



Tioga County Worksession Minutes

April 10, 2025 – 1:00 p.m.

Legislators Present:

Legislator Brown
Legislator Bunce
Legislator Ciotoli
Legislator Flesher
Legislator Monell
Legislator Mullen (*departed @ 2:01 p.m.*)
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standing

Legislators Absent:

None

Guests:

Matt Freeze, Morning Times

Staff present:

Jackson D. Bailey II, County Administrator
Stephanie Baldwin, Deputy Legislative Clerk
Adam Bessey, Lieutenant (*departed @ 1:02 p.m.*)
Tom Cline, Public Defender (*departed @ 1:50 p.m.*)
Peter DeWind, County Attorney
Christine Freyvogel, Paralegal (*departed @ 1:02 p.m.*)
Gary Hammond, Commissioner of Public Works (*departed @ 1:58 p.m.*)
Cathy Haskell, Legislative Clerk
Linda Parke, Personnel Officer

Call Meeting to Order: Chair Sauerbrey opened the meeting at 1:00 p.m.

FOIL Appeal Hearing – County Attorney DeWind:

County Attorney DeWind presented an appeal of a FOIL request for review and consideration by the Legislature. Attorney DeWind presented the original request and reasons for denial. On motion of Legislator Monell, seconded by Legislator Bunce, the Legislators agreed to uphold the denial.

Approval of Worksession Minutes: On motion of Legislator Monell, seconded by Legislator Brown, the March 20, 2025 minutes were unanimously approved.

Action Items: There are currently no action items.

County Administrator Report: County Administrator Bailey provided the following report for April 2025:

- **Collective Bargaining** – County Administrator Bailey reported the Tioga County Corrections Association, Inc. “TCCA” collective bargaining agreement expires December 31, 2025 and the Tioga County Law Enforcement Association, Inc. “TCLEA” collective bargaining agreement also expires December 31, 2025. County Administrator Bailey plans to be a part of both of those negotiations.
- **Employee Support** – County Administrator Bailey will be conducting a presentation Friday, June 27, 2025 from 9:00 am – 12:00 pm for I4A – “Financial FUN-damentals”. This training is available to all county employees and Legislators are encouraged to attend. County Administrator Bailey will be conducting a Budget 101/Finance Overview in-house presentation and reported this training can be built in the NeoGov software. County Administrator Bailey and Legislative Clerk Haskell had a meeting with the Munis module owners to discuss different customizable training options for new and current employees. To streamline the training process, County Administrator Bailey reported Munis training can also be built in the NeoGov software. Legislator Ciotoli reported he was in favor of this option as employees can tailor their training needs and work at their own pace.
- **Department Visits** – County Administrator Bailey reported he anticipates scheduling department visits for Public Works including Buildings and Grounds to have a better understanding on how their operations work. Following this visit, County Administrator Bailey will be scheduling a visit with the Department of Motor Vehicles and the County Clerk.
- **County Coroners** – County Administrator Bailey reported that himself and Legislative Clerk Haskell met with the County Coroners on March 13, 2025 to review the budget and other items of importance. Everyone agreed this would be a positive practice to continue so moving forward they will be meeting quarterly.
- **County YTD Budget Report (All Funds)** – This report provides a breakdown of the Objects of Revenue and Objects of Expense by the original budget modifications and revised budget. County Administrator Bailey noted this report includes all funds and not just the General Fund. County Administrator Bailey reported the original budget appropriated \$6.3 million with modifications including carry forwards from 2024 for a total of \$14.4 million but that does include the accruals carried forward from 2024 to 2025. County Administrator Bailey reported this is normal throughout the process of the carry forwards and most of this is capital funding. County Administrator Bailey reported the actual YTD revenues, as of March 2025, are \$41,181,514 and YTD expenses are \$22,534,466.

