



## **Tioga County Worksession Minutes** **June 9, 2022 – 1:00 p.m.**

### **Legislators Present:**

Legislator Brown  
Legislator Ciotoli  
Legislator Hollenbeck  
Legislator Mullen (*Arrived at 1:02 p.m.*)  
Legislator Roberts  
Chair/Legislator Sauerbrey  
Legislator Standinger  
Legislator Weston

### **Legislators Absent:**

Legislator Monell

### **Guests:**

None

### **Staff Present:**

Peter DeWind, County Attorney (*Arrived at 1:01 p.m.*)  
Cathy Haskell, Legislative Clerk  
Amy Eiklor, Deputy Legislative Clerk  
Lori Morgan, Director of Community Services  
Christopher Korba, Mental Hygiene Director of Finance  
LeeAnn Tinney, Director of ED&P (*Departed at 1:04 p.m.*)  
Jackson Bailey, Budget Officer  
Stephanie Jerzak, Chief Accountant  
Gary Hammond, Commissioner of Public Works (*Arrived at 1:01 p.m.*)  
Linda Parke, Personnel Officer

**Call Meeting to Order:** Chair Sauerbrey opened the meeting at 1:00 p.m. She introduced the Legislators and staff to Linda Parke, Tioga County's new Personnel Officer.

**2020 Strategic Plan Funding – ED&P Director:** Director of ED&P, LeeAnn Tinney, explained an estimate to develop a new Strategic Plan came in at \$50,000. She has identified a potential funding source through a grant from the Appalachian Regional Commission (ARC) that would match half of that amount. Tioga County would need to fund the remaining \$25,000. The question became what account the \$25,000 would come out of as the Strategic Plan benefits all Tioga County departments. Ms. Tinney spoke with Budget Officer Jackson Bailey, who suggested using funds from the General Fund. Ms. Tinney reported she submitted

a resolution regarding the grant that will come forward at the June 14, 2022 Legislative Meeting. Ms. Tinney asked the Legislators in attendance if they had any objection to using \$25,000 from the General Fund to pay for the development of the Strategic Plan.

Chair Sauerbrey reported the last Strategic Plan was constructed in 2016 and came out of Ms. Tinney's budget. Legislator Roberts stated there was discussion at the ED&P Committee regarding Ms. Tinney's proposed resolution. Legislator Roberts stated since all departments have input on the Strategic Plan, the General Fund would be the best option. The ED&P Committee approved the resolution Ms. Tinney submitted with the caveat that the full Legislature understood what fund the money will come out of. Chair Sauerbrey asked her fellow Legislators if there were any objections to using \$25,000 from the General Fund. There were no objections.

**2023 Budget Discussion – Budget Officer Bailey:** Budget Officer Jackson Bailey distributed the 2023 Departmental Budget Directives and the 2023 Budget Year Calendar to the Legislators. Mr. Bailey reported the following from the 2023 Budget Year Calendar:

- 2023 Budget Entry will open to departments on June 13.
- Budgets will be discussed at July committee meetings.
- Initial Tax Cap will be presented in August.
- Outside Agency Funding Requests will be reviewed in August.
- Capital Budget requests and 5-Year Plan will be reviewed in September.
- Final Tax Cap and revisions will be done in October.
- Final revisions and Budget Hearing will take place in November.
- The Final Budget will be adopted in December.

Chair Sauerbrey stated estimating costs of equipment and fuel will be particularly difficult this year due to inflation and supply chain issues. Mr. Bailey replied that he is opening the process up earlier than normal to allow departments extra time to construct their 2023 Budget. Mr. Bailey reported the following from the 2023 Departmental Budget Directives:

- Departments are to use their 2022 Original Budget as a baseline number for 2023.
- There will be no increase to any expense line, with the exception of salaries and benefits.
- Any decrease in revenue shall require an offset to an expense line in order to maintain "zero" base.
- There shall be no new positions added without Legislative and Personnel approval.
- Any and all Capital Budget requests must be presented on a 5-Year Capital Plan.
- All Capital Equipment Requests (Vehicles, Large Equipment, etc.) shall be reviewed by the Public Works Commissioner.

- All IT Equipment Requests for Computer and Technology needs (including Hardware & Software) shall be reviewed by the Chief Information Officer and are to be included in the IT 5-Year Plan.
- The Tioga County Legislature shall agree on all proposed IT requests.
- All Next Year Budget Entry requests shall be reviewed by the Legislature.
- Department Heads shall send a copy with the budget notes prior to committee meeting and present only:
  - Highlight any increases or decreases in specific budget lines, comparing 2022 to 2023 for both Expense and Revenue, presenting any difference in total for 2022 Original Budget and the 2023 Departmental Budget
  - Refer and Note Bottom-Line Local Share - the ultimate cost to Tioga County
  - Highlight any new accounts and explain the need
  - Highlight staffing changes from year to year
  - Highlight Capital Requests (Vehicles, Projects, Equipment)
  - Highlight IT Requests (Computers, Printers, Copiers, Other)

Mr. Bailey will send out the 2023 Departmental Budget Directives and the 2023 Budget Year Calendar to Department Heads on June 13. He will also send out a sheet with tips and tricks for Budget Entry in Munis. Mr. Bailey encourages those with questions to reach out to him for assistance and he can schedule one-on-one consultations.

