



Tioga County Worksession Minutes **June 18, 2026 – 10:00 a.m.**

Legislators Present:

Legislator Brown
Legislator Bunce
Legislator Cantella
Legislator Ciotoli
Legislator Flesher
Chair/Legislator Monell
Legislator Rose
Legislator Standinger – *arrived at 10:20 a.m.*

Legislators Absent:

Legislator Aronstam

Guests:

Matt Freeze, Reporter, Morning Times – *departed at 10:35 a.m.*

Staff present:

Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Jackson D. Bailey II, County Administrator
Breige Graven, Deputy Legislative Clerk – *departed at 10:35 a.m.*
Linda Parke, Personnel Officer – *arrived at 10:03 a.m.*

Call Meeting to Order: Chair Monell opened the meeting at 10:00 a.m.

County Administrator Report: County Administrator Bailey reported the following:

DEPARTMENTAL MANAGEMENT & LABOR RELATIONS

POLICY REVIEW & IMPLEMENTATION:

Mr. Bailey reported that the revised Disciplinary Procedure Policy is undergoing final adjustments before being sent to Attorney Roemer's office for a final review. The policy has also been reviewed by the Policy Review Committee and the Executive Team. Mr. Bailey hopes to have the completed policy ready by next month for the Legislators to review and approve.

Mr. Bailey reported that the Assignment & Use of County Vehicles Policy is also in the final stages of review with Safety Officer Doreen Holbrook, and he intends to have this policy ready for the Legislators approval by next month as well.

DEPARTMENT HEAD EVALUATIONS:

Mr. Bailey reported that with the Department Head Evaluations taking place soon, he had met with Legislator Rose, Chair of the Personnel Legislative Standing Committee, to look over the current model under which the assessments are conducted. He further reported that there was discussion about implementing a new Self-Assessment Model in which the department heads would initially self-assess how they believe they are doing in their current position. He explained how he and Legislator Rose believed this would give department heads an opportunity to first share how they feel they are currently performing along with the ways in which they could personally improve before receiving their evaluation. Mr. Bailey opened the topic up for discussion with the Legislators, inquiring as to if this new model is something they all agreed to move forward with.

Legislator Cantella commented that he believed the Self-Assessment Model was a good plan as it would allow each individual employee to set standards for themselves in terms of how they could grow in their role. All Legislators agreed and Mr. Bailey will bring a revised version to the July 9, 2026 Worksession to review.

FINANCIAL MANAGEMENT & BUDGETING

BUDGET OFFICER: – County Administrator Bailey distributed and reviewed the following budget documents:

- **YTD Budget Report as of May 2026:**

For Objects of Revenue, Mr. Bailey reported the original budget of \$100,796,636 with modifications of \$16,633,881 resulting in a revised budget of \$117,430,517 with actual revenue earned of \$57,701,577 and a remaining anticipated revenue balance of \$59,728,940. He shared we are at 49% utilization of YTD revenue as of May 2026.

For the Objects of Expense, Mr. Bailey reported the original budget of \$109,596,570 with modifications of \$26,531,900, resulting in a revised budget of \$136,128,470 with total actual expenditures to date of \$46,815,390 and remaining available expenditures of \$89,313,081. He shared we are at 34% utilization of expenditures as of May 2026.

Mr. Bailey reported the total applied fund balance at the beginning of the year was \$8,799,933 with budgetary amendments of \$9,898,020, resulting in a current applied fund balance of \$18,697,953 across all funds.

Legislator Bunce inquired as to whether the category of Capital Equipment under Objects of Expense was mostly carried over from the Department of Public Works, to which Mr. Bailey confirmed it was.

- **YTD Budget Report for County Administrator Budget: A1230 –**

As of May 2026, Mr. Bailey reported the County Administrator's budget reflects 32.6% utilization with no concerns or challenges for 2026.

Mr. Bailey further shared a breakdown of the A1340 Budget and the line items that account for the projected totals. These include standard general sales tax, capital sales tax, cannabis sales tax, E911, opioid funds, State Aid casino funds, and contracted services. Mr. Bailey explained that the contracted services line is made up of the Opioid Settlement Fund amount of \$430,125 that was awarded to the five agencies for submitted RFP's. He further reported that the YTD actual expenditure on the award amount is \$107,531.25, 25% of the amount appropriated.

Mr. Bailey reported that \$160,000 was appropriated via Resolution No. 114-26 into the A1340 411160 budget line to account for revenue earned by the County from cannabis sales tax. He further reported actual YTD earnings of \$85,662.76, putting the County at 53.5% utilization of cannabis revenue as of May 2026.

Mr. Bailey reported that \$1,750,000 was originally appropriated to the State Aid casino budget line, putting the County at 28.5% utilization with an actual YTD earning of \$498,702.68.

Mr. Bailey further reported that payments are expected to come in for these line items in June, resulting in an anticipated increase in actual YTD earnings.

Mr. Bailey reported on the total expenses related to the High-Profile Criminal Case (HPCC) trial expenses, that took place in Tioga County in 2023. He shared the original appropriated amount of \$250,000 in 2026, with \$171,581 of that being transferred out, leaving a revised budget of \$78,419 in available expenditures.

Legislator Bunce inquired as to how much work is left to do on the case, to which Chair Monell responded that trials have been concluded, and the courts are now only waiting for any appeals that may follow. County Attorney DeWind confirmed this is true, noting that he is not anticipating any notable appeals to come forward at this time.

Legislator Rose inquired as to whether the available budget reported in the cannabis tax line is money that the County will hold on to, or if that is representative of the funds to be distributed to towns and villages. Mr. Bailey clarified the total reported reflected the County's share of the revenue. Legislator Rose further inquired as to whether there will be any State or Federal Aid to offset the costs of the HPCC. Chair Monell responded that the cost of the HPCC comes out of the County budget. County Attorney DeWind confirmed that the County is always responsible for covering criminal cases, including the appeal expenses.

Legislator Bunce inquired as to whether Mr. Bailey had any concerns regarding the numbers reflected in the Budget Report, specifically the casino revenue line, to which Mr. Bailey responded that he had no concerns. Mr. Bailey further explained that the casino revenue is allocated to the County on a quarterly basis, so he expects the actual revenue earned for this line to be higher in the next month. Legislator Bunce further inquired as to whether this was the case for the number shown in the sales tax line as well. Mr. Bailey responded that this was the case, and that there was a sizable sales tax payment received in June that will be reflected in the next YTD Budget Report. Mr. Bailey further reported that he is in constant communication with the Treasurer's Office regarding A1340 budget lines to best monitor any changes and fluctuations that may require budget adjustments.

Legislator Ciotoli inquired as to whether sales tax Statewide was ahead of where it was the year prior at this time. Mr. Bailey confirmed this is the case.

CAPITAL PROJECTS:

- **56 Main North Wing HVAC Upgrade –**

Mr. Bailey reported that the construction portion of the HVAC project has been completed. He further reported that Postler & Jaeckle are now in the process of balancing the system and making final adjustments. He explained that once the system is fully operational, Postler & Jaeckle will complete the administrative closeout process with Delta Engineers to ensure that all checklist costs are met, after which the system will fall under warranty.

- **Radio Communications Tower Upgrade:**

Mr. Bailey reported work on the Radio Communications Towers remains on schedule. He further reported that equipment at the tower sites is expected to be connected to the network shortly, with towers up and running for testing possibly within the next two months.

Mr. Bailey further reported that there has been some vandalism and theft at several of the tower sites and assured that the Tioga County Sheriff's Office has been working diligently on the investigation. Legislator Rose inquired as to what was stolen, to which Mr. Bailey responded that wire had been cut and taken. Chair Monell noted that the amount stolen was not a significant cost to the project, but it did cause a setback in progress on the sites. Mr. Bailey further explained that Chief Information Officer Brandon Clark is in the process of installing heavy duty trail cameras at the sites temporarily until a plan is devised and a resolution is approved by the Legislature to purchase an official security camera system.

