



## **Tioga County Worksession Minutes**

### **August 21, 2025 – 10:00 a.m.**

#### **Legislators Present:**

Legislator Aronstam  
Legislator Brown  
Legislator Bunce  
Legislator Ciotoli  
Legislator Flesher  
Legislator Monell  
Legislator Roberts  
Legislator Standinger (*arrived @ 10:23 a.m.*)

#### **Legislators Absent:**

Chair/Legislator Sauerbrey

#### **Guests:**

Suh Neubauer, Reporter, Fox 40  
Erin Lawlor, Reporter, WBNG  
Shannon Crescente, Resident

#### **Staff present:**

Cathy Haskell, Legislative Clerk  
Jackson D. Bailey II, County Administrator  
Peter DeWind, County Attorney (*arrived @ 10:15 a.m.*)  
Linda Parke, Personnel Officer

**Call Meeting to Order:** Deputy Chair Monell opened the meeting at 10:00 a.m. with a ***Public Hearing on Local Law Introductory No. B of 2025; A Local Law authoring twelve (12) and thirteen (13) year old licensed hunters to hunt deer with a firearm or crossbow during hunting season with the supervision of an adult hunter.***

Legislative Clerk Haskell took roll call and read the legal notice as published in the Tioga County designated newspapers. Public Hearing adjourned at 10:02 a.m.

Deputy Chair Monell called the **Fifth Special Legislature Meeting of 2025** to order at 10:05 a.m. for Legislature consideration of the following:

- Resolution of the Legislature of Tioga County Amending Resolution No. 231-15 to Extend Imposition of an Additional One Percent Rate of Sales and Compensating Use Tax for a Period of Two Years through November 30, 2027.
- Authorizing and Approving a Settlement with Sandoz Concerning Claims Related to the Opioid Crisis.
- Award Bid for Candor Tower Electrical Upgrade – Office of Emergency Services.

Special Meeting adjourned at 10:08 a.m. with regular Worksession immediately following.

**Legislative Leadership:** Legislative Clerk Haskell reported this topic was discussed at the August 7, 2025 Legislative Worksession with Chair Sauerbrey reviewing duties of the Chair of the Legislature position. It was determined at that time that additional discussion should be held at today's meeting regarding the duties, expectations, and salary.

Legislator Bunce reported the County Administrator was hired to assume the day-to-day duties of the Chair of the Legislature and believes the County should get back to the previous salary, which is a little over double of a regular Legislator salary.

Legislator Flesher inquired as to whether the expectation is for the Chair of the Legislature to be here five days a week and if so, we need to determine an appropriate salary. Otherwise, if the commitment and duties are less time, he agrees with Legislator Bunce that the salary should be lower.

Legislator Monell reported he believes everyone agrees that the duties are going to change and we just need to decide what that entails. Legislator Monell inquired about the current salary for the Chair of the Legislature. Ms. Haskell provided the following salaries for the current Chair of the Legislature and last year for the former Chair of the Legislature:

Year	Chair Salary	Legislator Salary	Total Salary	Comments
2013	\$21,525	\$9,635	\$31,160	Last Year of former Chair of the Legislature
2021	\$25,334	\$11,341	\$36,675	Current Chair of the Legislature
2022	\$38,149	\$11,851	\$50,000	Chair salary increased due to the increased workload and time commitment of current Chair of the Legislature
2025	\$43,118	\$13,394	\$56,512	Current Salary

Legislative Clerk Haskell reported the discussion today is to determine just the Chair salary taking into consideration the expected duties and time commitment. The Chair of the Legislature receives additional compensation for the extra duties outside of a Legislator. The Legislator salary will be determined through the recommendations of the Management/Confidential Salary Committee and approval of the Legislature.

Legislator Ciotoli reported he agrees with Legislator Bunce to return to the previous salary, as the duties will be reduced. Legislator Ciotoli envisions the new incoming Chair of the

Legislature, and the County Administrator will determine how they want to move forward for efficiency. The list of duties that was previously reviewed was more of a guideline. Legislative Clerk Haskell reported some of the duties reviewed are written in the County Administrator's local law.

Legislator Brown reported that the average of the Management/Confidential salary increases for the period of the last four years on the 2021 Chair salary would be \$29,071.

Legislator Brown proposed \$29,071 for the 2026 Chair salary in addition to the regular 2026 Legislator salary. On a straw poll vote, all Legislators were in favor of the 2026 Chair salary of \$29,071, in addition to, the regular 2026 Legislator salary.

