

Countywide-Shared Services Meeting

Tioga County Mayors and Supervisors

June 12, 2019

6:00 p.m.

Panel Attendees:

Keith Flesher, Supervisor, Town of Berkshire
William Strosahl, Supervisor, Town of Candor
Stuart Yetter, Jr., Supervisor, Town of Newark Valley
Jim Tornatore, Mayor, Village of Newark Valley
Lesley Pelotte, Mayor, Village of Nichols
Charles Davis, Supervisor, Town of Richford
Ken Sutfin, Mayor, Village of Spencer
Randy Thayer, Supervisor, Town of Spencer
Patrick Ayres, Mayor, Village of Waverly

Absent:

Dick Cary, Supervisor, Town of Barton
Eric Halstead, Mayor, Village of Candor
Kevin Engelbert, Supervisor, Town of Nichols
Don Castellucci, Supervisor, Town of Owego
Mike Baratta, Mayor, Village of Owego
Lewis Zorn, Supervisor, Town of Tioga

County Staff:

Martha Sauerbrey, Legislative Chair
Peter DeWind, County Attorney
Cathy Haskell, Deputy Legislative Clerk
Drew Griffin, Deputy ITCS Director; Town of Tioga Councilman
Elaine Jardine, County Planning Director

Guests:

Dean Morgan, Deputy Supervisor/Councilman, Town of Owego
Fran VanHousen, Trustee, Village of Owego
Matt Freeze, Reporter, Morning Times

Chair Sauerbrey opened the meeting at 6:00 p.m.

Welcome:

Chair Sauerbrey thanked everyone for attending tonight's Shared Services meeting.

Update - Chair Sauerbrey:

Chair Sauerbrey reported the 2018 Shared Services Plan is underway, but still in the initial phases. The initial phase of the current Shared Services Plan is for the establishment of network connections to the County's infrastructure for the Towns of Owego and Barton and the Villages of Nichols and Waverly.

Chair Sauerbrey reported the next phase of this plan is to bring other interested municipalities on board as connectivity becomes available. Chair Sauerbrey reported the Village of Owego could be the next logical municipality to phase into this Plan, as they are in the process of constructing a new facility, however, would not be ready to commence shared services this year.

Village of Owego Trustee, Fran VanHousen, reported the Village of Owego anticipates breaking ground on their new facility in the fall of 2019 with completion anticipated in 2020. The Village of Owego recently conducted a preliminary meeting with Tioga County ITCS and Delta Engineers to review floor plans and wiring diagrams. Based on this anticipated timeline, Chair Sauerbrey reported most likely the Village of Owego would not be commencing in shared IT services until the Village takes occupancy of the new facility. Therefore, the earliest the Village of Owego could be included in the County's Shared Services Plan is 2020.

Update - County Attorney DeWind:

County Attorney DeWind reported the Shared Services Panel is required to conduct two meetings this year. In the event the Panel determines no further action is required to amend the current 2018 Shared Services Plan or establish a new 2020 Shared Services Plan, the Panel could individually cast their vote for their municipality at the conclusion of this meeting. This vote represents the understanding and agreement that there is no new Shared Services Plan to submit for 2020 and that our current Plan is not ready for expansion as anticipated for 2020, therefore, is not in the best interest of the Tioga County taxpayers to revise and update the Plan at this time.

Update – IT Shared Services Plan:

ITCS Deputy Director Griffin provided the following update on the municipalities included in the current 2018 Shared Services Plan:

- Town of Owego – Fiber network connections are in place. Testing will commence soon to verify connectivity. Upon conclusion of testing, ITCS will begin the process of rolling out phone system and proceed from there.
- Town of Waverly – Fiber network connections anticipated to be completed by the end of this month; however, date has not been confirmed. Experienced a small delay and waiting on Pennsylvania Electric. Upon set up completion and connectivity testing, ITCS will begin the process of rolling out phone system and proceed from there.
- Town of Barton and Village of Nichols – These municipalities are waiting for connectivity establishment through Southern Tier Dark Fiber Network and this process is moving along.

