



Tioga County Worksession Minutes September 21, 2017 – 10:00 a.m.

Legislators present:

Legislator Hollenbeck
Legislator Huttleston
Legislator Monell
Legislator Mullen
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger
Legislator Weston

Absent:

Legislator Sullivan

Guests:

Matt Freeze, Reporter, Morning Times
Rebecca Maffei, Director, Tioga County Tourism (*departed @ 10:26 a.m.*)
Tom McCartney, Regional Director, State Div. Homeland Security EMO (*departed @ 11:35 a.m.*)

Staff present:

County Attorney Peter DeWind (*arrived @ 10:06 a.m.*)
Legislative Clerk Maureen Dougherty
Deputy Legislative Clerk Cathy Haskell
Chief Accountant/Budget Officer Rita Hollenbeck
Personnel Officer Bethany O'Rourke
EMO Director Mike Simmons (*departed @ 11:35 a.m.*)
EMO Deputy Director Bob Williams (*departed @ 11:35 a.m.*)
Fire Coordinator Frank Okrasinski (*departed @ 11:35 a.m.*)

Worksession commenced at 10:00 a.m. in the Legislative Conference Room for the Fourth Special Legislature Meeting of 2017 for Legislature consideration of the following:

- Introduce Local Law – A Local Law providing for the collection of a hotel and motel tax in Tioga County*
- Schedule Public Hearing Local Law Introductory No. E of 2017 – A Local Law providing for the collection of a hotel and motel tax in Tioga County*

Special Meeting adjourned at 10:03 a.m. with the Legislative Worksession immediately following.

2018 Budget Update: Outside Agencies -

Budget Officer Hollenbeck reported there are two new outside agency requests from the prior year totaling an overall increase of \$26,500:

- **Tourism Office** – This new request for \$25,000 is, in addition to, the motel and hotel tax the County distributes to the Tourism Office annually, which is currently capped at \$150,000 annually. Ms. Hollenbeck reported collection is anticipated at the \$150,000 annual amount, however, has not been occurring the last few years, which has resulted in pulling from the tourism reserve account to make up the difference. Ms. Hollenbeck reported this new request is specifically for the visitor's center, which was addressed in a previous worksession.

Tourism Director Maffei reported the Visitor's Center is proposed to be housed in the Gateway Building currently under construction at 202-204 Front Street in Owego, NY. Ms. Maffei reported the building is slated to be ready in September 2018. Ms. Maffei reported the developer, Bruce Nelson, approached the Tourism Office and inquired as to whether they would be interested in renting space in the back of the building. Ms. Maffei reported Tourism has been looking for cost-effective opportunities for a visitor's center for a long time, as our current office is not a visitor's center and is not in a high traffic area. Ms. Maffei reported a visitor's center that is easily accessible from the highway, located in the downtown area with access to public restrooms, and regular foot traffic will give the Tourism Office the opportunity to interact with visitors coming into the County. Ms. Maffei reported one of the benefits of having a visitor's center is receiving information on all of Tioga County events, as well as regional opportunities. This will also provide the opportunity to have interactive maps and visual displays and exhibits. Ms. Maffei reported the Tourism Office currently shares space and expenses with the Chamber of Commerce, however, moving to the new location will not allow for space sharing to continue due to limited room. Ms. Maffei reported the 2018 request for \$25,000 will cover equipment, furniture, signage, and increased rent and utilities. Ms. Maffei distributed a handout identifying estimated costs, therefore, providing numbers as a worst case scenario. Ms. Maffei reported this is not just a one-year project, therefore, projected a 5-year plan for expenses. Ms. Maffei reported the Tourism Office currently does not have the operating budget to cover these expenses at this time. Ms. Maffei reported this also includes the addition of a part-time employee, which could possibly be offset by volunteers in the future. Ms. Maffei reported the new space will also include use of a 1200 sq. ft. deck for visitors. Ms. Maffei reported this is a real opportunity for Tioga County Tourism. Ms. Maffei reported she is looking at changing the direction of the Tourism Office due to the current trends in tourism. Ms. Maffei reported partnering with Tioga Downs is a huge priority, focusing on digital advertising and testing markets to determine what is working and what is not working. Ms. Maffei reported having this visitor's center is putting Tioga County on the map as a destination.