- **County Administrator Budget (A1230)** – County Administrator Bailey reported a 23% utilization to date with no issues of note. County Administrator Bailey plans to use funds from the supply line to pay for training for our Leaders Meeting.
- **ARPA Local Fiscal Recovery Fund Project Worksheet** - County Administrator Bailey reported he is required to report 2024 ARPA expenditures by April 30, 2025 for the reporting period of April 1, 2024 – March 31, 2025. This report will be completed and sent to the Treasurer's Office to review and verify the accuracy of the report so it can be filed by the deadline.
- **Capital Projects** – County Administrator Bailey attended the Radio Tower Communications Upgrade Project Committee Meeting and has a meeting scheduled with the project consultant tomorrow, April 11, 2025. The next meeting will be April 25, 2025 and continue to be the last Friday of every month moving forward.
- **Public Information Officer** – County Administrator Bailey reported he is continuing to work through the EO.105 Public Information Basics Online training.
- **County Policies** – County Administrator Bailey reported April 3, 2025 was the kickoff meeting for the Policy Review Committee. The agenda for this meeting included reviewing the proposed Gifts and Donations Policy, discussing the current Remote Work Policy Pilot Program which expires June 30, 2025, and utilization of Microsoft Teams / Channels for member communication, sharing documents, and tracking changes. County Administrator Bailey reported he reached out to Department Heads with the intent of encouraging mid-level management staff and deputies throughout the county to participate on this committee. Staff from Health and Human Services, Treasurer's Office, Public Works, Personnel, Public Health, Sheriff's Office, Social Services, Mental Hygiene, Board of Elections and ED&P were in attendance, which led to a lot of good conversations. Deputy Commissioner of Public Works Ruggerio was beneficial to this process as he was very thorough and made several good recommendations for consideration. County Administrator Bailey expanded on Microsoft Teams and the benefits of being able to establish teams to share policies and other documents throughout this program making workflow more efficient.
- **Leaders Meeting (Quarterly)** – County Administrator Bailey reported the next Leaders Meeting will be held on Tuesday, April 29, 2025 at the Neighborhood Depot. D5 Consulting will be coordinating an Ice Breaker / Team Building Exercise followed by a Department Head Round Table / County Update. Sister Mary from Tioga County Rural Ministries (TCRM) will be presenting for this event followed by a tour of the facility and TCRM. The July Leaders Meeting will be discussing Public Safety, TAM Brief, & De-Escalation Training.
- **Community Outreach/Communication** – County Administrator Bailey shared a Department Spotlight Series on the Coroners and County Administrator with a media write up and picture. This section will discuss the history of the department and upcoming news. The Coroners' Office expressed their appreciation for Legislative Clerk Haskell and the work she has done and continues to do which has strengthened their office.

County Administrator Bailey attended a meeting at the Berkshire Fire Department to discuss the Radio Tower Project and allow clarification on some concerns from members of the community.

Regarding the Radio Tower Project, Director of Emergency Services Cornelius is composing a press release highlighting the visit last week to Hanson Farms. County Administrator Bailey provided some pictures of the site that will be included in the press release. Chair Sauerbrey reported periodic press releases will continue to keep the public informed of this project.

• **Miscellaneous -**

County Administrator Bailey reminded everyone that he is registered for the 59th Annual County Finance School in Glens Falls, NY from May 6-9, 2025, and as a result will be absent during the May 8, 2025 Committee Meetings and Worksession.

County Administrator Bailey discussed two sessions he attended through the Tioga County Chamber of Commerce with 2025 Leadership Tioga. On March 12, 2025, Leadership Tioga met at Waverly High School with Dr. Knolls to learn more about the facility, which included a tour of the school. Yesterday, April 9, 2025, Leadership Tioga met at Lockheed Martin which included a facility tour with the General Manager of the Owego site including the heliport.

Dr. Ian Coyle from Pracademic Partners has been mentoring County Administrator Bailey with Executive/Leadership Coaching Services and the contract is ending on April 30, 2025. A copy of Section 5: Powers & Duties from Local Law No. 4 of 2023 establishing the position of County Administrator was supplied and asked to be reviewed in anticipation of the April 24, 2025 Worksession, at which time Dr. Coyle will be conducting a contract exit interview regarding County Administrator Bailey and is looking for honest feedback on his performance.

Legislative Support: Legislative Clerk Haskell presented the Legislative Support report and minutes are documented in a separate document that will be sent to the Legislators.

Resolutions: Legislative Clerk Haskell reviewed the agenda and resolutions for the April 15, 2025 Legislature meeting.

Other:

TCLEA and TCCA Negotiations Teams: Currently, the Negotiation Team for Law Enforcement consists of County Administrator Bailey, Legislator Monell, Legislator Flesher, Personnel Officer Parke, and Sheriff Howard. Chair Sauerbrey asked if the listed members would be willing to also serve on the Corrections Negotiation Team and everyone agreed. Personnel Officer Parke was going to verify that it was not a conflict of interest to have them serve on both negotiation teams. Chair Sauerbrey will appoint the Team members at the April 15, 2025 Legislature meeting.

Chamber of Commerce Economic Forum: Legislator Ciotoli discussed the Micron presentation as part of the Chamber's Economic Forum that he attended with County Administrator Bailey, Legislator Brown, and Legislator Roberts. The Micron representatives shared plans on breaking ground in November and it is estimated that it is a 20-year project.

Executive Session: All Legislators were in attendance along with Legislative Clerk Haskell, County Administrator Bailey, County Attorney DeWind, Personnel Officer Parke, Commissioner of Public Works Hammond, and Public Defender Tom Cline. Motion by Legislator Ciotoli, seconded by Legislator Brown, to move into Executive Session to discuss matters leading to the appointment of particular individuals and proposed acquisition of real property at 1:39 p.m. Motion carried.

Motion by Legislator Flesher, seconded by Legislator Ciotoli to adjourn Executive Session at 2:17 p.m.

Motion by Legislator Monell, seconded by Legislator Brown to adjourn Worksession at 2:17 p.m.

Next Worksession scheduled for Thursday, April 24, 2025 at 10:00 a.m.

Respectfully submitted,

Stephanie Baldwin
Deputy Legislative Clerk