



## Tioga County Legislative Worksession Minutes September 5, 2019 – 1:00 p.m.

### Legislators Present:

Legislator Balliet  
Legislator Hollenbeck  
Legislator Mullen  
Legislator Roberts  
Chair/Legislator Sauerbrey  
Legislator Standinger  
Legislator Sullivan  
Legislator Weston

### Legislators Absent:

Legislator Monell

### Guests:

Matt Freeze, Reporter, Morning Times

### Staff Present:

County Attorney Peter DeWind  
Legislative Clerk Maureen Dougherty  
Deputy Legislative Clerk Cathy Haskell  
Public Health Director Lisa McCafferty (*departed @ 2:00 p.m.*)  
ITCS Chief Information Officer Doug Camin (*departed @ 2:00 p.m.*)  
Personnel Officer Bethany O'Rourke  
Chief Accountant/Budget Officer Rita Hollenbeck

### Call Meeting to Order –

Chair Sauerbrey called the meeting to order at 1:01 p.m.

### Budget Update –

Budget Officer Hollenbeck reported initial discussion occurred at the last worksession regarding outside agency requests and the Non-Union Salary Committee recommendations, however, the Legislature did not make any decisions at that time.

- **Outside Agency Requests:** Ms. Hollenbeck reported all outside agencies submitted their requests and her recommendation is to leave funding same as 2019 with no increases, with the exception of Tourism, where she



recommends reverting to the original capped amount of \$150,000 based on the occupancy tax local law. Ms. Hollenbeck reported for the past two years the Legislature has agreed to exceed this capped amount; \$25,000 specifically for the visitor's center first year for start-up expenses and \$20,000 last year for visitor center's furnishings and volunteer staffing. Ms. Hollenbeck reported Tourism submitted their 2020 request for \$170,000, which is the same as 2019.

Chair Sauerbrey inquired what the ED&P Committee's recommendation was in regards to the request.

Legislator Hollenbeck reported he questioned ED&P Director Tinney regarding the original commitment made to Tourism. The ED&P Committee did not make a recommendation or decision at this week's meeting. Legislator Hollenbeck reported he was of the understanding the Legislature had a three-year commitment and the 2020 request would fulfill this commitment.

Legislator Sullivan reported she would like to determine what, if any, commitment the Legislature originally made to Tourism in regards to additional funds regarding the visitor's center.

Legislator Sullivan reported if it is determined the Legislature made a commitment for ongoing support over a specified time then we should honor the commitment, however, if it was not agreed upon for a specific time then we should stay with the same decision as the other outside agencies for zero increase in 2020.

During the meeting, Legislator Hollenbeck received an email from Ms. Tinney indicating the commitment was a five-year period and 2020 makes the 3<sup>rd</sup> year of this commitment.

On a straw poll vote, Legislators Balliet, Hollenbeck, Mullen, Roberts, Sauerbrey, Standinger, Sullivan, and Weston were in favor of tabling the discussion on the Tourism Office 2020 budget request until additional information could be garnered from ED&P Director Tinney regarding original commitment with Legislator Monell being absent.

**ACTION: Chair Sauerbrey will contact ED&P Director Tinney and request written documentation supporting the original Tourism funding commitment.**



- A New Hope Center – Ms. Hollenbeck reported the request is \$26,000, which is double the standard \$13,000 allocation.
- Tioga County Libraries – Ms. Hollenbeck reported the Berkshire Free Library and the Tappan Spaulding Memorial Library each requested \$10,000, which is over the standard allocation of \$8,612 for a total increase of \$2,776.
- Cornell Cooperative Extension (CCE) – Ms. Hollenbeck reported CCE is requesting \$294,000, which is \$26,000 above their current allocation of \$268,000.

On a straw poll vote, Legislators Balliet, Hollenbeck, Mullen, Roberts, Sauerbrey, Standinger, Sullivan, and Weston were not in favor of increasing the outside agency requests for A New Hope Center, Tioga County Libraries, and CCE with Legislator Monell being absent.

- **Non-Union Salary Committee Recommendations:** Personnel Officer O'Rourke reported in addition to the across the board increases, there were specific recommendations pertaining to greater adjustments to the "Secretary To" titles and "Other Various Titles". Ms. O'Rourke reported at the last worksession the Legislature made one decision regarding these recommendations and that pertained to the adjustment of the Deputy Legislative Clerk salary hiring range, so we could post for the upcoming vacancy with the adjusted range. Ms. O'Rourke reported the adjustment was effective in that additional applications were received.

Ms. O'Rourke reviewed the following 2020 Non-Union Salary Committee Recommendations:

- **Non-Union Part-Time and Full-Time Salary Increase:** Ms. O'Rourke reported the committee is recommending a 3% across the board salary increase for all non-union part-time and full-time employees. The recommendation is based on CPI change and negotiated increases already accepted for the Deputies and CSEA. Corrections is to be determined, as their current contract expires at the end of this year.

Legislator Sullivan proposed 2.5% across the board increase for all non-union part-time and full-time employees.

On a straw poll vote, Legislators Balliet, Hollenbeck, Mullen, Roberts, Sauerbrey, Standinger, Sullivan, and Weston were in favor of Legislator Sullivan's proposed 2.5% across the board increase for 2020 for all non-

# Legislature



union part-time and full-time employees with Legislator Monell being absent.

- **“Secretary To” titles:** Ms. O’Rourke reported the recommendation is to increase all “Secretary To” titles by \$5,500.

On a straw poll vote, Legislators Balliet, Hollenbeck, Mullen, Roberts, Sauerbrey, Standing, Sullivan, and Weston were in favor of the committee’s recommendation to increase the “Secretary To” titles by \$5,500 with Legislator Monell being absent.

- **“Other Various Titles”** – Ms. O’Rourke reported the recommended salary increases vary by title and this recommendation pertains to approximately six position titles.

On a straw poll vote, Legislators Balliet, Hollenbeck, Mullen, Roberts, Sauerbrey, Standing, Sullivan, and Weston were in favor of the committee’s recommendation to increase the “Other Various Titles” at the specified amounts with Legislator Monell being absent.

Ms. Hollenbeck reported the other two outstanding issues pertain to the Legislator’s salaries and Non-Union Part-time Hourly Employees.

- **Legislator’s Salaries:** Chair Sauerbrey recalls that in year’s past the Legislature agreed the Legislators salaries would be tied to the Non-Union employee salary increases.

Legislator Sullivan agreed to this practice a couple of years ago, however, personally would like to see this percentage less than the Non-Union employee’s percentage.

Legislator Hollenbeck reported he is not in favor of any Legislator salary increases because Legislators were elected at a specific salary and should remain at this salary throughout the elected term similar to the other elected officials such as Sheriff, Treasurer, and County Clerk.

Legislator Sullivan proposed a 2% salary increase for Legislators in 2020.

On a straw poll vote, Legislators Balliet, Mullen, Roberts, Sauerbrey, Standing, Sullivan, and Weston were in favor of Legislator Sullivan’s proposed 2% salary increase for the Legislators in 2020 with Legislator Hollenbeck not in favor and Legislator Monell being absent.



- **Non-Union Part-time Hourly Employees:** Ms. Hollenbeck reported her recollection in year's past has varied with granting across the board or percentage increases for this group of employees. Ms. O'Rourke reported these part-time hourly positions include clerical, voting machine technicians, dentist, part-time correction officers, part-time deputy sheriffs, or any employee that is part-time hourly not represented by a union or salaried in the non-union group.

Ms. Hollenbeck recalls the Legislature granted a percentage increase similar to the non-union group whereas two or three years ago the Legislature did not grant a raise at all.

Ms. O'Rourke recalls the Legislature granted an increase last year to the employees in this classification that made less than \$50.00 per hour and zero increase if the part-time hourly employee was currently above \$50.00 per hour.

Legislator Sullivan proposed a 2% salary increase across the board for all part-time hourly employees regardless of their current hourly status.

Legislator Roberts inquired as to how much all of these increases cost. Chair Sauerbrey reported the Legislature needs to provide Ms. Hollenbeck with numbers in order to determine the bottom line. Ms. Hollenbeck reported she would do the calculations with the increases noted today and email the Legislators versus waiting until the next worksession.

On a straw poll vote, Legislators Balliet, Hollenbeck, Mullen, Roberts, Sauerbrey, Standing, Sullivan, and Weston were in favor of the 2% salary increase across the board for all part-time hourly employees regardless of their current hourly status with Legislator Monell being absent.

- **Fringe Benefits:** Ms. Hollenbeck distributed the retirement bill estimate noting a slight increase; however, noting it is better than she anticipated. Ms. Hollenbeck reported the increase is approximately \$70,000 (2.65%) from prior year. Ms. Hollenbeck noted health insurance is the largest fringe benefit, not retirement. Ms. Hollenbeck reported in comparison of last year's and this year's retirement bill, the biggest increase was the Corrections Tier 6 rate (10.8% to 11.2%). Ms. Hollenbeck reported the overall salaries increased from \$17 million last year to \$17.5 million for approximate \$500,000 increase. Overall, Ms. Hollenbeck reported the rate is stable.



- **Workman's Comp:** Ms. Hollenbeck reported the 2020 estimate is significantly less than 2019. Ms. Hollenbeck reported the current amount is \$693,000 and it is decreasing to \$589,000. Ms. Hollenbeck reported the estimated rate per person/per payroll is \$57.00.
- **Health Insurance:** Ms. Hollenbeck reported she is still waiting on final numbers. Ms. O'Rourke reported the guaranteed cap is 9.9%, however, is hoping to come in less.

### Capital Budget Requests/Updated 5-Year Plan –

Chair Sauerbrey reported Commissioner of Public Works Hammond was not available for today's meeting.

Ms. Hollenbeck reported year-end 2019 she is anticipating a capital fund balance of \$7 million instead of \$9 million. Ms. Hollenbeck reported carry forward projects into 2020 and the requests presented in the capital budget will decrease the fund to \$4 million by year-end 2020. Ms. Hollenbeck reported capital projects and grants both carry forward and are obligated funds in addition to the 2020 budget. In addition, the County will also have the Board of Elections electronic poll book project that will be a capital budget expense.

Ms. Hollenbeck reported she is only aware of one change made to the capital budget by Mr. Hammond, which is a paving project and additional funds to one of the bridge projects.

Legislator Roberts reported the Public Works Committee has not reviewed the capital budget, as they were waiting for today's presentation. At quick glance, Legislator Roberts did not see anything out of the ordinary or that would raise concern, as expenses noted are part of the five-year plan.

Chair Sauerbrey reported \$300,000 was identified for a truck-washing bay and this could possibly fall under the Shared Services Plan so other towns and/or villages could use the facility for a fee. Chair Sauerbrey reported there is a possibility of program reimbursement; however, reimbursable amount is unknown.

Legislators Sullivan and Roberts agreed for Ms. Hollenbeck to enter the numbers to determine a preliminary outcome for Legislature review.

Ms. Hollenbeck reported upon reviewing the five-year plan, she does not believe there will be enough funds to sustain all the projects included in this plan without an influx of revenue in the capital fund. Ms. Hollenbeck reported the Legislature



could allocate money from the general operating fund to a reserve account for upcoming projects.

Legislator Roberts inquired as to whether fringe benefits are included in the salary increase costs. Ms. Hollenbeck reported the fringe benefits are done separately; however, she could apply an approximate percentage.

Ms. Hollenbeck reported discussion at the September 19, 2019 worksession would include outstanding payroll and benefit issues, departmental adjustments recommended by herself, and the decision on the Tourism outside agency funding. Following this discussion, Ms. Hollenbeck can draft the tentative final numbers, with the exception of fringe.

Chair Sauerbrey reported the option is open for the Legislature to make cuts, if necessary, once Ms. Hollenbeck presents the tentative final numbers.

### **IT Budget Requests/Updated 5-Year Plan –**

ITCS Chief Information Officer Camin distributed a handout representing the County's 5-year plan. Mr. Camin reported every year he adjusts on a rolling basis. Mr. Camin reported last year's plan identified utilization of capital reserves for purchase of voting machines in 2020; however, the Board of Elections has decided it would be best to wait until the following year as 2020 is an election year.

Chair Sauerbrey inquired about other Board of Election expenses such as the E-poll books. Mr. Camin reported the Board of Elections is seeking a funding stream for the immediate poll book purchases; however, there is no provision as to what happens afterwards. Eventually, Mr. Camin reported this expense would fall under the IT capital budget, however since this was an unanticipated expense it would not come from the IT capital budget this year.

In regards to the immediate expense, Ms. Dougherty reported the Board of Elections has resolutions for Legislature consideration at the September 10, 2019 Legislature meeting and Ms. Hollenbeck has made revisions creating revenue accounts.

Ms. Hollenbeck recommended the creation of project codes for Early Voting (EV) and Electronic Poll Capital Project (EP).

Ms. Hollenbeck reported \$15,000 State Aid each year for two years for early voting. Board of Elections is requesting the creation of a revenue account to offset their early voting costs. Ms. Hollenbeck reported the early voting costs are currently



covered in their 2019 budget; however, they may need to request additional funds at some point.

Ms. Hollenbeck reported the Electronic Poll Capital Project is a large expenditure covering purchase of 68 poll books and various other printers and items. The total cost is \$133,000; however, they have \$7,000 within their budget that she requested transfer to the capital fund, as well as requesting the Legislature to appropriate from the capital fund balance anything over and above what the State Aid is allowing (\$84,267).

To date, Ms. Hollenbeck reported she has been unable to verify these numbers.

Ms. Dougherty inquired as to whether the Legislature was interested in pulling these resolutions to late-file next week or amend the resolutions on the floor at the September 10, 2019 Legislature meeting if changes are required. Ms. Hollenbeck reported an additional resolution could also be done to amend the totals either appropriated or funded with State or Federal Aid. Ms. Hollenbeck reported she is fairly confident these numbers are accurate.

Legislator Sullivan proposed moving forward with the resolutions as presented with the option to amend later, if necessary.

Mr. Camin reported Windows licensing was purchased this year and next year it is likely the Microsoft Office licenses will be purchased. Mr. Camin reported he looks for the lowest cost path without sacrificing accessibility.