**County Administrator Report:** County Administrator Bailey provided the following report:

### **DEPARTMENTAL MANAGEMENT & LABOR RELATIONS**

- **Collective Bargaining** - Tioga County Corrections Association, Inc. (TCCA) and Tioga County Law Enforcement Association (TCLEA) negotiations are ongoing. The current Collective Bargaining Agreements expire December 31, 2025.
- **Employee Support/Education** - Budget 101/Finance Overview Training is currently being built into the NeoGov platform and is expected to be completed by next month.
- **Department Head Evaluations** - County Administrator Bailey reported he is close to completing his portion of the Department Head evaluations and will have them available for the Legislators to review and make recommendations on his comments at the September 4, 2025 Worksession with a return date of the September 18, 2025 Worksession. Mr. Bailey reported Legislators will need to determine how they want to proceed with meeting with the Department Heads to conduct the evaluation (i.e., Legislator only, Legislator & County Administrator, or just County Administrator). Mr. Bailey reported he anticipates having all evaluations returned to Personnel by September 30, 2025.

Mr. Bailey reported the evaluation packets will include the following supporting documents: job description, prior YTD budgets, Strategic Plan, and annual report.

### **FINANCIAL MANAGEMENT & BUDGETING**

**Budget Officer** - The following 2026 budget documents were distributed and reviewed:

- **Summary of Preliminary Budgets by Fund** – Mr. Bailey reported as of today, \$5,130,702 would need to be appropriated from fund balance to effectively balance the budget for the year. This number currently does not include salary increases for Road Patrol or Corrections, fringe insurance adjustments, health insurance, retirement adjustments, or liability insurance. These major pieces will all come forth as we move through the budget process that could increase this number if additional cost savings or reductions in expenditure are not achieved. Last year at this time, the appropriated fund balance amount was \$3,457,176. Mr. Bailey reported these numbers are very preliminary and subject to change as we move through the budget process. Legislator Monell reported that last year the Legislature was going to appropriate \$3.4 million, but Mr. Bailey reported by the time the 2025 budget was completed, the Legislature appropriated \$6.2 million.
- **Budget Tracker Worksheet - Over Directive Worksheet** – Mr. Bailey reported this document reflects amounts over \$1,000 that exceeded the budget directive for a total amount of

\$876,858. These increases were approved by the Legislative Committees when the departments were presenting their budgets. Mr. Bailey noted most of these expenses are related to mandated services.

- **Tax Cap 5-Year Analysis Worksheets** – Mr. Bailey explained the tax cap is a formula using prior year tax amount minus the Town of Richford sales tax offset that is applied to a tax base growth factor to determine the allowable increase amount of taxability to the municipality. Mr. Bailey reported the County can tax \$27,397,968 as the maximum amount. Tioga County has not done a tax cap override in 13 years. Mr. Bailey reported the maximum tax cap amount allowed is 1.9%, which only gives \$510,000 leeway in the budget.
- **Fund Balance Worksheet – General Fund** – Mr. Bailey explained how the fund balance works with restricted and unrestricted funds noting these numbers change daily. Mr. Bailey reported the County's Fund Balance policy states the expectation of 12-28% of the originally appropriated expenditure within the budget. Mr. Bailey reiterated this is an extremely tentative number and will change drastically as we proceed with the salary increases, health, and liability insurance costs. Legislator Monell reported the document reflects 2025 YTD fund balance is \$40,329,405 and inquired about the estimated amount last year. Mr. Bailey will provide last year's 2025 estimated fund balance amount in the next report.
- **Outside Agency Funding Request Worksheet** – Mr. Bailey sent correspondence to all outside agencies to submit their budgetary request letters with their tentative budgets to show how the funding will be used. Mr. Bailey provided the outside agencies requests today; however, no decisions need to be made at this time. Mr. Bailey reported reminder letters were sent to those who have not submitted requests as of this meeting. Mr. Bailey reviewed each agency request noting some are significant. Mr. Bailey will invite Probation Director Cain and Deputy Commissioner of Social Services Myers to the September 4, 2025 Worksession to discuss how their departments contract with A New Hope Center and to provide justification for their budgetary increase request and how this will impact these County departments if staff is not available to provide the services. Legislator Monell inquired as to what numbers have been used in the budget to date regarding the outside agencies. Mr. Bailey reported the current 2026 budget as of today reflects the 2025 approved budget numbers without the requested increases.
- **Bond Principal and Interest Worksheet** – Mr. Bailey reported the County has one remaining bond with principal, interest, and fees totaling \$707,885 for the 2026 budget. This was a \$9 million public improvement bond for bridges from 2010 that will mature in 2030.

Mr. Bailey will review the capital budgets and continue discussion on the outside agency funding requests at the September 4, 2025 Worksession.

## **Capital Projects**

- **Radio Tower Communication Upgrade Project** – The Spencer tower foundation is being laid, and the shelter should be approximately 1-2 weeks. Consultant, Frank Yoder, has figured out 90% of the utilities remediation and quoted a tentative figure of \$260,000 to get power to the sites. But, with the last remediation and Change Order #7, Mr. Yoder reduced the change order by \$219,000. A radio tower budget meeting is scheduled for August 26, 2025 to determine where we are and the available funding streams through budgeted funds, grants, 911 surcharge funds, and ARPA.

