



Tioga County Worksession Minutes

July 23, 2026 – 10:00 a.m.

Legislators Present:

Legislator Brown
Legislator Bunce
Legislator Cantella
Chair/Legislator Monell
Legislator Rose
Legislator Standinger

Legislators Absent:

Legislator Aronstam
Legislator Ciotoli
Legislator Flesher

Guests:

None.

Staff present:

Peter DeWind, County Attorney – *arrived at 10:05 a.m.*
Cathy Haskell, Legislative Clerk
Jackson D. Bailey II, County Administrator
Breige Graven, Deputy Legislative Clerk – *departed at 10:29 a.m.*
Linda Parke, Personnel Officer

Call Meeting to Order: Chair Monell opened the meeting at 10:00 a.m.

County Administrator Report: County Administrator Bailey reported the following:

DEPARTMENTAL MANAGEMENT & LABOR RELATIONS

POLICY REVIEW & IMPLEMENTATION:

Mr. Bailey reported that following feedback received during the previous Worksession, he is making additional revisions to the Disciplinary Procedure Policy, including the newly drafted boilerplate forms for Department Head use. He anticipates submitting the revised policy to Personnel Officer Linda Parke for review as soon as next week. He further reported that following Personnel Officer Parke's review, it will be determined whether the policy requires additional review by Attorney Roemer's office before being presented to the Legislature for their approval.

Mr. Bailey reported that the Assignment & Use of County Vehicles Policy is in the final stages of review. He met with Commissioner of Public Works Gary Hammond to come up with potential procedures for Tolls by Mail billing and reducing late fees associated with departments receiving their bills in an untimely manner. The possibility of the Department of Public Works processing all Tolls by Mail bills upon receipt was discussed, with the understanding that a chargeback plan would be coordinated with the appropriate departments afterward. Mr. Bailey further reported that a standard form is in development with the County Attorney's Office for submission to the Traffic Advisory Board in cases where Tolls by Mail charges are received for vehicles not owned by the County. Discussion also included take-home vehicle use and disciplinary procedures related to County vehicle misuse or damage.

DEPARTMENT HEAD EVALUATIONS:

Mr. Bailey reported that the new Self-Assessment Model for the Department Head Evaluations has been completed and will be implemented for this year's appraisal process. He further reported that the revised format will be introduced at the Leaders' Meeting on July 28, 2026, with evaluations distributed to Department Heads for completion by August 11, 2026. He noted that this timeline will allow evaluations to be reviewed by Committee Chairs and finalized by the end of August.

FINANCIAL MANAGEMENT & BUDGETING

BUDGET OFFICER: – Mr. Bailey reported that, moving forward, Legislators will receive an additional report detailing individual fund activity in conjunction with the standard YTD Budget Report for All Funds. He explained that the additional report is intended to ensure County compliance with the Office of the State Comptroller (OSC) reporting requirements, while the Executive Summary will continue to be presented during the Worksessions.

County Administrator Bailey distributed and reviewed the following budget documents:

- **YTD Budget Report as of June 2026:**

For Objects of Revenue, Mr. Bailey reported the original budget of \$100,796,636 with modifications of \$18,131,545 resulting in a revised budget of \$118,928,181 with actual revenue earned of \$67,399,104 and a remaining anticipated revenue balance of \$51,529,077. He shared we are at 57% utilization of YTD revenue as of June 2026.

For the Objects of Expense, Mr. Bailey reported the original budget of \$109,596,570 with modifications of \$28,107,678, resulting in a revised budget of \$137,704,248 with total actual expenditures to date of \$55,338,471 and remaining available expenditures of \$82,365,777. He shared we are at 40% utilization of expenditures as of June 2026.

Mr. Bailey noted that the majority of capital expenditures typically occur later in the year and expects expenditures to increase during the second half of 2026.

Mr. Bailey reported the total applied fund balance at the beginning of the year was \$8,799,933 with budgetary amendments of \$9,976,134, resulting in a current applied fund balance of \$18,776,067 across all funds.

Mr. Bailey noted that the primary change from May to June resulted from Resolution No. 259-26, which appropriated \$78,114.00 from the Fund Balance Unrestricted (H390900) for use on the Bridge Replacement Project at Glenmary Drive over Thorn Hollow Creek as the local share of the Marchiselli funding.