Chair Sauerbrey inquired as to whether additional motel and hotel funds are anticipated. In light of the new Tioga Downs hotel, Ms. Maffei reported she is anticipating additional funds.

Legislator Roberts inquired as to whether Tourism plans to keep the current office open, in addition to, the visitor's center. Ms. Maffei reported Tourism is currently subletting the space from the Chamber of Commerce, therefore, the Chamber will need to determine whether they will remain at this location, but regardless Tourism is completely moving from this location and will no longer be contributing to expenses. Legislator Roberts inquired about foot traffic.

Ms. Maffei reported she believes Tourism will see a significant amount more of foot traffic at the new location especially during holiday or event times. Legislator Roberts inquired as to how this ties into overnight visitors. Ms. Maffei reported it is important to make sure that overnight visitors have all the services they would be expecting. Ms. Maffei reported she did a research study and most of the people that stayed overnight in Tioga County have been here at least once before and had a pleasant experience. Ms. Maffei reported Tioga County Tourism positions ourselves as the gateway to the Finger Lakes, as their first stop, therefore, believes there should be someone at that first stop to obtain additional information on Tioga County, as well as the region.

Legislator Weston inquired about the impact of parking for people coming in to shop, as this has been a deterrent. Ms. Maffei reported better signage is key. Ms. Maffei reported parking has been a long-time debate, however, there does not seem to be issues with people finding parking for events. Ms. Maffei reported she believes parking is a solvable problem and does not believe it is going to be a huge impact.

Legislator Roberts inquired as to whether Tioga Downs has any available space for a visitor's center and, if so, has this been explored as a possible option. Ms. Maffei reported Tioga Downs is giving space to Tourism for a brochure rack, possibly a display area, and television/video display, however, they do not have space for an actual visitor's center. Ms. Maffei reported Tourism will be working with their employees on concierge services.

→ **Waverly Historical Society** – This new request is for \$1,500. Ms. Hollenbeck reported this organization previously approached the Legislature prior to becoming a not-for-profit agency and the Legislature at that time declined their request. Ms. Hollenbeck reported the County currently supports the Tioga County Historical Society, which is the only historical society currently receiving County funding.

Legislator Mullen reported the Waverly Historical Society has done a fantastic job and does not feel the request is significant, therefore, is in support of this request. Legislator Mullen reported we are strongly promoting Two Rivers State Park and received several grants and the Waverly Historical Society has lent their support in this effort.

Ms. Hollenbeck reported all of the outside agencies have an understanding that their County support is reviewed and voted on annually. In regards to the libraries, Ms. Hollenbeck reported this is listed as one, but is actually nine entities across the county that the Legislature is supporting. Ms. Hollenbeck reported if the Legislature chooses to increase support in 2018 then we will need to take a closer look in 2019 to determine if we can continue supporting outside agencies at the current amount of \$715,000.

Legislator Weston reported the Legislature has previously decided that we were not going to take on any more outside agencies and if this is approved then he will present a request next year for the Richford Historical Society.

Chair Sauerbrey called for three separate straw poll votes as follows:

► **Current Outside Agencies –**

On a straw poll vote, all Legislators were unanimously in favor of supporting the current outside agencies with Legislator Sullivan being absent.

► **Tourism New Request for \$25,000 for Visitor's Center -**

On a straw poll vote, Legislators Monell, Standinger, Mullen, Hollenbeck, and Sauerbrey voted in favor of granting the Tourism Office's new request for \$25,000 for the visitor's center with Legislators Roberts and Huttleston voting no, Legislator Weston choosing not to vote due to lack of information, and Legislator Sullivan being absent.

► **Waverly Historical Society New Request for \$1,500 -**

On a straw poll vote, Legislators Mullen, Standinger, and Sauerbrey voted in favor of granting the Waverly Historical Society's new request for \$1,500 with Legislators Hollenbeck, Huttleston, Roberts, Monell, and Weston voting no with Legislator Sullivan being absent.