## **ADMINISTRATION & COMMUNICATION**

- **Policy Review Committee** -The Policy Review Committee meets monthly, and the next meeting is scheduled for August 28, 2025 to review the Remote Work Policy – Pilot Program with an anticipated resolution to adopt the policy revision at the October 14, 2025 Legislature meeting with the new process for approvals starting January 1, 2026. Mr. Bailey met with ITCS to discuss the automation of the remote work approvals, but for now we are keeping the approvals by way of paper with the possibility of moving forward with a digital platform.
- **Leaders Meetings (Quarterly)** - The next Leaders Meeting is scheduled for October 28, 2025 at the Public Works facility. The focus of the meeting will be on contracts and procurement.

### **Community Outreach/Communication**

- **New Internship Program – Waverly High School** – The Waverly High School principal contacted Mr. Bailey on behalf of two students interested in a work-based 20-week internship with the County with an emphasis on political science and public safety from September 8, 2025 – January 23, 2026 from 8:00 a.m. – 11:00 a.m. Mr. Bailey and Personnel Officer Parke met with the principal to review their request and expectations and, per County policy, Legislative Committee support is required for unpaid interns. They would like this internship to be more broad scope by spending time with Probation, Public Safety, Legislature, District Attorney, and Law Office. This internship will be overseen by the principal and a BOCES Associate. The students or the school will provide transportation. County Attorney DeWind is reviewing the Memorandum of Understanding (MOU). All general liability and workers compensation will be held by the school district. On a straw poll vote, all Legislators were in favor of the Waverly High School internship program request. Mr. Bailey will send an email to the respective Department Heads to determine their level of interest and availability.

## **MISCELLANEOUS**

- **Leadership Tioga** - Tioga County Chamber of Commerce 2025 Leadership Tioga presentation was held at Neighborhood Depot on August 13, 2025. The next session is September 17, 2025 on Tioga County Government. Legislator Aronstam will present on the transition from Village Mayor to County Legislator. Mr. Bailey, Chair Sauerbrey, and Sustainability Manager Pratt will do presentations on County Government 101.

Regarding the future of Leadership Tioga, Mr. Bailey reported he was approached by the Chamber of Commerce Executive Director, and she would like him to run the program next year. Mr. Bailey and Chair Sauerbrey discussed this, and they will schedule a meeting with the Chamber of Commerce Executive Director to determine the details, time commitment, etc. This program reaches out to businesses and local agencies who are members of the Chamber of Commerce to solicit applications for participation in this program. Mr. Bailey reported he would be required to attend one session per month for two hours. Mr. Bailey was seeking Legislative support or concern regarding the request. Legislators expressed concern about the time commitment. Mr. Bailey reported he has stated that this would not be a permanent role. Mr. Bailey reported he can take the program from where it is now and improve it and then be ready to pass it on to the next person. Legislators were in favor of giving the Chamber of Commerce a definite timeframe for the County's commitment of one year. Legislators were in favor of tabling a decision until after the meeting with the Chamber of Commerce and Chair Sauerbrey to determine the full scope of the request and commitment.

- **Active Shooter Training** – In-person training was conducted on August 18, 2025. The session was recorded and ITCS will assign this to the Neogov platform for anyone who was unable to attend in person.
- **2025 NYSAC Fall Seminar** – Mr. Bailey will be out of the office September 8-10, 2025 attending the conference in Niagara Falls, NY.

**Approval of Worksession Minutes:** On motion of Legislator Brown, seconded by Legislator Roberts, the August 7, 2025 minutes were unanimously approved.

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

**Other:**

- **Essential Personnel List** - Ms. Haskell distributed copies of the County's 2025 Essential Personnel List as determined by each Department. The employees listed are the ones the Department Heads deemed may need to remain at work or be called into work in the event of an emergency. Ms. Haskell reported the creation and distribution of this list for the Legislators is in accordance with the County's Building Closing and/or Service Shutdown Policy and every Legislator is to be provided with a paper copy. In addition to the paper copy, Ms. Haskell reported this document was also emailed.
- **Chief Information Officer Interviews** – Legislator Bunce reported interviews will be conducted on Friday, August 22, 2025 for the vacant Chief Information Officer position.

**Executive Session:** Legislators Aronstam, Bunce, Brown, Ciotoli, Flesher, Monell, Roberts, and Standinger were in attendance along with Legislative Clerk Haskell, County Administrator Bailey, and County Attorney DeWind. Motion by Legislator Brown, seconded by Legislator Roberts, to move into Executive Session to discuss property acquisition at 11:16 a.m. Motion carried.

Motion by Legislator Flesher, seconded by Legislator Brown to adjourn Executive Session at 11:34 a.m.

Meeting adjourned at 11:34 a.m.

Next Worksession scheduled for Thursday, September 4, 2025, at 10:00 a.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk