



## **Tioga County Worksession Minutes**

### **July 10, 2025 – 1:00 p.m.**

#### **Legislators Present:**

Legislator Aronstam  
Legislator Brown  
Legislator Bunce  
Legislator Ciotoli  
Legislator Flesher  
Legislator Roberts  
Chair/Legislator Sauerbrey  
Legislator Standing

#### **Legislators Absent:**

Legislator Monell

#### **Guests:**

Matt Freeze, Reporter, Morning Times

#### **Staff present:**

Jackson D. Bailey II, County Administrator  
Cathy Haskell, Legislative Clerk  
Peter DeWind, County Attorney

**Call Meeting to Order:** Chair Sauerbrey opened the meeting at 1:02 p.m.

**Approval of Worksession Minutes:** On motion of Legislator Brown, seconded by Legislator Flesher, the June 19, 2025 minutes were unanimously approved.

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

**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**

- The I4A Financial Fundamentals training was held on June 27, 2025 from 9:00 a.m. – 12:00 p.m. The training was well attended, including Legislator Standinger.
- Budget 101/Finance Overview Training is currently being built into the NeoGov platform. Training is available to all Department Heads, upon request, to review their budgets and overall process.

## **County Coroners**

County Administrator Bailey and Legislative Clerk Haskell met with the Coroners on June 26, 2025 to review their budget line by line. Coroner Williams attended this week's Public Safety Committee meeting to provide information on proposed changes to their existing budget and the Public Safety Committee and County Administrator Bailey were in support of their budget changes as it may alleviate some of the need for contingency funding that has been requested previously. Mr. Bailey reported that one of the proposed changes is the purchase of software that will help streamline their reporting and case tracking, as well as the capability of connecting with their toxicology services to generate all the necessary reports, including their annual report.

Chair Sauerbrey reported that since Mr. Bailey and Ms. Haskell have been working with the coroners, it has facilitated a better understanding amongst the coroners as well as the Legislature and has been a significant change for the better.

## **Strategic Plan**

- All Departments, except for Finance, Legal & Safety, who do not meet until next week, have reported their strategic plan updates. Mr. Bailey reported the Departments will update the Legislature again in December and anything approved by the Legislature at that time will become part of the 2026 revision of the 2024 Strategic Plan.
- County Administrator Workforce Objectives were not established in 2025, but in working with Chair Sauerbrey the following objectives will be transferred to the County Administrator for 2026:
  - Taxpayer Value Objectives – Spotlight on Governmental Services highlighting the County departments, functions, and staffing.
  - Accessibility to Services Objectives – Continuation of the County Job Fair/Public Services Expo that was originally created last year to help enhance recruitment and provide information about the County.
  - Workforce Objectives – Continuation of revising and updating the County's Strategic Plan, participation with the I4A Committee to ensure its success and benefit to the County employees, enhancing the Employee Recognition Program, continuation of the Leaders Meeting on a quarterly basis, and addressing remote work.

## **FINANCIAL MANAGEMENT & BUDGETING**

### **Budget Officer**

- YTD County Budget for all funds as of June 30, 2025:
  - Revised Revenue Budget is \$17,551,022 and actual revenue received is \$62,545,094 for a remaining amount \$55,005,928.
  - Revised Expense Budget of \$133,269,573 and actual expenses of \$48,275,955 for a remaining budgetary expense of \$84,993,619.
  - Original Budget (January 2025) appropriated \$6,309,355 fund balance with an additional appropriation of \$9,409,197 (carry forwards and reappropriations of capital) for a total appropriated fund balance of \$15,718,551. This is an increase of \$43,287 from the prior month due to the reappropriation of \$20,000 ARPA funds to the Veterans' Service Agency and \$23,287 ITCS carry forward for the Clerk's Office.
- County Administrator 2025 YTD Budget Report (A1230) has a 46.5% utilization with no real concerns or proposals for 2026 but may transfer funds within this budget for Leaders Meeting training, County Job Fair, NYSAC, and Finance School.
- 2026 Budget Status – Department Heads were informed to come to their July Legislative Meetings with any new proposals or 2026 budgetary concerns. The established deadline for capital budget submissions is July 18, 2025. Public Safety brought forth a couple of 2026 budget proposals for consideration and Public Works has not received any significant requests. Mr. Bailey will meet with the Commissioner and Deputy Commissioner of Public Works, as well as the ITCS Deputy Director in the next couple of weeks to review their budgets and ensure they have been entered correctly in Munis, especially regarding their 5-Year Plans for capital expenses.