- **YTD Budget Report for County Administrator Budget: A1230 & Budget A1340**

As of June 2026, Mr. Bailey reported the County Administrator's budget reflects 39.2% utilization with no concerns or challenges for 2026.

Mr. Bailey further reported he included Budget A1340 noting that Sales and Use Tax, Sales Tax Capital, Tax on Adult-Use Cannabis, Emergency 911, Opioid Settlement Funds, Unclassified Revenues, State Aid Casino Revenue and Fees, and Contracted Services remain on track with projected 2026 budget estimates. He noted that a July sales tax payment will be reflected in the next monthly report, increasing the current collection percentage of 50.5%.

Mr. Bailey provided a report on the High-Profile Criminal Case, as well as a YTD update on the American Rescue Plan Act (ARPA) Fund budget, including total grant revenues and expenditures.

Legislator Cantella inquired as to whether the ARPA Funds were close to being fully utilized, to which Mr. Bailey confirmed they were, further reporting that he is in communication regularly with departments that have obligated ARPA funds to ensure all funds are expended by October 2026. This gives time for all checks to clear and backup documentation is completed by the December 31, 2026 deadline.

Chair Monell inquired as to whether any unexpended ARPA funds must be returned to the U.S. Treasury after the December 31, 2026 deadline. Mr. Bailey confirmed this was the case, further explaining that he does not anticipate this happening for any ARPA funds allocated to Tioga County as he has a plan with the Treasurer's Office to make sure all funds are obligated by end of year.

CAPITAL PROJECTS:

- **Radio Communications Tower Update:**

Mr. Bailey reported that work on the Radio Communications Towers remains on schedule. Utilities are expected to be installed and equipment delivered to the tower sites for hookup in the coming weeks, with radio signal testing anticipated by the end of summer or early fall.

Mr. Bailey reported on the July 20, 2026 dedication ceremony held at the Carmichael Tower site in honor of former Tioga County Fire Coordinator John V. Scott. He noted that Director of Emergency Services Corinne Cornelius coordinated the event, which he attended with Chair Monell, Legislator Standinger, representatives from other fire districts' public safety agencies, and Mr. Scott's family and friends. Mr. Bailey also reported that a memorial plaque was installed at the site and that the dedication was featured in an article in the Morning Times.

Legislator Standinger commented on the impressive condition of the Carmichael Tower site and its equipment and recognized the significant work that went into the refurbishment. Mr. Bailey agreed and stated that, once construction of the shelter is closer to completion, he intends to arrange a visit to the site for all the Legislators.

- **Consolidated County Office Building (CCOB):**

Mr. Bailey reported that the first Consolidated County Office Building (CCOB) Committee meeting will be held on July 29, 2026, in the Hubbard Auditorium at the Ronald E. Dougherty County Office Building. He reviewed the proposed agenda, which includes a call to order where schedule, committee membership, and purpose will be reviewed, as well as an overview of the consolidated County Office Building project, where the purpose of the goals and projects will be discussed. These topics are to be followed by review of committee responsibilities, review of proposed committee structure, project governance and communication protocols, current project status update, discussion of project goals and priorities, immediate action items, preliminary project timeline, and open discussion. He further reported that future CCOB Committee meetings will take place on the last Wednesday of each month in the Hubbard Auditorium at 1:30 p.m.

Mr. Bailey reported that the review process for Requests for Proposals (RFPs) for architectural and design services, as well as demolition services for the 67 Central Avenue property, will begin shortly. He further reported that he and Chair Monell are set to meet with the County Code Officer regarding demolition requirements and that the Department of Public Works is coordinating a complete utility disconnect at the 67 Central Avenue property in preparation for demolition.

Legislator Bunce looked to confirm that the initial CCOB Committee meeting is scheduled for July 29, 2026, with the next meeting being held on August 26, 2026. Mr. Bailey confirmed.

GRANTS & SHARED SERVICES:

- **USDA FY26 Congressional Directed Spending Grant –**

Mr. Bailey reported that he and Director of Emergency Services Cornelius attended a meeting with Congressional representatives regarding the \$1,500,000 grant for the Radio Communications Tower Project. He reported that supporting documentation, including a materials list and a maintenance plan for the radio tower sites and these two grant proposals, have been submitted for review. Once a proposal is selected, the grant funding will move forward.