2018 Department Budget Overview –

Ms. Hollenbeck reported the Capital Projects budget has the following four areas that still need to be resolved:

→ **Board of Elections Voting Machines Plan –** Ms. Hollenbeck reported the proposed plan is to set aside \$120,000 annually over the next three years for the purpose of replacing the entire inventory at an approximate cost of \$350,000. This would be part of the 5-Year Capital IT Plan. Legislator Roberts inquired as to whether the price given has been locked in. Ms. Hollenbeck reported Board of Elections expects there will be an inflationary cost increase, but the quote is approximately \$350,000 and setting funds aside over the next three years will pay the majority of the cost. Ms. Hollenbeck reported an inquiry was made regarding leasing versus owning the machines and this is not a possibility. Ms. Hollenbeck reported we are moving forward with the purchase of the three-year warranty. Legislator Roberts inquired as to whether the funds can be set aside and then re-purposed if necessary. Ms. Hollenbeck reported the IT Capital Plan, as well as any other capital plan is fluid and constantly changing depending on the needs of the County, therefore, these funds can be re-purposed if necessary. Legislator Mullen reported the Committee berated the Board of Elections staff for their failure to plan properly, therefore, we are instituting a plan on their behalf. Legislator Mullen reported this plan does not hurt the taxpayers and if we find at the conclusion of three years that machine replacement is not necessary then he supports not purchasing them.

On a straw poll vote, all Legislators were unanimously in favor of setting aside \$120,000 annually over the next three years for the purpose of replacing the voting machine inventory with the understanding that these funds can be re-purposed to fulfill another need if necessary.

→ **Public Works Equipment –** Legislator Roberts reported this continues to be a work in progress.

→ **Three Vehicles: (2) Fire Bureau and (1) EMO –** Ms. Hollenbeck reported the decision needs to be made as to whether these three vehicles should be included in the 2018 budget as new requests. Legislator Roberts reported this continues to be a work in progress.

In regards to the vehicles, Chair Sauerbrey requested a decision be made by the October 5, 2017 worksession.

Staffing Changes:

Ms. Hollenbeck addressed the new and/or changes to staffing in the 2018 budget:

- **Coroners** – Ms. Hollenbeck reported the Coroner's Office came with an increase in call out services and salaries. In light of their request, Ms. Hollenbeck put together the following proposal for the Coroner's Office to present to the Legislature:
- **Call Out Services:** Increasing the call out services from \$100.00 to \$200.00 (autopsy not included) and \$150.00 to \$250.00 (autopsy included).
 - **Coroner's Salaries:** Increasing from \$1,200 to \$1,500 annually for the four coroners.
 - **Administrative Coroner's Stipend:** Increasing from \$3,000 to \$5,000 annually.

Ms. Hollenbeck reported in 2016 the call out services totaled 97 and 2017 year-to-date totals 52, therefore, anticipates exceeding 100 call out services by year-end. Ms. Hollenbeck reported the call out service and salary increases from 2017 to 2018 result in an overall increase of \$13,600.

On a straw poll vote, Legislators Mullen and Standinger were in favor of granting the proposed 2018 call out services and salary increases with Legislators Sauerbrey, Hollenbeck, Huttleston, Roberts, Weston, and Monell voting no with Legislator Sullivan being absent.

- **Board of Elections Voting Technicians** – Ms. Hollenbeck reported the Board of Elections is proposing to increase the number of hours for two voting technicians, which increases salaries. Ms. Hollenbeck reported the four-year average for annual hours for both technicians is approximately 914 hours (6-7 hours weekly) at an hourly wage of \$16.52. The proposal is to increase to the maximum number of hours allowed for part-time employment, which is 17 hours per week for both technicians for a combined annual total of 1800 hours at the hourly wage of \$16.52 for a difference of \$14,670 in salaries. Chair Sauerbrey reported when these positions were initially created it was reported as 5 hours per week on the average. Chair Sauerbrey reported she does not support this increase. Ms. Hollenbeck reported the County has the caveat that if someone has to work more than the average hours allowed they can put a request into Personnel for a specific period of time for a specific need such as an election period.

On a straw poll vote, all legislators unanimously voted against the proposal for increased hours for the two voting technician positions with Legislator Sullivan being absent.

- **Information Technology GIS and Deputy Director Position** – Ms. Hollenbeck reported Information Technology has requested a new GIS position due to succession planning and an upgrade to a Deputy position for an existing employee. Ms. Hollenbeck reported the new GIS position annual salary is \$35,000 with 76% employer benefits for a total increase of \$60,000. Ms. Hollenbeck reported the upgrade to a Deputy position would increase the current employee's salary from \$45,000 to \$60,000, which equates to \$11,000 increase in salary with FICA increase only.

Legislator Monell inquired as to whether a desk audit has been done for the Deputy position. Personnel Officer O'Rourke reported IT has submitted the paperwork, however, an actual desk audit has not been completed on either of these positions at this time.

In regards to the Deputy position proposal, Chair Sauerbrey reported she is on-site every day and there are many times when IT assistance is needed and requires someone to

be knowledgeable and responsible and believes having a Deputy will allow for better response time and knowledge, therefore, would support this position upgrade. Chair Sauerbrey reported the Deputy would be responsible to cover in the Director's absence.

Chair Sauerbrey called for two separate straw poll votes as follows:

► **New GIS Position** – All legislators unanimously voted against creating a new GIS position with Legislator Sullivan being absent.

► **Upgrade Deputy Position** – Legislator Sauerbrey voted in favor of the position upgrade for Deputy ITCS Director with Legislators Monell, Weston, Roberts Standinger, Huttleston, Mullen, Hollenbeck voting no with Legislator Sullivan being absent.

Legislators expressed their vote today on the upgrade Deputy position reflected the fact that Personnel has not had an opportunity to conduct a desk audit. Legislators were in favor of re-visiting this request once a desk audit has been conducted.

- **ED&P Contracted Position to Part-Time Position** – Ms. Hollenbeck reported the Committee decided to move a contract position to a part-time position. Ms. Hollenbeck reported the total amount of the contract is \$25,000, therefore, the part-time position salary and fringe total cannot exceed \$25,000 for a zero budget impact.
- **Veterans Part-Time to Full-Time Position** – Ms. Hollenbeck reported Veterans has proposed upgrading the current part-time position to full-time. Ms. Hollenbeck reported the budget impact is approximately a \$14,000 increase. Ms. Hollenbeck reported both the Director and Veterans Service Officer are part-time and the request is to upgrade the Veterans Service Officer from part-time to full-time. Ms. Hollenbeck reported the Director has brought it to the Legislature's attention that in order to be in compliance with Federal certification they will need to work 20 hours per week. Ms. Hollenbeck reported non-union personnel can work up to 20 hours, however, the Veterans Service Officer cannot work more than 17 hours per week as a part-time employee. Ms. O'Rourke reported a proposal was submitted as part of the CSEA negotiations to increase the number of hours a position can work and still be considered part-time, but this was denied during the negotiation process. Ms. O'Rourke reported the limitation is 17.5 hours per week. Ms. Hollenbeck reported the budget impact is approximately \$19,000.

On a straw poll vote, Legislators Sauerbrey, Hollenbeck, Huttleston, Mullen, Standinger were in favor of the proposal to increase the current Veterans Service Officer position from part-time to full-time with Legislators Roberts, Weston, and Monell voting no with Legislator Sullivan being absent.

- **Fire/EMO Consolidation** – EMO Director Simmons reported the proposal is to combine the EMO and Fire Bureau Departments and create one full-time Director position and a part-time Deputy Director position at the maximum 17 hours per week. Mr. Simmons distributed handouts which included a breakdown of staff for both individual offices, proposed changes, proposed costs, and 2018 individual and combined budgets for these departments. Mr. Simmons reported the salaries increased \$35,572 with an overall combined increase of \$54,150. Mr. Simmons reported this is the worst case scenario without the projection of any new grants and this includes the Director taking full

benefits. If the Director position chooses to not take health insurance this would be an immediate reduction of \$19,369. Ms. Hollenbeck reported she specifically requested Mr. Simmons include full benefits in the event a new Director is appointed so the retirement and health insurance impact would be known. Mr. Simmons reported he is not requiring any benefits such as health insurance which will result in a significant savings. Ms. O'Rourke inquired as to whether the Director hours would be set at 35 or 40 and also what the set hours would be for the Deputy Director. Mr. Simmons reported the Director position is set at 35 hours and the Deputy Director is set at 17 hours per week. Legislator Roberts reported maintaining two separate Departments would result in a cost-savings, therefore inquired as to what the advantage is for combining the two departments. Mr. Simmons reported maintaining the part-time Director position at 17 hours per week will never get the County to the level of preparedness that we should be. Legislator Weston reported, according to the State, the County is missing out on a significant amount of funding because we are not doing what we could be doing with the infrastructure. Legislator Mullen reported we are paying two individuals at the rate of 17 hours per week when in fact they are working in excess of 30-40 hours per week. Fire Coordinator Okrasinski reported he has never worked a 17-hour week since he took this position, as every week has been at least 30 hours. Mr. Okrasinski reported with one person doing this job full-time the County is in better position with grants. Legislator Roberts inquired if the Legislature approves this increase and consolidation plan will it resolve the problem.

Tom McCartney, Regional Director, State Division of Homeland Security Emergency Services, reported Tioga County is at 16 federally declared disasters, therefore, representing a long history of disasters. Mr. McCartney reported Tioga County is no better off today than we were in 2006 and the 2011 event was not handled any better than the 2006 event. Based on assessments conducted it was indicated that Tioga County needs to improve in mitigation, mass care and sheltering, managing EOC, resource and logistics management, command post management, organizing the non-government organizations such as volunteers, citizen awareness and preparedness, public information, planning, interoperable emergency communications, recovery, continuity of government operations, and damage assessing. Mr. McCartney reported Tioga County needs dedicated full-time staff. Mr. McCartney reported Tioga County's strong areas include law enforcement, EMS, and Fire response. Mr. McCartney reported the reorganization as proposed identifies positions that can apply for grant funding that were not there before. Mr. McCartney proposed the Legislature consider this consolidation plan for better efficiently and level of service to the citizens.

Mr. Simmons reported there is no way to predict what grants will be available for next year, but generally grants have a certain percentage that can be used to offset payroll. Ms. Hollenbeck reported the salary for the full-time position is \$59,000 and the part-time position with increased hours to 17 per week is \$26,000. Ms. Hollenbeck reported three current positions are being abolished and others are being maintained. Ms. O'Rourke distributed salary information from other counties for Director's salaries with combined responsibilities as a point of reference when considering the proposed \$59,000 salary. Mr. Simmons reported the salary figure was based on taking the average salary of \$65,000 from the responses he received and then lowering it to \$59,000. Ms. Hollenbeck reported she also looked at current salaries of

Department Heads in the County, as well as the part-time positions for comparable salaries resulting in the proposed \$59,000 and \$26,000.

Chair Sauerbrey asked Mr. Okrasinski to provide his comments before asking for a straw poll vote. Mr. Okrasinski reported the County's big issue is with EMO, as the Fire Bureau is doing well. It appears the purpose is to improve the functions of the EMO and would not want to see the Fire Bureau get lost in the process as the emphasis is all on EMO. Mr. Okrasinski reported in the 20 plus years he has been doing Haz-Mat Services, we have had only two calls on the highway that involved hazardous materials. Mr. Okrasinski reported he is looking forward to returning to retirement and does not wish to be included in this consolidation.

Legislator Weston inquired about the trucks for each of these Departments. Legislator Mullen reported no new vehicle purchases will be made in the upcoming year. Legislator Roberts reported there are currently two vehicles and inquired as to whether the plan is to keep one and turn the other one in for possible re-distribution. Mr. Simmons reported this topic has not been addressed, however, most counties have two vehicles which many are primarily paid by grant funds. Ms. Hollenbeck reported the capital budget is separate from the operating budget, which is proposed to increase \$54,000 from 2017 to 2018. Ms. Hollenbeck reported she expects there will be savings in the capital budget.

Legislator Mullen reported everyone in this County owes Mr. Okrasinski a tremendous amount of gratitude for stepping in and taking on this role. Legislator Mullen reported this consolidation is not damaging the fire service, but it is improving the fire service. Legislator Mullen reported we are tasking people and under-funding the positions.

