

# Legislature

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

Martha Sauerbrey Chair ☎ 607 687 8240 📠 607 687 8232 🌐 [www.TiogaCountyNY.com](http://www.TiogaCountyNY.com)



January 14, 2021

New York Secretary of State  
99 Washington Avenue  
Albany, NY 12231

To Whom It May Concern:

As Chair of the Tioga County Legislature and on behalf of the Tioga County Shared Services Panel, I am reporting that the Shared Services Committee was not able to hold regular Shared Services meetings during 2020 due to the extremely serious COVID-19 Pandemic.

In 2020, local leaders have been completely focused on the needs and concerns of their local governments. Tioga County has been addressing the needs and concerns of the Tioga County residents, which is a full-time effort.

On December 1, 2020, we were able to hold a single meeting via Zoom to vote that we do not have any shared services projects to report to the State.

Attached are the minutes of that meeting and the votes of each Panel Member.

Regards,

A handwritten signature in blue ink that reads "Martha C. Sauerbrey".

Martha C. Sauerbrey  
Tioga County Legislative Chair

**TIOGA COUNTY 2020 SHARED SERVICES PLAN  
2020 PLAN SUBMISSION AFFIRMATION**

Panel Representative: 

Municipality: Town of Owego

As a member of the Tioga County Shared Services Panel, I understand that due to the COVID-19 pandemic we were unable to meet, therefore, affirm that we do not have a new Shared Services Plan or revision to the existing Plan to submit for 2020.



Panel Representative

12-21-2020

Date

**TIOGA COUNTY 2020 SHARED SERVICES PLAN  
2020 PLAN SUBMISSION AFFIRMATION**

Panel Representative:

Kenneth P Sutkin Jr - Mayor

Municipality:

Village of Spencer

As a member of the Tioga County Shared Services Panel, I understand that due to the COVID-19 pandemic we were unable to meet, therefore, affirm that we do not have a new Shared Services Plan or revision to the existing Plan to submit for 2020.

KPS

12/21/20

Panel Representative

Date

**TIOGA COUNTY 2020 SHARED SERVICES PLAN  
2020 PLAN SUBMISSION AFFIRMATION**

Panel Representative:

Keith Flesher

Municipality:

Town of Berkshire

As a member of the Tioga County Shared Services Panel, I understand that due to the COVID-19 pandemic we were unable to meet, therefore, affirm that we do not have a new Shared Services Plan or revision to the existing Plan to submit for 2020.



12/15/2020

Panel Representative

Date

**TIOGA COUNTY 2020 SHARED SERVICES PLAN  
2020 PLAN SUBMISSION AFFIRMATION**

Panel Representative: Kevin K. Engelbert

Municipality: Town of Nichols

As a member of the Tioga County Shared Services Panel, I understand that due to the COVID-19 pandemic we were unable to meet, therefore, affirm that we do not have a new Shared Services Plan or revision to the existing Plan to submit for 2020.

Kevin K. Engelbert

Panel Representative

12.11.20

Date

**Haskell, Cathy**

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**From:** cdavis@richfordny.com  
**Sent:** Monday, December 14, 2020 5:01 AM  
**To:** Haskell, Cathy  
**Subject:** [EXTERNAL] Plan Affirmation

Please Find Attached the Town of Richford Plan Affirmation. Charles Davis, Town off Richford Supervisor

**TIOGA COUNTY 2020 SHARED SERVICES PLAN  
2020 PLAN SUBMISSION AFFIRMATION**

Panel Representative: Charles Davis

Municipality: Richford

As a member of the Tioga County Shared Services Panel, I understand that due to the COVID-19 pandemic we were unable to meet, therefore, affirm that we do not have a new Shared Services Plan or revision to the existing Plan to submit for 2020.

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Panel Representative

12/14/20

Date

**TIOGA COUNTY 2020 SHARED SERVICES PLAN  
2020 PLAN SUBMISSION AFFIRMATION**

Panel Representative: ALLEN T. FULKERSON

Municipality: TOWN OF SPENCEIZ

As a member of the Tioga County Shared Services Panel, I understand that due to the COVID-19 pandemic we were unable to meet, therefore, affirm that we do not have a new Shared Services Plan or revision to the existing Plan to submit for 2020.



Panel Representative

12/11/20

Date

**TIOGA COUNTY 2020 SHARED SERVICES PLAN  
2020 PLAN SUBMISSION AFFIRMATION**

Panel Representative: LESLEY L. PELOTTE

Municipality: VILLAGE OF NICHOLS

As a member of the Tioga County Shared Services Panel, I understand that due to the COVID-19 pandemic we were unable to meet, therefore, affirm that we do not have a new Shared Services Plan or revision to the existing Plan to submit for 2020.

Lesley L. Pelotte  
Panel Representative

12/11/2020  
Date



**TIOGA COUNTY 2020 SHARED SERVICES PLAN  
2020 PLAN SUBMISSION AFFIRMATION**

Panel Representative: Mark Gatter ✓

Municipality: Town of Newark Valley

As a member of the Tioga County Shared Services Panel, I understand that due to the COVID-19 pandemic we were unable to meet, therefore, affirm that we do not have a new Shared Services Plan or revision to the existing Plan to submit for 2020.