- **Consolidated County Office Building:**

Mr. Bailey reported that the Consolidated County Office Building Committees were officially appointed at the Sixth Regular Legislative Meeting on June 9, 2026. Mr. Bailey further reported that the plan is to have the three committees meet within the next week to begin the initial discussion on the engineering, scheduling and financial pieces of the project.

Legislator Rose inquired as to whether the committee meetings will be open to the public, explaining that she is aware of several County residents that have expressed interest in sitting in on the sessions to gain more information on the project at 153 Main Street. Mr. Bailey responded that because there will not be any official posting to the public about the committee meetings, they are not officially considered open meetings, however, there will be regular updates posted to the Tioga County website for each of the meetings. Mr. Bailey further noted that he will also be updating the project's FAQ page on the County website on a regular basis in order to provide real time updates to the public, and that any public concerns could be addressed through standard communication protocols or be addressed at privilege of the floor during any regular monthly Legislative meeting.

GRANTS & SHARED SERVICES:

- **USDA FY26 Congressional Directed Spending Grant –**

Mr. Bailey reported that he has spoken to a representative from the USDA to review the submitted application for the \$1,500,000 grant award amount, and there appears to be no concerns at this time, and he will update the Legislature once the payment is authorized.

- **NYS 250th Commemoration Commission Award –**

Mr. Bailey reported that the \$15,000 in funds granted to the County by the New York State Education Department (NYSED) for educational programming efforts relating to the 250th Commemoration have been received, with a portion of it already having been used for the printing, distribution, and community engagement surrounding the commemorative book highlighting each Tioga County municipality and their history over the last 250 years. Mr. Bailey further reported that County Historian Emma Sedore has other ideas on how to utilize the remaining funds, for which she and the other historians of the County will be approaching the Legislature for approval in the near future.

- **ESD – 2025 County Infrastructure Grant –**

Mr. Bailey reported that he has submitted an interim report for the \$1,000,000 2025 County Infrastructure Grant. He further reported that he has sent over the interim report to the Empire State Development (ESD) Commission and plans to schedule a meeting with them to go over the budgetary changes he has made to the report. Mr. Bailey explained as one example that he had originally earmarked an expenditure of \$1.5 million for the 153 Main Street property purchase, but the actual purchase amount was \$1.9 million, which would require an adjustment by ESD, helping the County better meet the requirements of the grant.

OPIOID SETTLEMENT FUNDS:

- **2026 RFP Awards/Opioid Advisory Committee –**

Mr. Bailey reported that he must complete an August update to the County website as to where the Opioid Settlement Funds (OSF) have been used so far. Mr. Bailey further reported that he will be working with the Department of Mental Hygiene to keep the site

accurately up to date, as this information also needs to be submitted to Office of Addiction Services and Supports (OASAS) for them to approve the spending and ensure the program is aligned with the Attorney General guidelines for the utilization of the Opioid Settlement Funds.

ADMINISTRATION & COMMUNICATION

LEADERS MEETING:

Mr. Bailey reported that he has changed the location of the next Leader's Meeting from the Public Safety Building to the Hubbard Auditorium at 56 Main Street to allow adequate space for deputies, supervisors, and fiscal staff to attend. The meeting will still take place on Tuesday, July 28, 2026 at 9:00 AM. Mr. Bailey further reported that he has reached out to the State Comptroller's Office, and they will be sending a certified trainer along with an attorney from their office to the meeting to speak on issues of procurement and best practices for municipal purchasing. He noted that the meeting will be open to all department heads and deputies, as well as the Legislators.

