



## **Tioga County Worksession Minutes** **November 4, 2021 – 1:00 p.m.**

### **Legislators Present:**

Legislator Balliet  
Legislator Hollenbeck  
Legislator Monell  
Chair/Legislator Sauerbrey  
Legislator Sullivan  
Legislator Weston

### **Legislators Absent:**

Legislator Mullen  
Legislator Roberts  
Legislator Standinger

### **Guests:**

None

### **Staff Present:**

Peter DeWind, County Attorney  
Cathy Haskell, Clerk of Legislature  
Amy Eiklor, Deputy Clerk of Legislature  
Jackson Bailey (*via phone*), Budget Officer  
Andrea Klett (*via phone*), County Clerk  
Bethany O'Rourke, Personnel Officer  
Gary Hammond, Commissioner of Public Works (*Departed at 2:43 p.m.*)  
LeeAnn Tinney, Director of ED&P (*Departed at 2:11 p.m.*)  
James McFadden, Treasurer (*Arrived at 1:27 p.m. & Departed at 2:40 p.m.*)

**Call Meeting to Order:** Chair Sauerbrey opened the meeting at 1:00 p.m.

**2022 Budget Discussion – Budget Officer Jackson Bailey:** Budget Officer Jackson Bailey reviewed the 2022 Tentative Budget via phone and presented a Tentative Budget Brief, which he plans to present at the November 9, 2021 Budget Hearing. Mr. Bailey will discuss the following topics at the Budget Hearing:

- Tioga County Budget Directives
- Tentative Budget Fact Sheet
- Current Year Adopted vs. Tentative Appropriations
- Objects of Expense

- Function of Government
- Top Costs
- Outside Agency Funding
- State Mandated Services
- Capital Costs and Projects
- Estimated Revenues & Applied Surplus
- Objects of Revenue
- Funding Streams
- Sales Tax Trends
- Budget Summary
- Budget Analysis
- Future Challenges
- Tax Levy
- Apportionment
- Exemption Impact
- County Tax Rate by Town
- Composite Tax Rate

Mr. Bailey reviewed the following 2022 Budget Highlights:

- Tioga County remains under 2% Tax Cap for the 11<sup>th</sup> consecutive year
- Tioga County remains in compliance with its Fund Balance Policy
- All 2021 Programs will continue in 2022
- Mandated Services makes up about 93% of the Total Tax Levy
- Total estimated 2022 Revenue is \$95,375,079; an increase of 15.07%
- 2022 tax Levy is expected to be 1.64%
- Composite Tax Rate for 2022 is \$8.76 per \$1,000 of taxable value

Mr. Bailey will present the 2022 Budget on November 9, 2021.

**2021 Shared Services Plan Presentation – Chair Sauerbrey:** Chair Sauerbrey presented the following information on Tioga County's Shared Services Plan:

- ***Tioga County's Medicare Advantage Insurance for Eligible Retirees and Spouses:*** Tioga County was approached earlier this year regarding participation in a Request for Proposal (RFP) with the Broome County Purchasing Alliance (BCPA) regarding a Medicare Advantage Plan/Medicare Part D Prescription Drug Coverage for our eligible Medicare retirees and their spouses.

The Shared Services Panel reviewed three potential plans and Tioga County chose a plan similar to their current one. The premium rate proposed was half of what Tioga County's current plan is, for a total savings of \$770,000 for the first year, as well as the opportunity to seek matching funds through the Countywide Shared Services Initiative Program.

On September 16, 2021, the Tioga County Legislature adopted a resolution authorizing a contract with United Health Care to proceed with the new plan, effective January 1, 2022.

- **Owego-Apalachin Central School District NYS Pharmacy Purchasing Coalition:** The Owego-Apalachin Central School District will be partnering with the Capital Region BOCES resulting in a shared service agreement between the two entities. The shared service is for a prescription drug plan and management under the project name of NYS Pharmacy Purchasing Coalition.

In order for the savings generated by the new service to be eligible for the Countywide Shared Services Initiative, it has to be included as a project in Tioga County's 2022 Shared Services Plan. The estimated savings for this endeavor is \$275,000.

Tioga County is working on finalizing the details of the Shared Services Plan, which will be submitted by December 31, 2021.

### **Workforce Coordinator Position Discussion – Director of ED&P LeeAnn Tinney:**

Director of Economic Development & Planning, LeeAnn Tinney, distributed a worksheet regarding a proposed Education Workforce Coordinator position. Ms. Tinney stated census numbers show Tioga County's average age continues to increase, while the population decreases.

Ms. Tinney reported Economic Development and Planning has secured grant funds from the Floyd Hooker Foundation to create a Full-time Education Workforce Coordinator position. The amount secured from the grant is \$100,000 per year, for the first three years. She explained the goal of the position is to facilitate connections between local school districts with the mission of creating a direct work pipeline for students with local employers. Ms. Tinney stated there is currently a disconnection between employer's needs and what school districts are able to offer. This program will allow students to gain the skills necessary to enter the workforce immediately upon graduation.

Ms. Tinney reported the Budget Officer reviewed the proposed salary range and confirmed the grant source of \$100,000 per year will cover salary and fringe benefits. The candidate would be considered an employee of Tioga County. After the three years are up, the position would be funded by public or private partnerships. If the position is deemed ineffective, the funding would run out and the position would be terminated.

Legislator Sullivan inquired about job expectations and effectiveness. Ms. Tinney replied that a Talent Supply Table Committee has been established to oversee the work of the position. School districts and other involved parties will have representation on the committee. However, Tioga County will have the ultimate vote in the hiring and firing process. The resolution for the creation of the position will be voted on at the November 9, 2021 Legislative Meeting.