On a straw poll vote, all legislators were unanimously in favor of consolidating the Fire/EMO offices for the proposed 2018 budget increase of \$54,150 for a full-time Director and increasing the part-time Deputy Director to 17 hours per week.

In the role of Budget Officer, Ms. Hollenbeck reported she will convey the results of today's straw poll votes with the appropriate Departments.

2018 Non-Union Recommendations –

Ms. O'Rourke reported the Non-Union Salary Committee met and the Personnel Committee has approved the following recommendations, therefore, is being presented to the full Legislature for consideration:

1. **Health Insurance Contributions** – No change is being recommended. The non-union staff has been at 15% or 20% for several years.
2. **Salary Range Adjustments** – This is only effective at time of recruitment and advertising for a vacancy. The Committee is recommending a 2.3% increase for 2018, which is equivalent to the change in the CPI since 2016.
3. **Salary Increases** – The Committee based their recommendation on the change in the CPI, planned increases for Corrections group in 2018 (\$1,500), and the fact the non-union group has been doing their part with contributing to the higher health insurance for several years. Also, the Committee looked at the possibility of implementing a longevity table since all of the unions now have additional compensation in recognition of their years of service, however, the non-union committee did not want to pursue this option but hoped the Legislature would consider their value by affording the salary

increases as proposed. The recommendation is a 3% salary increase across the board for non-union part-time and full-time employees, contingent upon receiving a satisfactory evaluation.

Legislator Standinger inquired as to who serves on the Non-Union Committee. Ms. O'Rourke reported current membership includes: Chair Sauerbrey, Legislator Monell, Legislator Hollenbeck, Gary Hammond, Gary Grant, Diane Rockwell, and herself.

Ms. O'Rourke reported the cost of a 3% increase for the non-union group is approximately \$142,000.

Legislator Roberts inquired as to what the percentage salary increase was for 2017 and the justification for a 3% increase. Ms. O'Rourke reported this is based on recognition of contributing more for health insurance for a number of years, as well as in lieu of the longevity table. Ms. O'Rourke further reported taking into consideration the change in CPI and the amount given to Corrections. Legislator Roberts proposed a 2.5% salary increase for 2018. Legislator Weston expressed concern that approving the 3% salary increase for the non-union group will open the other groups up for this amount as their starting negotiating point.

On a straw poll vote, Legislators Hollenbeck, Sauerbrey, Huttleston, Mullen, Standinger, and Monell were in favor of the 3% salary increase recommendation with Legislators Roberts and Weston voting no and Legislator Sullivan being absent.

In regards to other salary decisions that need to be addressed, Ms. Hollenbeck reported a decision needs to be made on part-time hourly employees, Legislators, and Chair of the Legislature salaries.

- ▶ **Part-Time Hourly Employees** – This group includes positions such as part-time corrections officers, part-time typists, and part-time voting machine technicians. Ms. Hollenbeck reported the current practice has been granting raises every other year and this group was issued raises in 2017, therefore, recommends staying with the current practice and skipping the 2018 budget cycle.

On a straw poll vote, all legislators were in favor of maintaining the current practice of every other year, therefore, no raises will be granted for this group in 2018 budget.

- ▶ **Legislator Salaries** – Legislator Roberts reported the Legislators have been following the same as the Non-Union group. Chair Sauerbrey inquired as to whether this can be bundled with the Chair salary increase and all legislators were in favor of this request. Ms. Hollenbeck reported the new legislator salary for 2018 will be increased to \$10,742.90.

On a straw poll vote, all legislators were in favor of maintaining the current practice of tying the Legislators salaries to the non-union group, therefore, granting a 3% salary increase for the Legislators and the Chair of the Legislature.

Ms. Hollenbeck reported the other issues that need to be resolved at the next worksession include union contracts and employer benefits. Ms. Hollenbeck reported information on retirement was previously shared with the Legislature, 3% for the health insurance increase, and a slight increase for workman's compensation. In regards to union contracts, Ms. Hollenbeck reported the amount on the table ranges from 1.5% - 4.5% increase depending on the individual's salaries. Ms. Hollenbeck will prepare this information for the October 5, 2017

worksession. Ms. Hollenbeck reported by the time of the next worksession, she hopes to be closer on the CSEA contract and Deputies contracts, as the Corrections has been decided.

Legislator Weston inquired about all of the increases that have been approved today and whether this still keeps the County under the 2% tax cap. Ms. Hollenbeck reported the County will always have a \$3 million gap (\$26 million to \$23 million). Ms. Hollenbeck reported the \$23 million is the property tax allowable amount and the \$26 million is reflective of the numbers coming in every year, so the County will always be appropriating fund balance to bridge this gap.

Approval of Worksession Minutes – September 7, 2017

Legislator Monell moved to approve the September 7, 2017 Legislative Worksession minutes as written, seconded by Legislator Hollenbeck with Legislators Hollenbeck, Huttleston, Monell, Mullen, Roberts, Sauerbrey, Standing, and Weston voting yes with Legislator Sullivan being absent. Motion carried.

Action Items:

ACTION ITEMS FROM JULY 6, 2017:

ACTION ITEM #1 – 7/6/17 – Paying Costs for Demolished Properties –

This item will be carried forward, as we are waiting on the results from the Monroe County issue that is still pending. **This action item will be carried forward from the September 21, 2017 Legislative Worksession.**

ACTION ITEMS FROM AUGUST 24, 2017:

ACTION ITEM #1 – 8/24/17 – Emergency Manager –

Personnel Officer O'Rourke reported due to Tioga County being a non-chartered County the Legislature does not have the flexibility that chartered counties have for the Director of Emergency Services to be an appointed position. Ms. O'Rourke reported the guidance received from the State Civil Service Commission stated that if the County creates a Department of EMO this will give us some weight when the Commission reviews whether an examination is required, but it is not the same weight as a chartered county that creates their individual departments. Ms. O'Rourke reported it is likely there is a civil service implication and that is solely a State decision. Ms. O'Rourke reported the job descriptions will be different as they are encompassing Fire and EMO responsibilities. Legislator Roberts inquired that this position may no longer serve at the pleasure of the Legislature. Ms. O'Rourke reported, based on the State's review and determination, this position may change from serving at the pleasure of the Legislature to civil service implication. Ms. O'Rourke reported the next step is to work with Mr. Simmons and Mr. Okrasinski and draft job descriptions in order to petition the State for their decision on whether these positions have a civil service implication. **This action item has been completed and will be removed from the Action Item List.**

ACTION ITEM #2 – 8/24/17 – Casino Funds Appropriation –

Ms. Hollenbeck reported the Legislature needs to make a decision on the \$685,000 received from December 2016 – June 2017. Ms. Hollenbeck recommended putting all of this in the equipment/infrastructure capital fund. Ms. Hollenbeck reported she is not looking to further fund the software or hardware capital reserve accounts and at the end of 2017 when the County hopefully closes out the FMAS reserve account there will be residual funds that can be

distributed to the hardware/software reserve accounts. Ms. Hollenbeck reported a resolution will need to be drafted for a specific amount and fund. Additionally, Ms. Hollenbeck recommended leaving the anticipated \$250,000 for July – September and anticipated \$250,000 for October – December in the General Operating Fund as it is her understanding there are things forthcoming that may cost the County more than \$300,000.

On a straw poll vote, all legislators were unanimously in favor of Ms. Hollenbeck's recommendation to move the \$685,000 casino funds from December 2016 – June 2017 into the equipment/infrastructure capital fund.

Ms. Hollenbeck will draft a resolution for Legislature consideration at the October 10, 2017 Legislative meeting. **This action item is completed and will be removed from the Action Item List.**

Other –

- **NYSAC Conference** – Chair Sauerbrey reported she attended the NYSAC Conference last week and there was a significant amount of information regarding Raise the Age. Chair Sauerbrey reported, according to NYSAC, if the County stays under the tax cap then we will get funding. In regards to ILS, Chair Sauerbrey and County Attorney DeWind will meet next week to start reviewing the information.

Executive Session -

With no confidential topics of discussion, an Executive Session was not required.

Meeting adjourned at 11:40 a.m.

Next worksession is scheduled for Thursday, October 5, 2017.

Respectfully submitted by,
Cathy Haskell, Deputy Legislative Clerk