WEBO RADIO INTERVIEW:

Mr. Bailey reported that the next WEBO Radio interview will take place on June 19, 2026, to which he will be bringing Senior Case Worker, Michael Carlson, from the Department of Social Services. He explained that because May was Foster Care Awareness Month, Mr. Carlson will be discussing some of the work he does to oversee aspects of the foster care system, and how this impacts Tioga County and surrounding communities.

MISCELLANEOUS:

- ***Tioga County Chamber of Commerce/2026 Leadership Tioga*** – Mr. Bailey reported that he attended the 2026 Leadership Tioga class on June 10, 2026 at Wagner Lumber. He further reported that the session was a success, and that the facility is extremely well run.
- ***Institute for Advancement (I4A)*** – Mr. Bailey reported that the last Institute for Advancement (I4A) session was held on May 27, 2026, at which an employee from the NYS Comptroller's Office led the discussion on "Effective Budgeting" and spoke on County government budget and financial structure.

Mr. Bailey reported the next I4A session will be held on June 24, 2026 in the Hubbard Auditorium. The topic will be Civil Service 101 and Interdepartmental Communication.

- ***NYSAC Finance School*** – Mr. Bailey reported he attended the NYSAC 60th Annual Finance School in Glens Falls on May 20 and 21, 2026, with Treasurer Barbara Roberts and Chief Accountant Laura Schurter. Mr. Bailey further reported that the seminars he attended were extremely informational, such as the courses on financial reporting, bonds and their legal implications, and budgeting and fund balance reports. He shared that the courses were more focused on CPAs, accountants and municipal financial operations, which greatly benefited the three of them. He further reported that discussion on the topic of financial wire fraud and false Automated Clearing House (ACH) transactions being processed

sparked conversation between himself, Ms. Schurter and Ms. Roberts on potentially approaching a new policy in the future to better manage ACH payments.

- **NYSAC Annual County Administrators & Managers Meeting –**

Mr. Bailey reported that he attended the Annual County Administrators & Managers meeting on June 12, 2026, where Dave Lucas, NYSAC Finance Director, gave updates to attendees on some implications of the budget being finalized. Mr. Bailey further reported that one major concern discussed was the topic of the Department of Social Services (DSS) and the ways in which the pullback of federal funding is impacting programs. Mr. Bailey reported that Commissioner of Social Services Elizabeth Myers attended a Commissioner's Meeting last week where the same issue was discussed, and she shared that she will be giving real time updates to the Legislators on any challenges that may arise.

Mr. Bailey reported on the Preliminary Sales Tax Update SFY2026. He presented the Legislature with a table outlining the Tioga County Total Taxable Sales by Category (Preliminary – 12 Months Ending 2/28/2026, State Sales Tax Quarter). Chair Monell noted that he was surprised that the category of Automobile Dealers reflected a 5.4% increase. Legislator Brown inquired as to whether this Automobile Dealers line was inclusive of (in rec), to which Mr. Bailey confirmed it is.

Legislator Bunce inquired as to whether the Electric Power Generation, Transmission and Distribution line showing a 27.3% increase is reflecting the recent NYSEG price increases, to which Mr. Bailey confirmed it is. Legislator Bunce further inquired as to what everyone thought about the Wired and Wireless Telecommunications line reporting a 25.4% decrease. Legislator Flesher suggested that this could be due in part to individuals switching to more cost-effective service providers. He also noted that more people are cancelling landlines, which could contribute to a decrease in sales.

Legislator Cantella inquired as to what the Administration of Economic Programs line was accounting for. Mr. Bailey responded that he would get back to the Legislators with a definitive answer on that.

Suggestion Plan Policy: Mr. Bailey reported that Tioga County has a Suggestion Plan Policy enforced by a previous C.S.E.A. agreement. He explained that the County had to have the policy in place so that if employees had suggestions, they had a mechanism to bring them to the County for consideration. It also ensured that if an employee was responsible for or made efforts that resulted in a positive financial occurrence to the County, then a reward for the individual may be considered and granted through an approval process. Ms. Haskell reported that the policy was mandated by a 1991 Labor Contract with the C.S.E.A. Union that put in place a committee to which employees could submit recommendations, but the Suggestion Plan Policy and committee has not been utilized since 2017. Chair Monell asked the Legislature to consider rescinding Resolution No. 205-91 seeing as the policy and committee have gone unutilized for nearly ten years.