- **NYS 250th Commemoration Commission Award –**

Mr. Bailey reported that the projects funded through the County's \$15,000 New York State Education Department (NYSED) award for the 250th Commemoration remain underway and all funds have been received. He further reported that he has been working with County Historian Emma Sedore to develop a plan for the approximate remaining \$6,700 in funding, which has been submitted to NYSED for review and

approval. He noted that County Historian Sedore may present these proposed initiatives at the next Administrative Services Committee meeting.

- **ESD – 2025 County Infrastructure Grant –**

Mr. Bailey reported that the County's grant request to Empire State Development (ESD) related to the purchase and planned use of the 153 Main Street property remains under review. He further reported that he met with ESD Regional Director Omar Sanders regarding the revisions to the original \$1,000,000 grant application. While the requested budget modifications were reviewed favorably, with Mr. Sanders noting he does not foresee any issues with moving forward with the adjustments, the revisions must still proceed through the formal ESD approval process before becoming effective.

OPIOID SETTLEMENT FUNDS:

- **2026 RFP Awards/Opioid Advisory Committee –**

Mr. Bailey reported that the Opioid Advisory Committee meeting was held on July 16, 2026. He further reported that, in accordance with the Opioid Settlement Funds (OSF) RFP guidelines, the five agencies awarded funding have submitted their first quarter reports to the Department of Mental Hygiene for review. Mr. Bailey reported that approximately \$430,000 in settlement funds has been appropriated through the initial RFP process, with additional settlement payments continuing to be received. As a result, he anticipates a second round of RFPs to distribute the remaining funds. He further reported that the Legislature will receive an update on program performance and compliance with the RFP requirements once the first quarter reports have been reviewed completely.

ADMINISTRATION & COMMUNICATION

LEADERS' MEETING:

Mr. Bailey reported that the next Leaders' Meeting will take place on Tuesday, July 28, 2026 at 9:00 a.m. A representative and an attorney from the Office of the State Comptroller (OSC) were invited to come and provide a presentation on procurement requirements and current OSC expectations. Department Heads were encouraged to bring their financial & purchasing staff to this presentation. He stated that the presentation will serve as the kickoff for the County's review of its Purchasing and Payment Policy and is intended to provide guidance on procurement compliance, audit standards and policy updates.

Mr. Bailey reported that an Administrative & Fiscal Review Committee has been established to assist with updating the Purchasing and Payment Policy, including Directors of Administrative Services and Chief Accountant Laura Schurter. He stated that the goal is to develop a more comprehensive and instructional policy for Department Heads and purchasing staff while ensuring compliance with OSC guidelines.

In response to an inquiry from Chair Monell, Mr. Bailey stated that he invited the OSC representatives to present, noting that periodic procurement training by the State Comptroller's Office is considered best practice.

Legislator Bunce inquired about anticipated attendance at the meeting. Mr. Bailey reported that approximately 38 County employees had confirmed and noted that the meeting is open to all Department Heads, Deputies, Departmental fiscal and purchasing staff, and Legislators.

STRATEGIC PLAN:

Mr. Bailey presented proposed updates to the County Administrator's Strategic Plan, reporting that the plan builds upon the strategic framework developed under former Legislative Chair Martha Sauerbrey, while incorporating two new initiatives. Under Taxpayer Value Objectives, he proposed the development and implementation of updated procurement oversight strategies in conjunction with revisions to the County's Purchasing and Payment Policy. Proposed milestones include assessing the current procurement practices, developing a procurement framework, implementing Countywide training, and monitoring compliance.

Under Accessibility to Services Objectives, Mr. Bailey proposed adding the planning and construction of a new consolidated County Office Building as the 153 Main Street project advances. Proposed milestones include project planning and consultation selection, complete design and programming, complete regulatory review and project approval, and complete construction and preparation for occupancy.

Mr. Bailey stated that, with Legislative concurrence, he will incorporate the additional objectives and milestones into the Strategic Plan and present a final draft in December for review prior to development and approval of the 2027 Plan.

Mr. Bailey further reported that one objective carried forward from the Strategic Plan developed by former Chair Sauerbrey is the Public County Job Fair and County Services Expo. He reported that he intends to revive the event, which has not been held in recent years, to promote County employment opportunities and educate the community about the services provided by the County departments.

Legislator Rose inquired as to who would be responsible for coordinating the County Services Expo, adding that she believes the event would be extremely beneficial. Mr. Bailey responded that he would oversee planning and potentially work with Department Heads in the event the Expo comes to fruition. He noted that a timeline for the event has not yet been established.