County Planning Director Jardine reported she recently met with ITCS Director Camin regarding the question of in-home computer versus laptop for the Village of Nichols, however, noting the response applies to municipalities. Ms. Jardine reported Mr. Camin prefers laptops versus in-home computers. All data would be accessible via the laptop and secured on the County's network.

Mr. Griffin further reported services would be through a VPN (Virtual Private Network) connection and the only requirement is having Wi-Fi access. Mr. Griffin reported the laptops could be configured with a server copy and offline copy for times when Wi-Fi is not accessible noting synchronization of files when back online with Wi-Fi access. Mr. Griffin reported data backup is done multiple ways and replicated in multiple buildings.

Question raised regarding current municipalities' software. Mr. Griffin reported County ITCS would host all software, as well as phones and Internet service. In addition, consulting services are available through County ITCS to aid municipalities with a needs assessment and selection process.

Update: Code Enforcement Services:

Ms. Jardine reported ED&P Deputy Director Woodburn applied in April for a USDA Rural Economic Development Grant on behalf of REAP for a Code Enforcement Feasibility Study and award announcement is anticipated in August. In the event REAP is not awarded this grant, Funding Application (CFA) process. The difference with this grant versus the USDA grant is that each municipality would be required to enter into an inter-municipal agreement with the County and provide a funding match.

Ms. Jardine reported she surveyed the County's 15 municipalities in regards to their current code enforcement services status and reported the following:

- ✓ Three (3) municipalities indicated they have efficient code enforcement services.
- ✓ Five (5) municipalities have experienced turnover with their code enforcement services.
- ✓ Six (6) municipalities are facing retirements.
- ✓ One (1) municipality currently does not have a code enforcement officer; however, a part-time employee has been hired as of 6/17/19.

Ms. Jardine reported the Towns of Berkshire and Richford have a contractual code enforcement officer.

Ms. Jardine reported 14 out of the 15 municipalities all have part-time code enforcement officers with low-level services provided. The Town of Owego is the only municipality that has a full-time code enforcement officer.

Ms. Jardine reached out to six (6) NYS Counties and was successful in interviewing five (5) to date: Chenango, Jefferson, Seneca, Wyoming, and Otsego and hopes to interview Lewis County in the near future. Ms. Jardine reported the following interview results:

- ✓ 100% taxpayer funded with no municipal buy-in.
- ✓ Only follow the NYS Uniform Fire Prevention & Building Codes – do not enforce local code restrictions.
- ✓ Municipal attorneys are responsible for taking cases to court.
- ✓ All use municipal courts for violation proceedings.

Ms. Jardine reported it is her understanding that Tioga County Legislature will expect municipal buy-in for consideration of consolidated services.

Ms. Jardine reported the goals for consolidated code enforcement services is cost-savings and achievement of higher-level services.

Ms. Jardine reported County Code Enforcement Services would not enforce local restrictive code regulations and most towns, with the exception of Town of Owego and Town of Nichols, use local restrictive codes. Municipalities are allowed to create and adopt local code restrictions with approval of the State Code Council.

Town of Newark Valley Supervisor Yetter reported the motor vehicle/junk vehicle is the only local law that can be less restrictive than the NYS Uniform Fire Prevention & Building Code.

Ms. Jardine reported dimensional regulations such as lot sizes and setbacks should not be part of the municipalities building codes and should be done through establishment of local zoning.

Town of Owego Councilman Morgan reported that new NYS Uniform Fire Prevention & Building Codes would be released in 2020. All municipalities will receive one electronic copy and hardcopies will require purchase.

Town of Berkshire Supervisor Flesher inquired as to whether 100% participation is required from all (15) municipalities to proceed. Ms. Jardine reported 100% participation is not required, however, must be economically feasible for County consideration.

Village of Nichols Mayor Pelotte inquired as to the criteria for municipal buy-in determination (i.e., population, number of buildings, etc.). Ms. Jardine reported details would be determined during the feasibility study.

Ms. Jardine reported the next step is to complete the feasibility study.