Legislator Ciotoli inquired as to whether the mandated policy had been negotiated out of the Labor Contract, to which Ms. Haskell explained it had been. Personnel Officer Parke verified that this was the case. Legislator Ciotoli further noted that although there have been instances where departments have made suggestions in the creation of resolutions, policies, and the County's Strategic Plan, it would not fall under the umbrella of the Suggestion Plan Policy because no financial rewards were granted to employees as a result.

Legislator Cantella inquired as to whether the Suggestion Plan Policy was posted on the internet to the public. Ms. Haskell responded that this policy is part of the Employee Handbook that is posted internally to County employees on the intranet.

Legislator Brown inquired as to whether 2017 was the year the policy was written out of the contract, to which Ms. Haskell explained it had not been written out before 2017, but that was the year the policy was last utilized.

Legislator Rose noted that she believed it was a good idea to rescind the Suggestion Plan Policy since the committee had been dissolved years ago, and the policy has gone unused for some time. Legislator Monell agreed and asked the Legislators if they felt comfortable with a resolution being drafted that rescinded Resolution No. 205-91. All Legislators agreed. Legislative Clerk Haskell will draft a resolution to rescind Resolution No. 205-91 for Legislature consideration at the July 14, 2026 Seventh Regular Legislature Meeting.

ATM Discussion: Chair Monell reported that it had been suggested that an ATM be installed on the premises of the Ronald E. Dougherty County Office Building, 56 Main Street. He further explained that patrons of the DMV who were there to turn in their license plates often forgot to bring a dollar in cash to complete the transaction, so the idea of having an ATM in the same building as the DMV would be especially useful for this specific instance. Legislative Clerk Haskell mentioned that it would also prove advantageous for the Treasurer's Office as well. Chair Monell noted that it had not been fully researched yet, but if it was found the ATM would be more of a cost than an asset to the County in terms of expense and upkeep, then he found it unnecessary to install an ATM. Legislator Brown inquired as to whether the County was allowed to legally install and own the ATM on County property. County Attorney DeWind confirmed it would be legal. Legislator Flesher posited that it could be a costly purchase with a long recovery time before the County would see any revenue from the ATM, to which County Attorney DeWind agreed it was a possibility, but noted nothing was investigated in terms of cost yet so he couldn't be certain. Legislator Cantella suggested that it may be better to consider installing the ATM at the 153 Main Street property, to which Legislator Rose pointed out it could be some time before that property is in use.

Chair Monell asked the Legislators if they would like more research to be done and brought to them in the future about potentially installing the ATM. The Legislators agreed that they would be interested in exploring options.

Approval of Worksession Minutes: On motion of Legislator Brown, seconded by Legislator Ciotoli, the June 4, 2026 minutes were unanimously approved.

Action Items: Currently, there are no action items.

Other: None

Executive Session: Legislators Brown, Bunce, Cantella, Ciotoli, Flesher, Monell, Rose, and Standinger were in attendance along with Legislative Clerk Haskell, County Administrator Bailey, Personnel Officer Parke, and County Attorney DeWind. Motion by Legislator Standinger, seconded by Legislator Cantella to move into Executive Session to discuss employment matter of a particular individual at 10:35 a.m. Motion carried.

Motion by Legislator Flesher, seconded by Legislator Brown to adjourn Executive Session at 10:52 a.m.

Meeting adjourned at 10:52 a.m.

Next Worksession scheduled for Thursday, July 9, 2026, at 1:00 p.m.

Respectfully submitted,

Breige Graven

Deputy Legislative Clerk