**Approval of Worksession Minutes:** On motion of Legislator Mullen, seconded by Legislator Weston, the May 19, 2022 minutes were unanimously approved.

**Action Items:** Currently we have none.

**Legislative Support:** Legislative Clerk Haskell asked for approval of the May 5, 2022 Legislative Support committee minutes. On motion of Legislator Mullen, seconded by Legislator Brown and unanimously carried, the minutes were approved.

Legislative Clerk Haskell reported the following:

- Year-to-Date Budget Report shows 38.6% of Legislative budget has been expended.
- Local Law No. 3 of 2022 imposing additional surcharges for telephonic communication had a collection start date of June 1, 2022.
- NeoGov is now the training platform that will be used by Tioga County for online trainings. The new platform allows employees to access trainings from any computer.
- Ms. Haskell attended the New York State Association of Clerks of County Legislative Boards (NYSACCLB) Conference in Cattaraugus County in May, which was highly beneficial.
- Ms. Haskell will be taking vacation from June 27 – July 1

**Resolutions:** Ms. Haskell reviewed the agenda and resolutions for the June 14, 2022 Legislature meeting with discussion occurring on the following:

- ***Authorize Submission of Appalachian Regional Commission Grant Application for Strategic Plan:*** Ms. Haskell reported this is the resolution Ms. Tinney referenced in her Strategic Plan presentation. This resolution will authorize Tioga County to apply for the ARC grant.
- ***Award HVAC Control Contract for the HHS Building:*** Ms. Haskell pointed out that this resolution considers the base bid to be \$492,420, which will be the amount used in the contract.
- ***Establishment of Capital Reserve for Emergency Radio Communication System & Infrastructure:*** Ms. Haskell reported this resolution will establish an Emergency Radio Communication System & Infrastructure Reserve Fund.
- ***Fund Capital Reserves for Emergency Radio Communication System & Infrastructure, Capital, Capital Hardware, & Capital Software:*** This resolution will fund the Emergency Radio Communication System & Infrastructure Reserve Fund, Capital Hardware, and Capital Software accounts. Chair Sauerbrey reported \$4,300,000 from the sales tax revenue surplus will be transferred to the newly established Emergency Radio Communication System & Infrastructure Reserve Fund. In addition, \$2,000,000 will be transferred to the Capital Reserve, \$250,000 to the Capital Software Reserve, and \$250,000 to Capital Hardware Reserve from the Unrestricted Fund Balance.
- ***Amend Employee Handbook: Add New Policy to Section XI. Entitled Tioga County Records Management Policy and Procedures:*** Ms. Haskell reported Director of Assets and Records Management, Tracy Savard, identified that Tioga County did not have a Records Management policy. Ms. Savard wrote a new policy on Records Management that will be added to the Employee Handbook.
- ***Amend Employee Handbook: Section III: Financial Rules; Subsection M. Entitled Tioga County Fund Balance Policy:*** Budget Officer Bailey reviewed Tioga County's current Fund Balance policy and made one grammatical change. Mr. Bailey stated he looked at the Comptroller's guidance as well as other counties' Fund Balance policy. The revision will be updated in the Employee Handbook.

**Other:**

- ***Tioga Downs Casino State Aid:*** Chair Sauerbrey reported Tioga County receives funds from Tioga Downs Casino revenue each year. However, New York State has labeled the funds as State Aid, therefore, funds can be taken away at any time. Chair Sauerbrey does not want these funds included in Tioga County's everyday operating budget. Instead, she would like the Legislature to decide on an annual basis what to do with the State Aid. Chair Sauerbrey will discuss this topic in depth at a later date.

**Executive Session:** Eight Legislators were present. County Attorney DeWind, Legislative Clerk Haskell, Director of Finance Korba, Director of Community Services Morgan, and Personnel Officer Parke remained in attendance. Motion by Legislator Mullen, seconded by Legislator Brown to move into Executive Session to discuss an employee financial matter at 1:36 p.m. Motion carried. Executive Session adjourned at 1:51 p.m.

Meeting adjourned at 1:51 p.m.

Next Worksession scheduled for Thursday, June 23, 2022, at 10:00 a.m.

Respectfully submitted,

*Amy Eiklor*

Deputy Legislative Clerk