**SunEast PILOT Discussion – Director of ED&P LeeAnn Tinney:** Director of Economic Development & Planning, LeeAnn Tinney, reported SunEast Valley Solar intends to construct a solar farm at 2593 Montrose Turnpike in the Town of Owego. SunEast has already received approval from the Town of Owego. The Industrial Development Agency (IDA) has agreed to lead the PILOT.

Legislator Monell inquired about decommissioning old solar panels. Ms. Tinney replied that the Town of Owego has agreed to take on the responsibility of decommissioning old equipment. County Attorney, Peter DeWind, stated the equipment will be bonded.

Ms. Tinney is looking for Tioga County's input on two matters pertaining to the proposed 20 Megawatt project; PILOT payment calculation and PILOT payment disbursement. Ms. Tinney suggested dispersing the payments into equal thirds between the Town, County, and School District.

Ms. Tinney suggested using \$6000/Megawatt or \$10,000/Megawatt calculation to determine the PILOT payment. After a brief discussion, \$10,000/Megawatt appeared most beneficial to Tioga County. There were no objections to using the \$10,000/Megawatt calculation.

The IDA is also gathering input from each taxing authority and based on the responses, will make a proposal to SunEast. The SunEast Valley Solar PILOT project will be discussed at a future Legislative Worksession.

**Approval of Worksession Minutes:** On motion of Legislator Hollenbeck, seconded by Legislator Monell and unanimously carried, the October 21, 2021 Legislative Worksession minutes were approved.

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

**Legislative Support:** Legislative Clerk Haskell asked for approval of the October 7, 2021 Legislative Support committee minutes. On motion of Legislator Sullivan, seconded by Legislator Balliet and unanimously carried, the minutes were approved.

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

- Ms. Haskell attended the NYS Association of Clerks of County Legislative Boards Conference in Bolton Landing, NY. She reported the Association was pleased to have representation from Tioga County, as it had been over 25 years since a representative from Tioga County attended. Ms. Haskell will attend the next conference in May 2022, where she will earn a certificate.
- Munis training is ongoing and more sessions are expected to occur in the coming months.
- Governor Hochul signed Tioga County's 911 Surcharge Bill on November 3, 2021.
- There is a Board of Ethics vacancy, as of March 31, 2021. Effective January 1, 2022, there will be another vacancy on the Board of Ethics as current Board member, Ron Ciotoli, was elected to the Tioga County Legislature. Legislator Balliet agreed to serve on the Board of Ethics in place of Mr. Ciotoli, effective January 1, 2022.

**Resolutions:** Ms. Haskell reviewed the agenda and resolutions for the November 9, 2021 Legislature meeting with discussion occurring on the following:

- ***Authorize the Sale of County Owned Property Located in the Town of Tioga to Michelle L. Stebbins:*** County Treasurer, James McFadden, reported property located on Glenmary Drive was recently sold at Tioga County's Foreclosure Auction. The winning bidder placed a \$3,950 deposit at the auction but failed to appear for the closing. As a

result, Mr. McFadden reached out to the second highest bidder, who agreed to purchase the property for \$12,000.

- **Amend Budget & Transfer of Funds:** Mr. McFadden reported last year, New York State froze tuition charges that Community Colleges may chargeback to Counties. New York State has now commenced chargebacks and made the payments retroactive to last year. As a result, the Treasurer's Office pays more in chargebacks than in previous years. Mr. McFadden wanted to move funds from another department's account to the Community College Tuition account. The Legislature felt more information was needed and agreed to pull the resolution from the packet. Mr. McFadden will revise his resolution and bring it forward as a late-file resolution at the Finance/Legal Committee on November 9, 2021.
- **Authorize Creation of Positions: One (1) Skills Instructor (PT) and One (1) Victim Helper (PT) Emergency Services:** Legislator Sullivan inquired who the current skills instructor is for EMT's. Personnel Officer, Bethany O'Rourke, responded a County employee from another department has been the instructor. Ms. O'Rourke explained County employees cannot also be contracted employees. She reported Emergency Services utilizes other skills instructors, depending on level of expertise. However, the need exists to create additional part-time positions.
- **Amend Employee Handbook: Add New Policy to Section IV. Personnel Rules, Subsection T. Entitled Tioga County Remote Work Policy:** Legislator Sullivan asked Chair Sauerbrey if Department Heads expressed favorable interest in the policy. Chair Sauerbrey responded some Department Heads expressed interest.

#### Other:

- **DMV Licensing Clerk Discussion:** County Clerk, Andrea Klett, phoned in to discuss adding an additional DMV Licensing Clerk to her 2022 budget. Ms. Klett initially presented this at the August Administrative Services Committee and the committee was in favor. She explained that the DMV is experiencing high amounts of dealer work, which increases traffic at the DMV. Ms. Klett added a New York State DMV Workstation to her budget in order to accommodate the new Clerk. Legislator Sullivan inquired if the increase in dealer work revenue will help offset the cost of adding another position. Ms. Klett replied yes, she expects the dealer revenue to cover the cost of hiring an additional employee. There were no objections to Ms. Klett's proposal.

**Executive Session:** With no confidential matters to discuss, an Executive Session was not necessary.

Meeting adjourned at 2:46 p.m.

Next Worksession scheduled for Thursday, November 18, 2021, at 10:00 a.m.

Respectfully submitted,

*Amy Eiklor*

Deputy Legislative Clerk