Ms. Hollenbeck reported when she reviews departmental budgets she looks for IT purchases such as printers and computers and requests the expenditure come from the IT capital budget.

Mr. Camin reported he plans to refresh the iPads issued to the Legislators in 2020. Legislator Sullivan reported Mr. Camin should survey the need prior to purchasing for the Legislators. Mr. Camin reported Legislators who are not currently using their iPads and do not wish to have their current one replaced can turn them back into IT.

### **Approval of Worksession Minutes – August 22, 2019 -**

Legislator Sullivan motioned to approve the August 22, 2019 Legislative Worksession minutes as written, seconded by Legislator Hollenbeck with Legislators Balliet, Hollenbeck, Mullen, Roberts, Sauerbrey, Standing, Sullivan, and Weston voting yes with Legislator Monell being absent. Motion carried.



# Legislature



## Action Items -

Currently, there are no action items.

## Legislative Support – Legislative Clerk Dougherty -

### Approval of Legislative Support Committee Minutes – August 7, 2019:

Legislator Sullivan motioned to approve the August 7, 2019 Legislative Support Committee minutes as written, seconded by Legislator Hollenbeck with Legislators Balliet, Hollenbeck, Mullen, Roberts, Sauerbrey, Standing, Sullivan, and Weston voting yes with Legislator Monell being absent. Motion carried.

Legislative Clerk Dougherty reported the following:

- The September Legislative Meeting is Tuesday, September 10, 2019, at 6:00 p.m. in the Hubbard Auditorium. Finance/Legal Committee will meet at 4:00 p.m. in the Legislative Conference Room.
- Legislator Standing will do the prayer, pledge, and start the voting process at the September 10, 2019 Legislature meeting.
- Budget tracking well.

## Recognition Resolution (1) –

- ✓ **Recognition of Maureen Dougherty's 33 Years of Dedicated Service to the Tioga County Legislature** – Legislators Standing and Weston will read and present this recognition resolution to Ms. Dougherty at the September 10, 2019 Legislature meeting.

## Proclamations (3) –

- ✓ **National Preparedness Month** – This resolution has been presented in year's past, therefore, will just be noted in the minutes of the September 10, 2019 Legislature meeting.
- ✓ **National Alcohol Substance Abuse Recovery Month in Tioga County** - This resolution has been presented in year's past, therefore, will just be noted in the minutes of the September 10, 2019 Legislature meeting.
- ✓ **National Suicide Prevention Awareness Month in Tioga County** - This resolution has been presented in year's past, therefore, will just be noted in the minutes of the September 10, 2019 Legislature meeting.

**Resolutions –** All resolutions were reviewed for Legislature consideration at the September 10, 2019 Legislature meeting and discussion occurred on the following resolutions:

- **Authorize County Treasurer's Office to Create Revenue Accounts within Board of Elections Budget in order to Receive Grant Funding from the State Board of Elections and Amend Budget** – Ms. Dougherty reported, based on the



recommendation of Budget Officer Hollenbeck, she revised the resolution with the addition of funding source, allocation, project code, and resolution title to reflect budget amendment.

- **Authorize Funding for Tioga County Board of Elections to Purchase Electronic Poll Books and Amend Budget** - Ms. Dougherty reported, based on the recommendation of Budget Officer Hollenbeck, she revised the resolution with the addition of funding source, allocation, project code, and resolution title to reflect budget amendment.

Ms. Dougherty reported the Board of Election Commissioners would attend the Finance/Legal Committee on September 10, 2019 to answer any additional questions pertaining to these resolutions.

**Late-File Resolutions** – Ms. Dougherty reported she is unaware of any late-file resolutions at this time.

**Other** –

**Sexual Harassment Prevention Training and Title VI Non-Discrimination Training Videos**

– Chair Sauerbrey reminded the Legislators that these required trainings must be completed by October 9, 2019. Chair Sauerbrey reported she put instructions in each Legislator’s mailbox. Chair Sauerbrey reported Legislators could access these trainings from their home via the County’s website (County Attorney’s page) or via the Intranet from the computer in the Legislative Office. In order to complete the training questions/attestation, Legislators will need to know their employee ID number.

**Executive Session** –

Motion by Legislator Standing, seconded by Legislator Mullen to move into Executive Session to discuss an individual personnel matter. Motion carried to go into Executive Session at 2:02 p.m. with County Attorney DeWind, Personnel Officer O’Rourke, and Deputy Legislative Clerk Haskell remaining in attendance.

Executive Session adjourned at 2:35p.m.

Meeting adjourned at 2:35p.m.

Next worksession scheduled for Thursday, September 19, 2019, at 10:00 a.m.

Respectfully submitted,

*Cathy Haskell*

Deputy Legislative Clerk