



Tioga County Worksession Minutes

November 21, 2023 – 10:00 a.m.

** Date Change due to Holiday*

Legislators Present:

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

Legislators Absent:

Legislator Ciotoli
Legislator Monell
Legislator Mullen
Legislator Weston

Guests:

None

Staff present:

Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Amy Eiklor, Deputy Legislative Clerk
Jackson Bailey, Budget Officer
Linda Parke, Personnel Officer
Christine Freyvogel, Secretary to the County Attorney (*Departed at 10:29 a.m.*)

Call Meeting to Order: Chair Sauerbrey opened the meeting at 10:12 a.m.

2024 Budget Update – Budget Officer Bailey: Budget Officer Bailey distributed a 2024 budget update packet and reported the following:

- Budget is currently set at Level 4, the Tentative Level. At the conclusion of the meeting, it will roll to Level 5, Adopted.
- Total 2024 appropriated fund balance is estimated at \$8,075,787.93.
- 2024 balance to be raised by Real Property Tax is estimated at \$26,296,389.

Chair Sauerbrey asked for clarification regarding previous year's fund balance appropriation amounts. In particular, Chair Sauerbrey inquired about roughly \$12 million appropriated fund balance each year from 2021-2023 that was included in Budget Officer Bailey's 2024 Budget Brief. Budget Officer Bailey reported that the prior year's figures included Capital fund balance appropriations of over \$9 million that was carried forward each year, which includes ARPA. This was one-time appropriations and instead of re-appropriating each year, the amount sits in the fund balance. Budget Officer Bailey will prepare carry forward resolutions in January for Capital and ARPA funds.

- The General Fund appropriated balance of \$8,075,787.83 for 2024 is the highest total Budget Officer Bailey can recall for Tioga County.
- Estimated total fund balance at year end 2023 is \$28,412,233.
- Estimated year end fund balance percent of 21% is within Tioga County's Fund Balance Policy.
- Capital fund balance at year end 2023 is estimated at \$11,928,974.

Chair Sauerbrey reported fourth quarter State Aid Casino Revenue from Tioga Downs should be received in early 2024. Once funds are received, Budget Officer Bailey will present a resolution to allocate those funds. He will also present a resolution to refund the Capital Hardware Reserve. Budget Officer Bailey will also establish a Capital Reserve for a Public Works truck storage facility project.

Chair Sauerbrey commended Budget Officer Bailey's presentation at the 2024 Budget Hearing. She found his 2024 Tentative Budget Letter to be highly informative and easily understandable. Chair Sauerbrey requested Budget Officer Bailey turn that letter into a press release. She would like to share the budget information with the community. Budget Officer Bailey agreed and stated that he likes to convey the budget at a level in which the public can easily understand the information presented. The 2024 budget is expected to be adopted at the December 12th Legislative meeting.

ACTION: Budget Officer Bailey will prepare a press release with the information included in his 2024 Tentative Budget Letter.

FOIL Appeal Hearing: County Attorney DeWind briefed the Legislature on a FOIL request and stated his office will provide the requester with the two documents his office is able to provide. After speaking with County Attorney DeWind, the requestor agreed to hold off on the appeal process for now. County Attorney DeWind emphasized that after the documents have been sent, the requestor still has the right to appeal.

Update on County Administrator: Chair Sauerbrey reported that she and Legislator Roberts were on a Zoom call with Ian Coyle, current Livingston County Administrator. Mr. Coyle is leaving his position as County Administrator and is forming his own consulting organization. Mr. Coyle is available to assist and advise Tioga County in the County Administrator hiring and training process. Mr. Coyle will send Chair Sauerbrey a Scope of Work detailing what services he is available to provide Tioga County. Chair Sauerbrey reported that Mr. Coyle is very flexible and is available to provide whatever assistance Tioga County needs during this process. Mr.

Coyle is expected to submit the Scope of Work in December or January. Chair Sauerbrey explained that Mr. Coyle is able to partner with Personnel in the recruitment, interview, and hiring process. She anticipates the creation of an interview committee that is likely to include Department Heads. Chair Sauerbrey will keep Personnel Officer Parke involved in the process, especially as it pertains to Civil Service. Legislator Roberts stated that Mr. Coyle will communicate throughout the process with the Legislature, as well as Department Heads. Once hired, the County Administrator would be able to work with Mr. Coyle in a mentorship capacity. Chair Sauerbrey will inform the Legislature of any updates on the matter.