Mark Gatter

Panel Representative

12/10/20

Date

**Countywide-Shared Services Zoom Meeting**  
**Tioga County Mayors and Supervisors**  
**December 1, 2020**  
**12:00 p.m.**

**Panel Attendees:**

Stuart Yetter, Jr., Supervisor, Town of Newark Valley  
Jim Tornatore, Mayor, Village of Newark Valley  
Lesley Pelotte, Mayor, Village of Nichols  
Don Castellucci, Supervisor, Town of Owego  
Patrick Ayres, Mayor, Village of Waverly  
Martha Sauerbrey, Chairwoman, Tioga County Legislature

**Absent:**

Donald Foster, Acting Supervisor, Town of Barton  
Keith Flesher, Supervisor, Town of Berkshire  
William Strosahl, Supervisor, Town of Candor  
Eric Halstead, Mayor, Village of Candor  
Kevin Engelbert, Supervisor, Town of Nichols  
Mike Baratta, Mayor, Village of Owego  
Charles Davis, Supervisor, Town of Richford  
Ken Sutfin, Mayor, Village of Spencer  
Al Fulkerson, Supervisor, Town of Spencer  
Lewis Zorn, Supervisor, Town of Tioga

**County Staff:**

Peter DeWind, County Attorney  
Cathy Haskell, Legislative Clerk

**Guests:**

None

**Welcome:**

Chair Sauerbrey opened the meeting at 12:00 p.m. with a roll call. Chair Sauerbrey thanked everyone for participating in today's Shared Services Zoom Meeting.

**Meeting Purpose - Chair Sauerbrey:**

Chair Sauerbrey reported the purpose of today's meeting is in response to a call received from the State instructing her to submit a Plan or letter to the State regarding Tioga County's Shared Services Plan for 2021. Chair Sauerbrey reported with the COVID-19 pandemic, the Tioga County Shared Services Panel was unable to meet, therefore, is unable to submit a new Plan or revision to the existing Plan. In light of this, Chair Sauerbrey reported Panel members are required to affirm we would not be submitting a Plan. Chair Sauerbrey reported a letter would be prepared for Legislature approval and submitted to the State by January 15, 2021 to remain in compliance.

Chair Sauerbrey reported the reason a Shared Services meeting was not convened was due to the intense involvement related to the COVID-19 pandemic and that all efforts were focused on this area. The work and the effort involved in the COVID-19 experience is extremely time consuming and Tioga County's small communities have all we can do to proceed with absolute necessities during this unprecedented time.

Chair Sauerbrey reported we are all distracted with the COVID-19 pandemic otherwise, the Shared Services Panel would have convened a meeting to continue Plan discussions. Village of Waverly Mayor Ayres concurred.

**IT Update - Chair Sauerbrey:**

Chair Sauerbrey provided the following progress report regarding our current Shared Services Plan:

<b>Municipality</b>	<b>Progress Update</b>
Town of Owego	Fully migrated into the County system as of August 2020.
Town of Barton	Fully migrated into the County system as of July 2020.
Village of Waverly	Internet and network migration work completed in October 2020. Telephone and computer migration is in progress.
Village of Nichols	No new progress, however, was included in the grant. Further discussion to continue in 2021.
Village of Owego	In the process of constructing a new building. Initial discussion indicated possibly inclusion in a future plan. Further discussion to be addressed in 2021.

**Statement Affirmation for Plan Submission - Chair Sauerbrey:**

The Shared Services Committee for Tioga County will not be submitting a Plan for 2020, but will convene a meeting in 2021 provided the status of the COVID-19 pandemic. Chair Sauerbrey asked each member for a voice vote affirming the following statement:

**Due to the COVID-19 pandemic, the Shared Services Panel was unable to meet. Therefore, I understand and affirm that we do not have a new Shared Services Plan or revision to the existing Plan to submit for 2020.**

<b>Shared Services Panel Member</b>	<b>Title/ Municipality</b>	<b>Statement Affirmation</b>
Stuart Yetter, Jr.	Supervisor, Town of Newark Valley	Affirm – No 2020 Plan Submission
Don Castellucci	Supervisor, Town of Owego	Affirm – No 2020 Plan Submission
Jim Tornatore	Mayor, Village of Newark Valley	Affirm – No 2020 Plan Submission
Lesley Pelotte	Mayor, Village of Nichols	Affirm – No 2020 Plan Submission
Patrick Ayres	Mayor, Village of Waverly	Affirm – No 2020 Plan Submission
Martha Sauerbrey	Chairwoman, Tioga Co. Legislature	Affirm – No 2020 Plan Submission

**Closing Remarks/Next Steps:**

Chair Sauerbrey reported she would like to convene a meeting of the Shared Services Panel in the first quarter of 2021 to brainstorm and proceed with further Shared Services Plan discussions depending on the status of the pandemic.

Meeting adjourned at 12:10 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk