



Tioga County Worksession Minutes September 9, 2021 – 1:00 p.m.

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:

None

Staff Present:

Peter DeWind, County Attorney
Cathy Haskell, Clerk of Legislature
Amy Eiklor, Deputy Clerk of Legislature
Jackson Bailey, Budget Officer
Gary Howard, Sheriff
Andrea Klett, County Clerk
Gary Hammond, Commissioner of Public Works
Jeremy Loveland, Chief Information Officer
Stephanie Jerzak, Chief Accountant
Lisa McCafferty, Public Health Director (*arrived at 1:02 p.m.*)
Bethany O'Rourke, Personnel Officer (*arrived at 1:10 p.m.*)

Call Meeting to Order: Chair Sauerbrey opened the meeting at 1:00 p.m. with the ***Fifth Special Legislative Meeting*** for Legislature consideration of the following resolution:

- **Award Bridge Preventative Maintenance Phase VII, PIN 9754.31 Construction Contract**

After the prayer and pledge, the Legislators in attendance voted in favor of the resolution and the meeting was adjourned at 1:01 p.m. with Legislative Worksession immediately following.

Legislator Sullivan introduced new Chief Information Officer, Jeremy Loveland, to the Legislature. The Legislators introduced themselves and stated the Standing Committee they Chair.

2022 Budget Discussion: Budget Officer, Jackson Bailey, distributed a Budget Update Packet to the Legislators. Mr. Bailey reported the following:

Budget Status:

- Individual department entry is closed
- Budget process is in Level 2 (Budget Officer) and still under review
- The Budget will move to Level 3, the Legislative Level, on September 23, 2021

Summary of Initial Budget Requests (General Fund):

- Total appropriations for the General Fund so far is \$83,594,302, an increase of \$700,000
- Total revenue is estimated at \$79,588,945, an increase of \$2 million. Mr. Bailey noted the 2021 Budget included large reductions in revenue due to COVID-19.
- Total local expense at this time has decreased by \$345,920 from prior year, but Mr. Bailey expects that to change drastically due to salaries and fringe

Tentative Tax Cap % & Amount:

- 2021 Tax Levy was \$24,948,721
- 2022 Tentative Tax Levy is estimated at \$25,481,545, an increase of 2.16%

Preliminary Fund Balance Utilization:

- Current preliminary balance is \$27 million, including \$4.9 million from the American Rescue Plan Act (ARPA)
- Estimated \$22 million unrestricted
- 2021 Appropriated Fund Balance in the General Fund is \$5.3 million
- 2022 Tentative Appropriated Fund Balance in the General Fund is \$2.3 million

Outside Agency Funding Requests:

- Two agencies requests have not been submitted yet, but Mr. Bailey expects them by the end of the week.

Capital Budget Notes and Highlights:

➤ *Buildings:*

- ***Truck Wash Building*** - Anticipated to cost \$1.5 million, double the original estimate of \$750,000. Chair Sauerbrey hopes the cost will be covered by ARPA funds.
- ***Public Safety Building Chiller*** – The chiller needs to be replaced and is estimated to cost \$450,000. Chair Sauerbrey expects the cost to be covered by ARPA funds.
- ***Radio & Equipment*** – Radio tower upgrades are expected to cost \$6 million, though Tioga County is waiting to hear back from New York State on a grant for this project.
- ***HVAC Control System*** – The estimated cost to replace the system at the Health & Human Services (HHS) Building is \$400,000.
- ***Carpeting in HHS Building:*** Carpet in the building needs replacement, estimated at \$90,000.

➤ *Information Technology:*

- **Computers** – Upgrades to computers is anticipated to cost about \$90,000
- **Software** – Upgrades to the software system is estimated to cost \$100,000
Mr. Bailey reported some of the IT costs may be covered by ARPA funds.

➤ *Miscellaneous:*

- **Equipment Upgrades (not car)** - for the Sheriff's Department - \$30,000.
- **Security Upgrades**- for the Sheriff's Department - \$50,000.
- **Car/Truck Upgrade**- for Public Health, expected cost is \$47,000, though New York State reimburses 36% of the cost.
- **Car/Truck Upgrade** – for DSS, total cost is \$95,000, though \$71,250 is expected to be reimbursed
- **Material Spreader** - \$10,000
- **Fire Truck (used)** - \$50,000
- **Mechanic Truck** - \$65,000
- **Patch Truck Replacement** - \$100,000
- **One Ton Pickup & Plow** - \$100,000
- **Flail Mower** - \$140,000
- **Excavator** - \$230,000
- **2 Tandem Axle Trucks** - \$546,000

Legislator Sullivan asked Commissioner of Public Works, Gary Hammond to add Board of Elections' truck to the five-year vehicle plan so they can properly keep track of when it needs to be replaced.