2023 Shared Services Plan: Chair Sauerbrey explained that a Countywide Shared Services meeting was held in conjunction with the Council of Government meeting on November 15th. Numerous Tioga County Mayors and Supervisors were in attendance. Chair Sauerbrey reported that Tioga County did not receive any proposals from municipalities, school districts, or BOCES districts in 2023. Therefore, Tioga County will not be submitting a Plan or modifying an existing Plan. With no Shared Services Plan for 2023, New York State requires that Shared Services Panel members acknowledge and vote that they agree that a Plan will not be submitted. Chair Sauerbrey commended former Benefits Manager, Amy Poff, for the wonderful job she did on the 2022 Shared Services Plan, which greatly benefited retirees.

Approval of Worksession Minutes: On motion of Legislator Brown, seconded by Legislator Flesher, the November 9, 2023 minutes were unanimously approved.

Action Items: Currently, we have none.

Other:

- ***Press Release Regarding Opposition to Even Numbered Election Years:*** Chair Sauerbrey reported NYSAC is encouraging counties to reach out to Governor Hochul, in opposition, of proposed legislation regarding even numbered election years. Chair Sauerbrey will sign a letter to Governor Hochul stating Tioga County is opposed to the legislation. The Tioga County Legislature passed a resolution in July urging Governor Hochul to veto the bill. A press release will also be sent out informing the public of the opposition and explaining that the legislation infringes upon Municipal Home Rule.
- ***Strategic Plan Update:*** Legislator Roberts reported that she and Chair Sauerbrey met several times to discuss the Strategic Plan. They went over the Draft Strategic Plan and made some changes with the consultant from TransPro. One of the most notable changes is in how the plan is laid out. Legislator Roberts expects TransPro to incorporate Department Head updates in the next Draft Strategic Plan and anticipates numerous draft versions before the Legislature is willing to consider adopting the final Strategic Plan. Legislator Roberts stated the TransPro draft version did not read well, contained typos, and was confusing. Most importantly, the information contained within it was not necessarily Tioga County's top priorities.

Chair Sauerbrey stated the version submitted by TransPro was not at all what she expected. The Draft Strategic Plan focused on goals and objectives for 2024, which was sectioned off into quarters throughout the year. Long-term goals were listed at the end of the document as an after-thought. Some of the goals in the draft have already been

achieved, are already in the works, or are not funded in the 2024 budget so they cannot be completed until 2025 anyway. As half of the Strategic Plan is funded by a grant from the Appalachian Regional Commission (ARC), Tioga County needs to salvage the project in a manner that is representative of county employees and the Legislature. Chair Sauerbrey and Legislator Roberts have already removed some topics and goals from the Draft Strategic Plan that don't accurately reflect Tioga County's objectives. Chair Sauerbrey wants to make sure that the content Department Heads supplied to the consultants is accurately represented in the Strategic Plan. Legislator Roberts explained that the plan includes a section that states Department Heads will report annually to the Legislature on the progress of achieving their goals and objectives throughout the year. Goals and objectives may evolve as they are achieved and added throughout the year.

Legislator Standinger found the Draft Strategic Plan to be disjointed. Chair Sauerbrey agreed and Legislator Brown explained that some content was duplicated. The duplicated information leads to questions that perhaps information provided by Department Heads was not included. Legislative Clerk Haskell reported that the TransPro consultant received the requested changes, and another Draft Strategic Plan is expected to be supplied to the Legislators by next week. A TransPro consultant was originally supposed to report to the Legislature at the December 7th Worksession, but they will not be presenting as the draft needs much more editing before then. Legislator Roberts stated she is glad they received the draft version now and could not imagine what the plan would look like had they not made updates. Legislator Roberts and Chair Sauerbrey will continue to review and update the draft version.

- **Group Legislator Photo:** Legislative Clerk Haskell stated that an updated Legislator group photo is needed for inclusion in the Strategic Plan. There has yet to be a group photo taken that includes Legislator Flesher. A group photo was to be taken at the Organizational Meeting in January, but due to timing, it will be taken at the December 7th Worksession instead.
- **2023 Legislator Mileage:** The Legislative Office is in the process of encumbering funds for end of year purchase orders, including Legislator mileage. Ms. Haskell is asking the Legislators to please submit 2023 mileage by the end of December.

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

Meeting adjourned at 10:53 a.m.

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

Respectfully submitted,

Amy Eiklor

Deputy Legislative Clerk