Mr. Bailey also reported on the Continued Revision of the Strategic Plan, including the beginning of the annual process, identifying new strategic priorities, developing updated objectives, and adopting and implementing the revised plans. He stated that Department Heads will continue reviewing their individual Strategic Plans and will provide updates during their respective committee meetings. Updated milestones will undergo Legislative consideration in December for the 2027 Strategic Plans during the year-end review process.

Mr. Bailey further reported on the Workforce Objectives, including continued enhancement of the Leaders' Meetings and continued revision of the County's Remote Work Policy Pilot Program. He stated that the Pilot Program will remain in effect, with the Legislature receiving updates every six months until a long-term recommendation is developed for their consideration and approval.

Mr. Bailey reported that all Strategic Plan milestones and objectives remain ongoing and subject to revision until final Legislative approval and adoption.

REMOTE WORK:

Mr. Bailey reported that he is approved for remote work but does not have regularly scheduled remote workdays. He further reported that he may work remotely on an as-needed basis.

WEBO RADIO INTERVIEW:

Mr. Bailey reported that he was joined by Senior Case Worker Michael Carlson of the Department of Social Services during the June 19, 2026 WEBO radio interview, where Mr. Carlson discussed foster care services in recognition of May being Foster Care Awareness Month. Mr. Bailey further reported his July interview, planned in observance of Pretrial, Probation and Parole Supervision Awareness Week, was cancelled due to the illness of WEBO host Matthew Lewis. He stated that he will provide an update once future interview dates are established. It was further noted that Mr. Bailey and the Legislature expressed their thoughts and well wishes to Mr. Lewis and his family.

MISCELLANEOUS:

- **Tioga County Chamber of Commerce/2026 Leadership Tioga** – Mr. Bailey reported that he facilitated the 2026 Leadership Tioga program on July 8, 2026, at the Neighborhood Depot with Economic Development Specialist Casey Yelverton. He reported that Ms. Yelverton presented on economic development, including the Neighborhood Depot project, the County's role in its development, and its funding mechanisms. He also reported that Sister Mary O'Brien of Tioga County Rural Ministry presented on the organization's services. The next session will be held on August 12, 2026 at the Sheriff's Office.
- **Institute for Advancement (I4A) –**
Mr. Bailey reported that the June 24, 2026 Institute for Advancement (I4A) session featured Civil Service Technician Kelly Quick giving a Civil Service 101 presentation, which included an overview of the history of civil service in New York State. He noted that the presentation was extremely engaging and informative. Mr. Bailey also reported that a panel of Tioga County Department Heads and employees led a discussion on interdepartmental communication. The next session is scheduled for August 26, 2026, at the Sheriff's Office and will focus on workplace ethics.
- **Suicide Prevention Coalition Steering Committee –**
Mr. Bailey reported that the Suicide Prevention Coalition Steering Committee met on July 13, 2026. He stated that the Department of Mental Hygiene oversees both the Suicide Prevention Coalition and the Tioga County Advocacy, Support, And Prevention (ASAP) Coalition to promote awareness and prevention of suicide and substance-related deaths. Mr. Bailey reported that he was present at the July 13 meeting as a member of the Steering Committee, where they reviewed coalition bylaws and future goals and needs of the group. He further stated that the Loss Prevention subcommittee discussed community engagement initiatives. Mr. Bailey reported that resolutions regarding funding for both coalitions are expected to come before the Legislature in the near future.

Approval of Worksession Minutes: On motion of Legislator Brown, seconded by Legislator Rose, the July 9, 2026 minutes were unanimously approved.

Action Items: Currently, there are no action items.

Other: None

Executive Session: Legislators Brown, Bunce, Cantella, Monell, Rose, and Standinger were in attendance with Legislators Aronstam, Ciotoli, and Flesher being absent, along with Legislative Clerk Haskell, County Administrator Bailey, Personnel Officer Parke, and County Attorney DeWind. Motion by Legislator Bunce, seconded by Legislator Rose to move into Executive Session to discuss employment matter of a particular individual at 10:29 a.m. Motion carried.

Motion by Legislator Brown, seconded by Legislator Cantella to adjourn Executive Session at 10:56 a.m.

Meeting adjourned at 10:56 a.m.

Next Worksession scheduled for Thursday, August 6, 2026, at 1:00 p.m.

Respectfully submitted,

Breige Graven

Deputy Legislative Clerk