The Budget process will move to the Legislative Level and Mr. Bailey will present a formal Budget at a later date.

Non-Union Salary Recommendations: Personnel Officer, Bethany O'Rourke, distributed a handout with an overview of Non-Union salary recommendations. Ms. O'Rourke and the Non-Union Salary Committee recommended the following:

- Full-time employee contribution to health insurance remain at 15%
- All salary ranges be increased by 4% for 2022, in correlation with the change in Consumer Price Index (CPI)
- Non-Union salary increase of 4.5%, plus a \$500 lump sum not added to base for full-time salaried, non-union staff, contingent upon Satisfactory Evaluation
- 4.5% increase in base salary for all part-time salaried, non-union staff, contingent upon Satisfactory Evaluation
- Part-time hourly rates and Legislator's salaries will be discussed by the Legislature
- Board of Elections asked for a salary review in light of recent regulations and additional responsibilities, workload, and hours. The Committee recommends, in lieu of an annual salary increase, a base adjustment of \$5,000 for each Commissioner and Deputy Commissioner
- Historian, Information Security Officer, and Assistant Fire Coordinators salary adjustment of \$5,200

Discussion of Remote Work Policy: Personnel Officer O'Rourke presented a DRAFT version of Tioga County's Remote Work Policy. The DRAFT version was constructed using ideas from other counties and modified to fit Tioga County's needs. Ms. O'Rourke stated having a little flexibility in work schedules may help attract new recruits. Chair Sauerbrey reported the policy is a PILOT program with the intention of garnering feedback from employees and Department Heads.

Chair Sauerbrey stated the policy does not include all departments as it is impossible for some departments to work remotely. The policy pertains to non-union departments only and is at the discretion of the Department Head.

Legislator Sullivan inquired if the policy was discussed with Department Heads. Chair Sauerbrey responded, yes, the policy had been discussed at Leaders Meetings. Ms. O'Rourke reported Department Heads were given a DRAFT copy and asked to provide input.

Legislator Sullivan asked if the majority of Department Heads were in favor of a remote work policy. Chair Sauerbrey replied, yes.

Legislator Sullivan expressed concern about taking confidential documents home as well as personal information off premise. She suggested keeping confidentiality in mind when finalizing and implementing the policy.

Chair Sauerbrey reported there is a section in the DRAFT that states if an individual is working remotely, but asked to come in person by their Department Head, the employee must report to the office. Legislator Sullivan stated the DRAFT policy mentions a ten-day notice for terminating a remote work arrangement so she wanted to point that out as the wording may need to be changed.

Legislator Sullivan asked if the IT Department reviewed the DRAFT policy. Chair Sauerbrey responded yes, but she will ask Chief Information Officer, Jeremy Loveland, for his input. Chair Sauerbrey stated the policy is a work in progress and would like to know if the Legislature supports it.

A straw poll was conducted on moving forward with the creation of a Remote Work Policy. Legislators Balliet, Hollenbeck, Monell, Mullen, Sauerbrey, Standinger, and Sullivan were in support of moving forward. Legislator Roberts was not in support as he has concerns about job performance at home and confidentiality. Legislator Weston abstained from voting. With a majority of the Legislature in support of a Remote Work Policy, Ms. O'Rourke will move forward with creating the policy.

Approval of Worksession Minutes: On motion of Legislator Mullen, seconded by Legislator Standinger and unanimously carried, the August 19, 2021 Legislative Worksession minutes were approved.

Action Items: Currently, there are no action items.

Legislative Support: Legislative Clerk Haskell asked for approval of the August 5, 2021 Legislative Support committee minutes. On motion of Legislator Roberts, seconded by Legislator Hollenbeck and unanimously carried, the minutes were approved.

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

- There is a Board of Ethics vacancy as of March 31, 2021
- Ms. Haskell reached out to Senator Akshar's office and was told there are no additional steps that Tioga County needs to complete regarding the 911 Surcharge Bill. The Bill is still waiting to be signed by New York's new Governor, Kathy Hochul.
- Ms. Haskell will attend the New York Association of Counties (NYSAC) Inaugural Luncheon on Tuesday, September 14, 2021 where Chair Sauerbrey will be sworn-in as President of NYSAC
- Ms. Haskell noted that the September Regular Meeting was rescheduled from Tuesday, September 14, 2021 to Thursday, September 16, 2021
- Munis Fixed Asset training will be held on Friday, September 24, 2021 and Tracy Savard, recently hired as Director of Assets & Records Management, will attend along with County Clerk Andrea Klett
- Ms. Haskell will conduct an Accounts Payable training in Munis on Tuesday, September 28, 2021
- Ms. Haskell is working with Tyler Technologies on under-utilized modules in Munis and she hopes to have additional trainings available in the near future

Resolutions: Ms. Haskell reviewed the agenda and resolutions for the September 16, 2021 Regular Meeting with discussion occurring on the following:

- ***Authorization for Tioga County Legislature Approval of the Reissuance and Conversion of Revenue Bonds by the Central Bradford Progress Authority and Declaring that it is Desirable for the Health, Safety, and Welfare of the People of Tioga County, NY for the Central Bradford Progress Authority to Finance Certain Facilities Serving the People of Tioga County, NY:*** Ms. Haskell explained that Guthrie and their attorneys reached out to her regarding a resolution of support. A similar resolution was adopted by the Tioga County Legislature in 2011. Ms. Haskell received verification, in writing, that Tioga County is under no financial obligation by passing the resolution. Guthrie is looking for a resolution of support stating that the healthcare upgrades to Guthrie facilities in Tioga County is beneficial to its citizens. Guthrie and their attorneys provided Ms. Haskell with transcripts from a Public Hearing that was held in August.

Legislator Roberts asked County Attorney DeWind to look further into the documents provided to verify that Tioga County is under no financial obligation. The resolution will be discussed at the Finance, Legal & Safety Committee on September 16, 2021.

Other:

- ***Privilege of the Floor – September 16, 2021 Legislature Meeting:*** Chair Sauerbrey is expecting visitors at the Ninth Regular Meeting on September 16, 2021. She anticipates individuals signing up for Privilege of the Floor to speak out against mask mandates and vaccinations. Chair Sauerbrey reported visitors and speakers must adhere to the Rules of the Legislature. Those unwilling to follow the rules, will be escorted out of the meeting.

Chair Sauerbrey distributed Rules of Procedure for Legislature meetings to her fellow Legislators. She asked them to read it in preparation of next week's meeting. Chair Sauerbrey will read the rules for Privilege of the Floor at the beginning of the meeting on September 16, 2021.

- **County Clerk - DMV Proposal - Village of Waverly Office Space:** Legislator Sullivan stated there has been ongoing discussion about the possibility of Mental Hygiene renting office space in the Village of Waverly. County Clerk, Andrea Klett, came up with an idea on another possible use of the space. Chair Sauerbrey reported a discussion occurred on the possibility of a satellite DMV office in Waverly. Ms. Klett explained that if a DMV office was in Waverly, she would ideally have three cashiers and one Supervisor on-site. For security reasons, New York State requires an open DMV office to have two people in the office at all times. With three cashiers, there will always be two present should the other cashier take vacation or call in sick.

Ms. Klett reached out to New York State's Deputy Commissioner of Motor Vehicles and was told a standard DMV workstation with a camera costs \$20,681 each. Tioga County would have to purchase the equipment and New York State would install it. The cost to install is estimated at \$1,000. Chair Sauerbrey asked Ms. Klett if she would have to hire additional employees for the Waverly office. Ms. Klett responded yes, as using current employees from the Owego DMV would leave that office short staffed.

Ms. Klett reported numerous dealerships from Chemung County travel to Tioga County's DMV to do their business so a Waverly office may attract new business. Ms. Klett anticipates revenue at a Waverly office to be greater than the cost of salaries and fringe. Without consideration for equipment, first-year revenue could potentially be \$128,000. Chair Sauerbrey stated she is skeptical that a DMV office in Waverly will attract new customers. Ms. Klett replied that she hopes to get new business from car dealerships in the Waverly area. Legislator Mullen believes a DMV in Waverly will attract residents from the Spencer area that may normally travel to Tompkins County for DMV business. He also thinks residents from the Town of Chemung and outlying areas would travel to Waverly as opposed to the DMV in Elmira. Legislator Weston mentioned State Line Auto Auction in Waverly may provide substantial business to a Waverly DMV office.

Commissioner of Public Works, Gary Hammond, reported the Waverly office space has its own separate entrance and is handicapped accessible. Mr. Hammond stated Mental Hygiene and DMV offices are still in the conceptual stage of development and will be discussed down the road.

Executive Session: Motion by Legislator Roberts, seconded by Legislator Sullivan, to move into Executive Session to discuss legal and personnel matters. Motion carried unanimously to go into Executive Session at 2:20 p.m. with County Attorney DeWind remaining in attendance. Executive Session adjourned at 3:17 p.m.

Meeting adjourned at 3:17 p.m.

Next Worksession scheduled for Thursday, September 23, 2021, at 10:00 a.m.

Respectfully submitted,

Amy Eiklor

Deputy Legislative Clerk