budget Submissions to County Administrator.

- Any and all Capital Budget requests must be presented on a 5-Year Plan to the Tioga County Legislature.
 - Capital Equipment requests for vehicles, large equipment, etc., shall be reviewed by the Commissioner of Public Works and are to be included in the 5-Year Capital Plan.
 - All IT Equipment requests for computer and technology needs, including hardware and software, shall be reviewed by the Chief Information Officer and are to be included in the IT 5-Year Plan.
- Departments should inform the Commissioner of Public Works and/or the Chief Information Officer regarding their Capital needs prior to the July Legislative Committee Meetings.

Committee Meeting and Budget Presentation Directive: Deadline is August 6 & 8 Committee Meetings.

- Next Year Budget Entry Requests shall be reviewed by Legislative Committee in August.
- Departments shall send a copy of the budget notes prior to the meeting, and present:
 - Highlighted increases or decreases in specific budget lines, comparing 2024 to 2025
 - Refer to the Bottom-Line Local Share
 - Capital requests submitted to Public Works & IT

- o Position/Title changes submitted to Personnel
- o Grant funded positions and/or expenditures

Mr. Bailey asked if there were any questions or anything additional the Legislature would like to add. Chair Sauerbrey stated that many positions are funded by grants. She inquired how grants affect the budget. Mr. Bailey explained that grants are not budgeted because grant funds can move forward from year to year. The original resolution stipulates that the funds will move forward into the new year. Any new grants coming in must go through the resolution process. Mr. Bailey reported that any positions funded by grants are tracked by the Treasurer's Office. Project codes are helpful in tracking grant funds and the Treasurer's Office conducts a grant analysis at the end of the year before funds are carried forward.

Legislator Mullen stated it would be helpful to have a breakdown of what positions are funded by grants. Chair Sauerbrey concurred and stated it would be valuable to the Legislators to have that information. Legislator Brown mentioned that it would be beneficial to know what else grant funds are being spent on, such as assets, programming, and other expenses. Mr. Bailey will research and see if he can come up with a document that displays the use of grant funds. **ACTION ITEM: Budget Officer Bailey will create a document regarding use of grant funds and report back to the Legislature.**

Legislator Mullen stated he anticipates some push back on the zero-base Budget Directive as numerous Department Heads mentioned it in the Legislative Committee meetings earlier in the month. Chair Sauerbrey reported the zero-base Budget Directive has been in place for many years. With no further questions or discussion, the Legislature thanked Mr. Bailey for his presentation.

Waverly Mental Hygiene Update – Director of Community Services Morgan: Due to a scheduling conflict, Director of Community Services Morgan was unable to attend the meeting. Chair Sauerbrey asked Legislator Standinger if he knew of any updates on the project. Legislator Standinger replied that work is progressing and there have been no major hurdles. There was a minor plumbing issue that has since been resolved. Legislator Standinger reported that the Village of Waverly Mayor stated that it has been a pleasure to work with Tioga County's Public Works Department.

Radio Communications Project: Director of Emergency Services, Corinne Cornelius, provided an update on the radio communications project. She reported that the furniture for the dispatch upgrade has been ordered and she expects it to be delivered in mid-July. The VESTA 911 phone system has been delivered and work is being done to prepare for integration in mid-July. Capital Area Communications (CAC) is working with Tioga County to set up workstations that will assist in training dispatchers before the new system goes live. Ms. Cornelius stated that the New York State Police have been mapped to the CAD system, which is working out well for responding to calls. She is still waiting on a few ambulance agencies to be added.

Ms. Cornelius reported that she is working with Pennsylvania State Police on leasing the tower site in Athens, Pennsylvania. The tower must be climbed before she can apply to use it. Ms. Cornelius does not expect any holdups in the process as there is currently nothing on the tower. Tioga County will be using two of Broome County's shelters once Memorandums of

Understanding have been drafted. She explained that Tioga County will use Broome County's dishes that are on the towers, but racks and back-up power is needed first.

Ms. Cornelius stated that Motorola recently informed her that the Ballou Road tower site needs a shelter and generator. Motorola prepared Change Order #5 to include those upgrades. The tower site in Candor does not have enough service so Ms. Cornelius will contact NYSEG for an estimate on a power service upgrade. Motorola must first send her a list of the equipment that needs to be placed at that tower site and then NYSEG will complete a study. Currently, when both air conditioners or heaters are running at the Candor tower site, the generator will kick in because it can't supply the power needed. Tower sites on Carmichael, Spaulding, and Popple are functioning well.

Once the new equipment for the tower sites has been installed, the old equipment must be decommissioned. Legislator Mullen inquired what that means. Ms. Cornelius believes that the old equipment will be disposed of, or sold, as it is antiquated. She reported that she reached out to a few consultant companies to obtain an estimate on how much it would cost to hire them to assist with the project. County Attorney DeWind inquired what the estimates came in at. Ms. Cornelius replied one company gave an estimate of \$113,000 for one year and another company gave an estimate of \$83,000. Ms. Cornelius will also check to see how much CAC would charge as they have been involved in the project already. She doesn't want another company to take over and manage the project but would like them to assist in looking through the paperwork and change orders. Ms. Cornelius explained that the project is moving towards the technical phase of the project, and she doesn't want anything to be overlooked. Legislator Standing asked if that would require an RFP or if it is considered professional services. County Attorney DeWind replied that it is both, though an RFP is preferable.

Legislator Mullen asked Ms. Cornelius if she has any updates on the search for a Deputy Director. Ms. Cornelius replied that the deadline to submit applications has passed. She has been reviewing the applications that were submitted and expects to set up interviews next week. Ms. Cornelius reported that the applications she reviewed thus far are lacking a background in radio communications. Legislator Mullen suggested changing the position to be more in line with a communications expert. Ms. Cornelius replied that she has pulled the Chief Information Officer into numerous discussions as she needs someone with technical expertise. ITCS is already spread thin, and it would be beneficial to have someone on her staff that has this knowledge. Ms. Cornelius said she will leave all her options open as the position could evolve over time. With no further discussion, the Legislators thanked Ms. Cornelius for the update, and she will present at a future worksession.

Policy for Oversight of Confidential Databases/Software Programs: Chair Sauerbrey reported that a policy should be developed that addresses confidential databases and sensitive information that employees may have access to. Legislator Standing stated he is concerned that some databases do not have a log that shows what names were searched for and the reason they were searched for. He believes the County Attorney should have some oversight, particularly if the database involves criminal or legal searches. Legislator Mullen stated a case number should be tied to the database so there is a valid reason the name is searched for. He agreed that the County Attorney should be able to provide oversight and give a quarterly report that can be verified by the District Attorney's Investigator. Legislator Roberts agreed that it should be mandatory to enter a case number or valid reason for the search.

County Attorney DeWind stated he has been looking into the criminal database utilized by some departments. It is his understanding that each person has their own log in. Legislator Mullen stated no one is going back after the fact and asking why a name was searched. County Attorney DeWind explained that Tioga County currently does not have access to the report that would show the names searched and under what user ID. The company charges a fee to have access to this type of comprehensive log. County Attorney DeWind is waiting to hear back about how much this report would cost. He said a policy could be developed, which could be an addendum to Tioga County's social media policy, which would cover every department. County Attorney DeWind asked if a designated employee at the Sheriff's Office should provide oversight for their database. The designee could create a report that shows the names and reason they were searched for on the database. County Attorney DeWind has already spoken to other departments that utilize confidential databases and some programs do not provide a search log at all. He is still in the process of gathering information and will report his findings to the Legislature.

ACTION ITEM: County Attorney DeWind will continue to gather information on confidential databases/software programs and provide an update to the Legislature.

Approval of Worksession Minutes: On motion of Legislator Monell, seconded by Legislator Mullen, the May 9, 2024 minutes were approved.

Action Items: Currently we have none.

Other:

- ***Tioga County Government Services Expo:*** Chair Sauerbrey reported that she is planning to hold the first ever Tioga County Government Services Expo on Friday, June 21 from 10:00 a.m. – 2:00 p.m. The event will be held at DPW's truck wash facility at 70 Delphine Street in Owego. The Tioga County Chamber of Commerce will be holding a ribbon cutting at 10:30 a.m. and Chair Sauerbrey would love to see the Legislators attend. Chair Sauerbrey explained that the event is free and open to the public. The purpose of the event is for the community to learn about the services Tioga County provides and to meet the employees that work on their behalf. Chair Sauerbrey expects at least a dozen informational booths and there will be DPW equipment for a touch-a-truck. Supervisors, Mayors, and State level elected officials have been invited. Advertising for the event will begin next week.

Executive Session: With no confidential matters to discuss, an Executive Session was not needed.

Meeting adjourned at 10:58 a.m.

Next Worksession scheduled for Thursday, June 6, 2024, at 1:00 p.m.

Respectfully submitted,

Amy Eiklor

Deputy Legislative Clerk