



## **Tioga County Worksession Minutes** **January 5, 2023 – 1:00 p.m.**

### **Legislators Present:**

Legislator Brown  
Legislator Ciotoli  
Legislator Mullen (*Departed at 1:39 p.m. & Returned at 1:47 p.m.*)  
Legislator Roberts  
Chair/Legislator Sauerbrey  
Legislator Standinger  
Legislator Weston

### **Legislators Absent:**

Legislator Monell

### **Guests:**

Christine Curtis, IDA Executive Director (*Departed at 1:21 p.m.*)

### **Staff present:**

Peter DeWind, County Attorney  
Cathy Haskell, Legislative Clerk  
Amy Eiklor, Deputy Legislative Clerk  
Linda Parke, Personnel Officer

**Call Meeting to Order:** Chair Sauerbrey opened the meeting at 1:07 p.m.

### **Letter of Support for PILOT Application for Best Bev, LLC – IDA Executive Director:**

IDA Executive Director, Christine Curtis, returned to ask the Legislature for a letter of support for a PILOT application for Best Bev, LLC. Ms. Curtis reported the only informational change from her previous presentation to the Legislature was an increase in the total earnings impact to Tioga County. Ms. Curtis presented to the Village of Waverly last month but is awaiting an official decision from them, which will be made at their Board Meeting on January 10, 2023. The Town of Barton has not decided but indicated they don't support the application. She distributed a letter of support from the Waverly Central School District.

Chair Sauerbrey reminded Ms. Curtis that a letter of support from the Legislature requires consensus from the entire Legislature. However, the IDA Board makes the final decision to approve or deny PILOT applications, regardless of support from municipalities. The IDA also can approve or deny a sales tax exemption without a property tax exemption.

Chair Sauerbrey reported Best Bev, LLC received over \$3 million in ESD grant funding for the renovations. Legislator Ciotoli stated the intent of PILOT applications is to incentivize businesses to come into the area. Ms. Curtis agreed with Legislator Ciotoli and stated the goal is to bring in businesses that may not otherwise establish in Tioga County without the PILOT incentive. She stated Best Bev, LLC already has a lease, invested over \$1 million in renovations, and is committed to establishing in Waverly.

Chair Sauerbrey asked the Legislature for a vote on a letter of support for the PILOT application. Chair Sauerbrey and Legislator Roberts were not in favor; therefore, a letter of support will not be written.

**Legislator Vacancy Process:** Legislative Clerk Haskell received two resumes so far from candidates interested in filling the Legislator vacancy in District #7. She asked the Legislature how they wanted to proceed with candidates moving forward. Ms. Haskell suggested forming a committee to conduct interviews. She reported that an individual could be appointed to fill the current Legislator vacancy, but other candidates can carry petitions and run for the seat in the November 2023 election.

Chair Sauerbrey agreed that a Legislator Vacancy Committee is needed and will appoint members to that committee at the January 10, 2023 Legislative Meeting. She suggested sending out a press release to the Pennysaver. All Tioga County residents receive a weekly edition, which could potentially increase the number of interested candidates. There were no objections, and a press release will be sent to the Pennysaver for the upcoming edition. Resumes will be due to Ms. Haskell by January 18, 2023. The Legislator Vacancy Committee will be established on January 10, 2023 and will convene after the resume due date.

**Establish Salaries for Sheriff & County Clerk for 2024 Term of Office:** Legislator Mullen recused himself from the discussion and departed the room at 1:39 p.m.

Ms. Haskell reported a Local Law needs to be established to set the salaries of the County Clerk and Sheriff for the 2024 term of office. The effective dates for the positions are January 1, 2024 – December 31, 2027. Salaries need to be set this year, so candidates interested in running for the positions are aware of the salary prior. Salaries remain the same throughout the entire four-year term.

Personnel Officer, Linda Parke, reported the methodology used for salary recommendations for the County Clerk and Sheriff typically follows the same trend as Management/Confidential salary increases over the last four years. Ms. Parke reported the following Management/Confidential salary increases over the last four years:

- 2020 – 2.5% increase
- 2021 – 0% increase
- 2022 - 4.5% increase
- 2023 - 4.5% increase

Using those calculations and the current salaries, Ms. Parke came up with the following salary recommendations:

- County Clerk - \$78,981
- Sheriff - \$104,055

Legislator Standinger proposed increasing the salary of the County Clerk to \$80,000. There were no objections and all Legislators in attendance agreed to set the salary of the County Clerk to \$80,000 for the 2024 term of office.

