



## Tioga County Worksession Minutes December 9, 2021 – 2:00 p.m. \*Time Change\*

### Legislators Present:

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

### Legislators Absent:

None

### Guests:

Legislator Elect Jake Brown  
Legislator Elect Ron Ciotoli  
Legislator Elect Barbara Roberts  
Attorney Roemer (Via Zoom)

### Staff Present:

Peter DeWind, County Attorney  
Cathy Haskell, Clerk of Legislature  
Amy Eiklor, Deputy Clerk of Legislature  
Jackson Bailey, Budget Officer  
Stephanie Jerzak, Chief Accountant  
Amy Poff, Benefits Manager  
Linn Bruce, Civil Service Administrator  
Bethany O'Rourke, Personnel Officer (Via Zoom)

Call Meeting to Order: Chair Sauerbrey opened the meeting at 2:02 p.m.

Executive Session: Motion by Legislator Hollenbeck, seconded by Legislator Monell, to move into Executive Session for discussion on contract negotiations. Motion carried unanimously to go into Executive Session at 2:02 p.m. with Personnel Officer, Attorney Roemer, County Attorney DeWind, and Legislative Clerk Haskell remaining in attendance. Executive Session adjourned at 2:41 p.m.

Motion by Legislator Hollenbeck, seconded by Legislator Monell, to move into Executive Session for discussion related to the promotion and salary status of an employee. Motion carried unanimously to go into Executive Session at 2:41 p.m. with Personnel Officer, County Attorney DeWind, and Legislative Clerk Haskell remaining in attendance. Executive Session adjourned at 2:57 p.m. with Legislative Worksession resuming immediately after.

**Interview Committee:** Chair Sauerbrey reported Personnel Officer, Bethany O'Rourke, will retire from Tioga County in March 2022. An Interview Committee is needed to fill the impending vacancy. Ms. O'Rourke stated she would like to be part of the Interview Committee. Chair Sauerbrey proposed establishing a Personnel Officer Interview Committee with the following individuals on the Committee:

- Legislator Hollenbeck, Personnel Committee Chairman
- Shawn Yetter, Commissioner of Social Services
- Peter DeWind, County Attorney
- Bethany O'Rourke, Personnel Officer
- Martha Sauerbrey, Chair of the Legislature

All Legislators were in agreement and Chair Sauerbrey will appoint those members to the committee at the December 14, 2021 Regular Legislative Meeting. Ms. O'Rourke stated she will be in communication with the committee members. The committee will review applications and select the candidates they wish to interview. Once the Interview Committee makes a recommendation for a candidate, the decision will be left to Legislature.

**2022 Organizational Meeting Agenda Review:** Legislative Clerk, Cathy Haskell, went over the 2022 Organizational Meeting agenda for the January 3, 2022 First Special & Organizational Meeting. Ms. Haskell reviewed the following:

- Legislator Weston will do the Prayer, Pledge, and start the voting process
- All Nine Legislators will be sworn in by County Clerk Andrea Klett
- County Treasurer, District Attorney, and Coroner will be sworn in
- Chair of the Legislature will be nominated and sworn in
- 2 Deputy Chairs will be nominated and sworn in
- Nominate and swear in County Attorney, Legislative Clerk, Budget Officer, Public Defender
- Nominate Public Information Officer and Republican Majority Leader
- 2022 Standing Committees will be announced
- Disclosures

Ms. Haskell reported the following standard resolutions will be presented at the meeting:

- Trips Authorized
- Designation of Official Depositories
- Designate Official Newspapers
- Designation of Newspaper for Republican Party
- Designation of Newspaper for Democratic Party

- Set Salary of Chair
- Fix Dates and Times of Tioga County Legislative Meetings
- Annual Review of Procurement Policy
- Appoint Directors Soil & Water Conservation District
- Appoint County Auditor & Deputy County Auditor

A group photo with all nine Legislators will be taken at the conclusion of the meeting. The January First Special and Organizational Meeting will be held on Monday, January 3, 2022 at 9:00 a.m.

**Approval of Worksession Minutes:** On motion of Legislator Monell, seconded by Legislator Mullen and unanimously carried, the November 18, 2021 Legislative Worksession minutes were approved.

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

**Legislative Support:** Legislative Clerk Haskell asked for approval of the November 4, 2021 Legislative Support committee minutes. On motion of Legislator Sullivan, seconded by Legislator Monell and unanimously carried, the minutes were approved.

Ms. Haskell took a moment to extend her gratitude to Legislators Balliet, Roberts, & Sullivan for their years of support. She wished them all the best and said they would be dearly missed. Ms. Haskell looks forward to working with the three incoming Legislators.

Ms. Haskell went over the Legislative Support Agenda and reported the following:

- Ms. Haskell attended all of the committee meetings this week as an observer and she intends to do the same every month. She would like to be there to lend support to the Legislators and answer any questions that may arise.
- Due to the recently enacted Open Meetings Law, committee packets and agendas are quite lengthy. Anything presented or discussed at committee meetings must be posted to the County website 24 hours in advance of the meeting.
- Various Munis trainings were conducted in November and additional trainings will be conducted in 2022.
- Ms. Haskell has drafted a Local Law on the 911 Surcharge Bill and proposed a timeline:
  - Special Meeting on January 6, 2022 to introduce Local Law and adopt resolution to set the Public Hearing on the Local Law
  - Public Hearing on Local Law on January 11, 2022
  - Adopt Local Law at Legislative Worksession on January 20, 2022
  - 45 day notice to carriers will bring the effective date into March 2022
- Legislator Elect Ciotoli will vacate his spot on the Board of Ethics and Legislator Balliet has offered to fill his seat. There is still a vacancy on the Board of Ethics as of March 31, 2021.
- County Attorney DeWind reported there will be an additional vacancy on the Board of Ethics next year due to a retirement.

- A resolution posthumously recognizing former Legislator Ronald Dougherty will be tentatively presented at the January 11, 2022 Regular Meeting.
- A Proclamation recognizing Tioga Center's Football team will be tentatively presented at the January 11, 2022 Regular Meeting.

**Resolutions:** Ms. Haskell reviewed the agenda and resolutions for the December 14, 2021 Legislature meeting. There were no questions and no discussion.

**Other:** None.

Chair Sauerbrey thanked Legislators Elect Brown, Ciotoli, & Roberts for attending the meeting.

Meeting adjourned at 3:35 p.m.

The December 21, 2021 Worksession has been cancelled. The next Worksession is scheduled for Thursday, January 6, 2022, at 1:00 p.m.

Respectfully submitted,

*Amy Eiklor*

Deputy Legislative Clerk