



Tioga County Worksession Minutes **August 24, 2023 – 10:00 a.m.**

Legislators Present:

Legislator Brown
Legislator Flesher
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger

Legislators Absent:

Legislator Ciotoli
Legislator Monell
Legislator Mullen
Legislator Weston

Guests:

Jim Tornatore, Village of Newark Valley Mayor (*Departed at 10:34 a.m.*)

Staff present:

Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Amy Eiklor, Deputy Legislative Clerk
Jackson Bailey, Budget Officer
Linda Parke, Personnel Officer
LeeAnn Tinney, ED&P Director (*Departed at 10:13 a.m.*)
Karen Warfle, Office Specialist II (*Departed at 10:13 a.m.*)
Denis McCann, Director of Administrative Services (*Departed at 10:38 a.m.*)
Stephanie Jerzak, Chief Accountant
Laura Schurter, Accountant
Gary Howard, Sheriff (*Arrived at 10:17 a.m.*)
Jeremy Loveland, Chief Information Officer (*Arrived at 10:26 a.m.*)

Call Meeting to Order: Chair Sauerbrey opened the meeting at 10:01 a.m. with a **Public Hearing on Local Law Introductory No. C of 2023** for consideration of the following:

- **A Local Law Providing for the Collection of a Hotel and Motel Tax in Tioga County**

Legislative Clerk Haskell took roll call and read the legal notice as published in the Tioga County designated newspapers. Public Hearing adjourned at 10:03 a.m.

A second **Public Hearing on Local Law Introductory No. D of 2023** began at 10:05 a.m. for consideration of the following:

- **A Local Law Establishing the Position of County Administrator for the County of Tioga**

Legislative Clerk Haskell took roll call and read the legal notice as published in the Tioga County designated newspapers. Public Hearing adjourned at 10:13 a.m.

2024 Budget Update – Budget Officer Bailey: Budget Officer Bailey distributed a budget packet to the Legislators and highlighted the following budget items:

- **Preliminary Budget:** Mr. Bailey gave a preliminary budget overview and reiterated that the amounts would change throughout the budget process. Mr. Bailey reported the following estimates for the 2024 General Fund:

Appropriations	Less: Estimated Revenue	Less: Appropriated Fund	Balance to Be Raised by Real Property Tax
\$102,360,199.34	\$63,130,552.05	\$12,653,758.29	\$26,575,889

Chair Sauerbrey inquired as to what the next step for Mr. Bailey is. He stated that he will go through all departmental budgets and make any adjustments he can. He'll take a look at what departments have leftover and make any necessary updates. Mr. Bailey will thoroughly review the Capital Budgets in order to avoid dipping into the General Fund. Chair Sauerbrey asked if the figures presented today include salaries and fringe. Mr. Bailey responded, yes, they are included though it is currently an estimate. Fringe percentages will not be finalized until the end of September.

- **Initial Tax Cap Percentage & Amount:** Mr. Bailey stated the IDA will provide a finalized projected PILOT amount, but he estimated \$2,000,000. Mr. Bailey projects the proposed 2024 Tax Levy at \$26,575.889, which is an increase of \$583,543.
- **Estimated General Fund Balance:** Mr. Bailey estimated the current balance to date at \$49,737,204 and 2023 year-end General Fund balance to be \$28,769,479. Mr. Bailey reported he expects the General Fund balance to be within the Fund Balance Policy.
- **Estimated Capital Fund Balance:** Mr. Bailey estimated the current balance to date at \$16,685,340 and 2023 year-end Capital Fund balance to be \$11,911,275. Mr. Bailey will review the Capital Budget with Commissioner of Public Works, Gary Hammond. Chair Sauerbrey asked if Mr. Hammond's 5-Year Plan was incorporated, to which Mr. Bailey replied, yes.
- **Outside Agency Funding Requests:** Mr. Bailey reported that all outside agencies submitted their 2024 funding requests. All agencies, with the exception of Tioga Opportunities and Berkshire Free Library, requested the same amount appropriated in the 2023 budget. Tioga Opportunities requested an additional \$2,814 and Berkshire Free Library requested an additional \$1,388.

Chair Sauerbrey stated that Tioga Opportunities provides great services to the residents of Tioga County, particularly for the aging. She explained that the Legislature asks its own departments to comply with a zero-based budget directive. Should the Legislature increase funding for these two organizations, it could open up the door for the rest of the agencies to ask for more funding. Legislator Flesher proposed speaking with Town of Berkshire Supervisor, Barbara Gehm-Jordan, and Town of Richford Supervisor, Charlie Davis, regarding the request. He inquired if the extra funding could be absorbed in their budgets. Legislator Flesher will speak to the supervisors about the request.