Ms. Parke reported the current Undersheriff is making more than the current Sheriff. Ms. Parke explained by setting the salary of the Sheriff at \$104,055, that would no longer be the case, even after four years. There were no proposals and all Legislators in attendance agreed to set the salary of the Sheriff to \$104,055 for the 2024 term of office. The Local Law will be introduced at the January 10, 2023 Legislative Meeting.

Legislator Mullen returned to the room at 1:47 p.m.

**Approval of Worksession Minutes:** On motion of Legislator Standinger, seconded by Legislator Brown, the December 8, 2022 minutes were unanimously approved.

**Action Items:** Currently we have none.

**Legislative Support:** Legislative Clerk Haskell reported the following:

- ***Approval of Minutes:*** On motion of Legislator Standinger, seconded by Legislator Ciotoli and unanimously carried, the December 8, 2022 Legislative Support minutes were approved.
- ***Financial:*** The Legislative Office expended 92.5% of their 2022 budget to date, which includes encumbrances for anticipated 2022 year-end expenses.
- ***Old Business:*** The 2022 Journal of Proceedings has been compiled and following the approval of the December 8 and 13, 2022 Legislative minutes, the Journal will be given to the Director of Records Management for microfilming.
- ***New Business:***
  - ***GSA Per-Diem Rate Discussion:*** Ms. Haskell reported staff is beginning to resume travel and she is receiving feedback that the current GSA chart using the less 30% rates are not sufficient for some travel locations. Also, the 2022 GSA chart provides a link for out-of-state travel, which is contradictory to information included within the chart. The Legislators decided to set a standard daily rate of \$65.00 for all travel within New York State and an out-of-state GSA rate based on the specific travel location via the link. Ms. Haskell will prepare a resolution to amend the Employee Handbook Travel Policy for Legislature consideration at the January 10, 2023 Legislative Meeting.

**Resolutions:** Ms. Haskell reviewed the agenda and resolutions for the January 10, 2023, Legislature meeting with discussion occurring on the following:

- **Authorize Contract with Securitas Security Services for 56 Main Street:** Chair Sauerbrey explained that ARPA funds will be used to pay for the first three years of security services at 56 Main Street. She expects security guards to be in place within a couple of months.
- **Authorize Lease with Motorola Solutions to Fund Equipment for P25 Radio System Project – Office of Emergency Services:** Chair Sauerbrey stated Emergency Services is waiting to find out if a significant grant will be awarded to Tioga County for upgrades to the radio system. Tioga County was hoping to use the grant to pay for the equipment needed to complete the project. However, equipment for the project has already arrived in Tioga County. By leasing the equipment from Motorola, Tioga County can charge the lease fees against the grant. Should Tioga County not be awarded the grant, the entire project will be paid by Tioga County.

There was not a quorum at the Public Safety Committee where this resolution was presented. Ms. Haskell asked the Legislators if there were any objections to moving this resolution forward. There were no objections, and the resolution will be presented for Legislature consideration at the January 10, 2023 meeting.

- **Authorize Lease Agreement for Storage of Radio Equipment – Office of Emergency Services:** Chair Sauerbrey reported equipment for the project has arrived, but it must be stored in a secure location. Legislator Mullen commended Director of Emergency Services, Mike Simmons, for securing a reasonably priced storage agreement.

There was not a quorum at the Public Safety Committee where this resolution was presented. Ms. Haskell asked the Legislators if there were any objections to moving this resolution forward. There were no objections, and the resolution will be presented for Legislature consideration at the January 10, 2023 meeting.

- **Create and Fill Temporary, Part-Time Paralegal (Seasonal) Position – District Attorney’s Office:** Ms. Haskell explained this individual worked a seasonal position in the District Attorney’s Office last year and was heavily involved in the Traffic Diversion Program. The individual is available to work now through August.
- **Amend Employee Handbook: Section IV. Personnel Rules, Subsection T. Entitled Tioga County Remote Work Policy:** Chair Sauerbrey reported the Remote Work Policy was amended to now include eligible CSEA staff. She explained the update creates increased employee and Department Head accountability.

**Other:** Currently, we have none.

**Executive Session:** Seven Legislators were in attendance. Legislative Clerk Haskell and County Attorney DeWind remained in attendance. Motion by Legislator Ciotoli, seconded by Legislator Roberts, to move into Executive Session to discuss a personnel matter at 2:42 p.m. Motion carried. Motion by Legislator Brown to adjourn, seconded by Legislator Mullen. Executive Session adjourned at 3:01 p.m.

Meeting adjourned at 3:01 p.m.

Next Worksession scheduled for Thursday, January 19, 2023, at 10:00 a.m.

Respectfully submitted,

*Amy Eiklor*

Deputy Legislative Clerk