Ms. Jardine asked Panel members in attendance to provide an update on their current code

enforcement services, issues, and future plans, etc. For the most part, all municipalities expressed interest in participating in the feasibility study, however a couple of municipalities reported they are pleased with their current arrangements and services and may not be interested in county consolidation. Some of the concerns and questions expressed regarding county consolidation included:

- ✓ Responsiveness to immediate needs.
- ✓ Multi-level code enforcement: expertise vs. intervention.
- ✓ Securing better services for same or less expense.
- ✓ Turnover rate.
- ✓ Quality of service.

Other:

NYSAC Conference: Chair Sauerbrey reported she attended the NYSAC Board meeting at last week's conference and met with several County IT Directors nationwide. Chair Sauerbrey reported she did not hear of any other counties following this type of process of connecting and hosting other municipalities IT infrastructure.

Next Steps:

- County Planning Director will continue to attend Council of Governments (COG) meetings this year to continue code enforcement services discussion.
- Commencement of Feasibility Study pending grant announcement/award.

Next Meeting: The Shared Services Panel has determined no further action is required for 2019, therefore, Chair Sauerbrey will comply with the State's timeline for submission of documents outlining no action taken in 2019. Official votes were cast by municipality representatives in attendance and are attached to this document. Next meeting announcement and commencement in 2020.

Meeting adjourned at 7:08 p.m.

Respectfully submitted,

Cathy Haskell

Deputy Legislative Clerk

TIOGA COUNTY 2019 SHARED SERVICES PLAN
VOTE JUSTIFICATION


Panel Representative: PATRICK Ayres

Municipality: Village of WAVERLY

Vote Cast: X Yes _____ No

As a member of the Tioga County Shared Services Panel, I understand and agree that we do not have a new Shared Services Plan to submit for 2020.

I also agree and understand that our current Shared Services Plan is not ready for expansion as anticipated for 2020, therefore, is not in the best interest of the Tioga County taxpayers to revise and update the Plan at this time.


Panel Representative

6 / 12 / 19
Date

TIOGA COUNTY 2019 SHARED SERVICES PLAN

VOTE JUSTIFICATION

Panel Representative: James P. Tornatore

Municipality: Village of Newark Valley

Vote Cast: X Yes No

As a member of the Tioga County Shared Services Panel, I understand and agree that we do not have a new Shared Services Plan to submit for 2020.

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James P. Tornatore
Panel Representative

June 12th, 2019
Date

TIOGA COUNTY 2019 SHARED SERVICES PLAN
VOTE JUSTIFICATION

Panel Representative: Kenneth Sutfin

Municipality: Village of Spencer

Vote Cast: Yes No

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KPS

Panel Representative

6-12-19

Date

TIOGA COUNTY 2019 SHARED SERVICES PLAN
VOTE JUSTIFICATION

Panel Representative: RANDY THAYER

Municipality: TOWN OF SPENCER

Vote Cast: Yes No

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Panel Representative

6-12-2019
Date

TIOGA COUNTY 2019 SHARED SERVICES PLAN
VOTE JUSTIFICATION

Panel Representative: Keith Flesher

Municipality: Town of Berkshire

Vote Cast: X Yes _____ No

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Panel Representative

6/12/19

Date

TIOGA COUNTY 2019 SHARED SERVICES PLAN
VOTE JUSTIFICATION

Panel Representative: Charles Davis

Municipality: Town of Archford

Vote Cast: X Yes No

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Panel Representative

6/12/19
Date

TIOGA COUNTY 2019 SHARED SERVICES PLAN
VOTE JUSTIFICATION

Panel Representative: Stuart Yetter

Municipality: Town of Newark Valley

Vote Cast: Yes No

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Stuart Yetter
Panel Representative

6/12/19
Date

TIOGA COUNTY 2019 SHARED SERVICES PLAN
VOTE JUSTIFICATION

Panel Representative: LESLEY PELOTTE

Municipality: VILLAGE of Nichols

Vote Cast: Yes No

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Lesley Pelotte
Panel Representative

June 12, 2019
Date

TIOGA COUNTY 2019 SHARED SERVICES PLAN
VOTE JUSTIFICATION

Panel Representative: Bill Strosch

Municipality: Town of Conard

Vote Cast: X Yes _____ No

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Bill Strosch

Panel Representative

6-12-19

Date