Legislator Brown asked if Tioga Opportunities requested additional funding due to mandates from New York State. Mr. Bailey stated there were a variety of reasons listed on the request, including mandates and inflation. Legislator Standinger asked Jim Tornatore, Village of Newark Valley Mayor, who is also on the Tioga Opportunities Board of Directors, to speak. Mr. Tornatore reported the agency recently became a Medicaid transportation provider, which greatly benefits residents. He explained the agency has a 5-Year Plan, which focuses on assisting vulnerable populations. Much like the rest of the country, Tioga Opportunities is greatly impacted by inflation and mandates. Mr. Tornatore stated Tioga Opportunities staff members are more than willing to meet with the Legislature to discuss funding.

- **County Administrator Budget:** Mr. Bailey presented a 2024 budget for the County Administrator position. He noted the figures are just a rough estimate using historical data from various accounts lines. The figures he presented will be used as a discussion point and are subject to change.

Mr. Bailey reported at the conclusion of the meeting, the budget will roll from the Department Entry Level (Level 1) to the Budget Officer Level (Level 2). He reminded the Legislators that ARPA funds need to be allocated by the end of 2024 and spent by the end of 2026. Mr. Bailey will present additional budget information and recommendations at the next Worksession on September 7th.

ACTION: Budget Officer Bailey will email the Outside Agency Funding Requests from Berkshire Free Library and Tioga Opportunities to the Legislators. The Legislature will discuss and decide if any action will be taken on the requests.

Employee Recognition Luncheon – September 28, 2023: Chair Sauerbrey reported there will be pin ceremonies throughout the week of September 18th recognizing employees with five or more years of service. After the pin ceremonies, Country Boys Kitchen food truck will be on-site to provide a free meal to all County employees. Chair Sauerbrey encourages all Department Heads to attend the ceremonies to thank and show support for their employees. She welcomes and invites the Legislators to attend the pin ceremonies as well as the Employee Recognition Luncheon. The Employee Recognition Luncheon will be held on Thursday, September 28th at noon at Donoli's and will honor employees with 25+ years of service. The cost is \$20 per person to attend. The events are meant to be fun, uplifting, and to thank employees for their hard work.

Legislative Clerk Haskell explained that there are two Department Heads being honored this year at the luncheon. Commissioner of Public Works, Gary Hammond, will be recognized for

his 25 years of service and Sheriff Howard will be recognized for his 45 years of service. When a Department Head is being honored, the Chair of the Legislative Standing Committee typically speaks on behalf of the employee. Legislative Clerk Haskell asked the Legislators to consider attending the luncheon.

Approval of Worksession Minutes: On motion of Legislator Flesher, seconded by Legislator Roberts, the August 10, 2023 minutes were unanimously approved.

Action Items: Currently, we have none.

Other:

- ***Letter of Support:*** Chair Sauerbrey reported she was contacted by a member of the Carantouan Greenway, who is requesting a Letter of Support from the Legislature. The organization is looking to name a tributary of the Susquehanna River. The Carantouan Greenway owns land known as the Wildwood Reserve in the Town of Barton. The waters that flow from the pond at the Wildwood Reserve exit into Athens, PA, via a currently unnamed tributary. The organization would like to name it Wildwood Creek. Chair Sauerbrey mentioned former Legislator, Marty Borko, is heavily involved with the organization. Legislator Brown stated Waverly School Superintendent, Eric Knolles, told him a little about the project and that the area was being cleaned up. Chair Sauerbrey asked the Legislators if there were any objections to the Letter of Support. There were no objections, and a letter will be drafted, signed by Chair Sauerbrey, and sent to Carantouan Greenway.
- ***Leaders Meeting:*** Chair Sauerbrey stated this week's Leaders Meeting was held at the newly constructed Julie Perkins Fishing Access at the end of Corporate Drive in Owego. She explained that the pavilion and picnic tables are in a lovely location. The area will become a public fishing access once work is completed on the road to the creek. Chair Sauerbrey encouraged the Legislators to visit the area.

Executive Session: Five Legislators were in attendance with Legislators Ciotoli, Monell, Mullen and Weston being absent. Personnel Officer Parke, County Attorney DeWind, Sheriff Howard, and Legislative Clerk Haskell remained in attendance. Motion by Legislator Brown, seconded by Legislator Roberts, to move into Executive Session to discuss matters pertaining to the appointment and promotion of particular individuals at 10:42 a.m. Motion carried. Personnel Officer Parke departed at 11:05 a.m. Motion by Legislator Brown to adjourn, seconded by Legislator Flesher. Executive Session adjourned at 11:31 a.m.

Meeting adjourned at 11:31 a.m.

Next Worksession scheduled for Thursday, September 7, 2023 at 1:00 p.m.

Respectfully submitted,

Amy Eiklor

Deputy Legislative Clerk