### **Capital Projects**

- Radio Tower Communication Upgrade Project – The Hanson Farm tower was erected on July 3, 2025 and County Administrator Bailey, Director of Emergency Services Cornelius and Safety Officer Holbrook were on-site. Mr. Bailey reported once utilities are brought to the site, they will begin to set everything up. Mr. Bailey reported, if they haven't done so already, the pouring of the Nichols tower site base will begin soon.

Mr. Bailey reported there are two resolutions for Legislature consideration this month regarding the tower project; Motorola Change Order #7, which our consultant, Frank Yoder, was instrumental in achieving a credit that includes removal of some tower remediations, re-builds, and changing one of the dishes to coincide with Broome County. The other resolution is an extension of the consultants' contract through the end of November.

Legislator Standinger acknowledged appreciation for Mr. Bailey's assistance with Emergency Management on this tower project, noting his guidance has made it easier and less overwhelming for them.

## **ADMINISTRATION & COMMUNICATION**

### **Public Information Officer**

Press releases were drafted for the Radio Communications Tower Update and County Infrastructure Grant Award.

### **Policy Review Committee**

The Policy Review Committee meets monthly, and the committee met on June 26, 2025 to review the Meals and Beverage Guidelines policy that will move forward to the Executive Committee next week for further review with a resolution in August for Legislature consideration. The Committee continues to work on the Vehicle Use Policy, Procurement Policy, Active Shooter Policy, and Remote Work Policy – Pilot Program. The next committee meeting is scheduled for July 31, 2025.

Chair Sauerbrey reported the establishment of the Policy Review Committee consisting of Deputies and mid-level management staff, provides a benefit to the staff in knowing the policies and contributing to more substantial and practical policies for the County. Mr. Bailey reported each Legislative Committee has a representative.

### **Leaders Meetings (Quarterly)**

The next Leaders Meeting is scheduled for July 29, 2025 at the Public Safety Building with a presentation by Squad 9, consultant for the County's TAM Team and de-escalation training by D5 Consulting.

### **Community Outreach/Communication**

County Administrator Bailey attended the following meetings/events in June 2025:

- Tioga ASAP Coalition Meeting – June 17, 2025
- NYSAC County Administrator Association Meeting – June 20, 2025
- Neighborhood Depot Ribbon Cutting - June 23, 2025.

The June 2025 Tioga County Spotlight on Government Services featured District Attorney Kirk Martin. Press release and photo were published in the Owego PennySaver on June 30, 2025.

## **MISCELLANEOUS**

Tioga County Chamber of Commerce 2025 Leadership Tioga presentation was held at Stateline Auto in Waverly, NY on July 9, 2025.

Active Shooter training was conducted by Deputy Zelesnikar, Deputy Delmage, and Deputy Midolo-Ray on June 23, 2025 at the Ronald E. Dougherty County Office Building and June 24, 2025 at the Health & Human Services Building. An additional session is scheduled for August 18, 2025 at the Ronald E. Dougherty Office Building. This session will be recorded for anyone who was unable to attend an in-person session. Safety Officer Holbrook is assisting with tracking attendance.

**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:** Ms. Haskell reviewed the agenda and resolutions for the July 15, 2025 Legislature meeting.

**Other:** None

**Executive Session:** Legislators Aronstam, Brown, Bunce, Ciotoli, Flesher, Roberts, Sauerbrey, and Standingier were in attendance along with Legislative Clerk Haskell, County Administrator Bailey, and County Attorney DeWind. Motion by Legislator Bunce, seconded by Legislator Brown, to move into Executive Session to discuss employment matters of particular individuals and contract negotiations at 1:43 p.m. Motion carried.

Motion by Legislator Flesher, seconded by Legislator Brown to adjourn Executive Session at 2:55 p.m.

Meeting adjourned at 2:55 p.m.

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

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk