



## **Tioga County Legislative Worksession Minutes** **May 9, 2019 – 1:00 p.m.**

### **Legislators Present:**

Legislator Balliet  
Legislator Hollenbeck  
Legislator Mullen  
Legislator Roberts  
Chair/Legislator Sauerbrey  
Legislator Standinger  
Legislator Sullivan  
Legislator Weston

### **Legislators Absent:**

Legislator Monell

### **Guests:**

Matt Freeze, Reporter, Morning Times

### **Staff Present:**

County Attorney Peter DeWind  
Legislative Clerk Maureen Dougherty  
Deputy Legislative Clerk Cathy Haskell  
Land Bank Director Teresa Saraceno (*departed @ 1:05 p.m.*)  
ED&P Deputy Director Brittany Woodburn  
Personnel Officer Bethany O'Rourke  
Chief Accountant/Budget Officer Rita Hollenbeck

### **Call Meeting to Order –**

Chair Sauerbrey called the meeting to order at 1:00 p.m.

### **ICPDC (Land Bank) Update –**

Land Bank Director Saraceno provided the following 2019 year-to-date update:

- ✓ Conducted two quarterly board meetings: January and April 2019.
- ✓ Conducted Finance Committee meeting in April 2019.
- ✓ Received 1<sup>st</sup> Quarter disbursement request of the two-year funding period for \$93,957.52.
- ✓ Transferred twelve (12) properties from the County to Land Bank.
- ✓ Established insurance for Board of Directors and properties.
- ✓ Retained Joseph Meagher, Esq. as legal counsel.

# Legislature



- ✓ Retained Jan Nolis, CPA as accounting firm.
- ✓ Request for Quote (RFQ) for independent auditing firm anticipated later this year.
- ✓ Posting of property inventory list on Land Bank website. Of the twelve properties, nine are slated for demolition (six – Waverly; three – Owego) and rehabilitation of the remaining three properties anticipated later in the year and upon additional funding.
- ✓ Bid process occurred for the nine (9) demolition properties. Property demolition awarded to Upstate Machinery, LLC as the lowest responsible bidder for \$163,400. Keystone Environmental Services awarded as the lowest responsible bidder for asbestos abatement, air sampling, laboratory analysis, project monitoring, and visual inspection services for \$10,296. An addendum on the Keystone Environmental Services contract was prepared for additional project coordination services and post-abatement demolition site inspections for \$4,610. Pre-construction meeting and coordination of schedules for demolition anticipated in the next couple of weeks.
- ✓ Confirmation received for all utility (gas, electric, water) shut-offs at each property site.
- ✓ Preparing 2<sup>nd</sup> Quarter disbursement request for the additional funds needed.
- ✓ Completed and submitted all reporting requirements to date.
- ✓ Board Member Appointments – Legislator Weston and Town of Tioga Supervisor Zorn submitted their resignations effective April 12, 2019 citing meeting time restraints, therefore, two new appointments will be necessary. Suggestions are forthcoming from the Land Bank Board of Directors and, according to the current bylaws, board members are required to be a public officer of a Tioga County municipality or a member of a Tioga County agency with their membership conditioned upon holding public office. The appointment process includes appointment by TCPDC Chair, confirmed by a majority of the Tioga County Legislature, as well as the governing municipality board. Currently, the TCPDC Board of Directors is discussing the need to include representatives from the northern part of the County for a more broad-based representation. County Legislators can serve on the Board, however, are unable to hold a committee position. Ms. Saraceno reported she anticipates bringing forth board member candidate suggestions to the next Legislative meeting for Legislature discussion and consideration.



**Ethics Board Member Appointment –**

Chair Sauerbrey reported she received notification from the Law Department regarding a vacancy on the Ethics Board, therefore, is looking for Legislature suggestions for recruitment. Legislator Hollenbeck inquired about geographical location for candidate recruitment. County Attorney DeWind reported there is no requirement in regards to geographical location. Mr. DeWind further reported involvement is minimal as they generally only meet once annually to review financial disclosures with the Chair of the Ethics Board assuming a few additional clerical responsibilities, as needed. Legislators should submit their candidate suggestions to Chair Sauerbrey or Mr. DeWind.

**Approval of Worksession Minutes – April 18, 2019 -**

Legislator Sullivan motioned to approve the April 18, 2019 Legislative Worksession minutes as written, seconded by Legislator Hollenbeck with Legislators Balliet, Hollenbeck, Mullen, Roberts, Sauerbrey, Standinger, Sullivan, and Weston voting yes with Legislator Monell being absent. Motion carried.

**Action Items -**

Currently, there are no action items.

**Legislative Support – Legislative Clerk Dougherty -**

**Approval of Legislative Support Committee Minutes – April 4, 2019:**

Legislator Weston motioned to approve the April 4, 2019 Legislative Support Committee minutes as written, seconded by Legislator Mullen with Legislators Balliet, Hollenbeck, Mullen, Roberts, Sauerbrey, Standinger, Sullivan, and Weston voting yes with Legislator Monell being absent. Motion carried.

Legislative Clerk Dougherty reported the following:

- The May Legislative Meeting is Tuesday, May 14, 2019, at 12:00 p.m. in the Hubbard Auditorium. Finance/Legal Committee will meet at 10:30 a.m. in the Legislative Conference Room.
- Legislator Monell will do the prayer, pledge, and start the voting process at the May 14, 2019 Legislature meeting.
- Attended Department Head meeting.
- Participated in a conference call with Tyler representative and other County staff regarding new Munis forms.
- Budget is tracking well.



**Recognition Resolution (1) –**

- ✓ **Resolution Recognizing Michael A. Jackson's 37 Years of Dedicated Service to Tioga County** – Legislator Mullen will read and present at the May 14, 2019 Legislature meeting. Undersheriff Jackson and Sheriff Howard will attend.

**Proclamations (5) –**

- ✓ **Employee Recognition/Appreciation** – Legislator Sullivan will read and present at the May 14, 2019 Legislature meeting.
- ✓ **American Stroke Month in Tioga County** – Legislator Standinger will read and present at the May 14, 2019 Legislature meeting.
- ✓ **Mental Health Awareness Month & Children's Mental Health Week 5/5-5/11) -** This resolution will just be noted in the minutes of the May 14, 2019 Legislature meeting, as this resolution has been read and presented in previous years.
- ✓ **Foster Care Recognition Month** - This resolution will just be noted in the minutes of the May 14, 2019 Legislature meeting, as this resolution has been read and presented in previous years.
- ✓ **Elder Abuse Prevention Month** - This resolution will just be noted in the minutes of the May 14, 2019 Legislature meeting, as this resolution has been read and presented in previous years.

**Resolutions –** All resolutions were reviewed for Legislature consideration at the May 14, 2019 Legislature meeting and discussion occurred on the following:

- ▶ **Amend 2019 Probation Budget** – Legislator Mullen reported this amended budget is contingent upon receiving Raise the Age (RTA) funding. The State approved the Plan; however, the County has yet to receive funding. Legislator Mullen reported Probation Director Bennett has done a great job compiling the RTA Plan and budget. Chief Accountant/Budget Officer Hollenbeck reported at the time the budget was prepared in 2018 for 2019 the County had an approximate number for RTA, but not the budget modification based on the submitted plan. Ms. Hollenbeck reported this budget modification represents moving funds from a regular line item to a RTA line item in the 2019 Probation budget to ensure better tracking. Ms. Hollenbeck reported the amended budget represents a reduction in overall expenses by \$4,000 and increase of revenue by \$8,000 based on the plan submission and anticipated reimbursable expenses.
- ▶ **Transfer Funds/Fund Self-Insurance Reserve** – Legislator Sullivan inquired about the reserve balance. Personnel Officer O'Rourke reported the balance is currently \$2.5 million dollars with the anticipated goal of \$6 million dollars; however, this amount may need to be increased at some point, as this was based on an actuarial study done five years ago.



**Late-File Resolutions** – Ms. Dougherty reported she is unaware of any late-file resolutions at this time.

**Other** –

➤ **Update: Board of Elections Committee Discussion on Early Voting** –

Ms. Hollenbeck provided the following update based on questions raised in this week’s Administrative Services Committee meeting regarding early voting and associated potential additional costs and staff overtime.

- **Overtime:** Ms. Hollenbeck reported she spoke with Ms. O’Rourke specifically regarding the overtime questions and the Commissioners and Deputy Commissioners are not eligible for overtime, as they are salaried employees. The voting technicians are hourly employees authorized up to 28 hours per week, but could go up to 40 hours per week without overtime costs. However, if they go beyond the 40 hours they would be eligible for overtime. Ms. Hollenbeck reported there are currently four election inspectors receiving hourly pay for time in the office doing administrative work, as well as an established daily rate on Election Day. The daily rate varies based on Poll Chair or regular inspector classification.

Legislator Sullivan inquired as to whether any of the County policies address comp time. Ms. O’Rourke reported the Non-Union Salary Policy indicates non-union salaried employees are not eligible for comp time, as they are expected to work the necessary amount of hours to complete the job.

Legislator Roberts inquired about the annual salaries of the Commissioners and Deputy Commissioners. Ms. O’Rourke reported the Legislature establishes these salaries annually. Legislator Roberts reported he did not see where anything could be done this year, however, the Legislature could take early voting and overtime into consideration when establishing future annual salaries.

- **Access to Building:** Legislator Standinger reported one of the other issues addressed was building accessibility. Chair Sauerbrey reported discussion occurred regarding weekend and evening accessibility to the polling site and the need to establish alternate building access, as there is no security at the HHS Building outside of normal working hours. Chair Sauerbrey reported options discussed included building accessibility through the A-frame with restrictive access to the



remainder of the HHS Building and utilization of the roadside parking lot.

Legislator Roberts inquired as to whether the HHS Building is an acceptable polling site for voters. Legislator Standinger reported the law indicates we need to designate one polling place based on population of voters. From a legal standpoint, Mr. DeWind reported this polling site is not an issue.

Legislator Sullivan inquired about polling site approval. Chair Sauerbrey reported the Board of Elections is responsible for polling site approval.

Chair Sauerbrey reported she raised these questions with Board of Elections Republican Commissioner Toombs who informed her the Board of Elections office at the HHS Building is the ideal location as all data, voting machines, etc. are all on-site whereas if they choose another County building location it would require transporting of voting machines on a daily basis. The HHS Building is the most cost-effective and low-risk option.

Legislator Sullivan reported since the County is financially responsible for this new State mandate, she believes we should maintain the least possible cost and risk.

In regards to the alternate parking lot option, Legislator Weston reported he would like to restrict this parking area to voters only and request all poll workers and staff utilize the main parking lot.

Legislator Balliet reported he is meeting with the Board of Elections next week and will discuss these concerns and suggestions.

## **Executive Session –**

With no confidential topics for discussion, an Executive Session was not necessary.

Meeting adjourned at 1:32 p.m.

Next worksession scheduled for Thursday, May 22, 2019, at 10:00 a.m.

Respectfully submitted,

*Cathy Haskell*

Deputy Legislative Clerk