



## **Tioga County Worksession Minutes** **August 10, 2023 – 1:00 p.m.**

### **Legislators Present:**

Legislator Ciotoli  
Legislator Flesher  
Legislator Monell  
Legislator Mullen (*Arrived at 1:03 p.m.*)  
Legislator Roberts  
Chair/Legislator Sauerbrey  
Legislator Standinger  
Legislator Weston

### **Legislators Absent:**

Legislator Brown

### **Guests:**

None

### **Staff present:**

Peter DeWind, County Attorney  
Cathy Haskell, Legislative Clerk  
Amy Eiklor, Deputy Legislative Clerk  
Linda Parke, Personnel Officer  
Lori Morgan, Director of Community Services  
Gary Hammond, Commissioner of Public Works  
Laura Schurter, Accountant (*Arrived at 1:13 p.m.*)

**Call Meeting to Order:** Chair Sauerbrey opened the meeting at 1:01 p.m.

**Executive Session:** Eight Legislators were in attendance. Motion by Legislator Flesher, seconded by Legislator Ciotoli, to move into Executive Session to discuss matters pertaining to employment histories of particular individuals at 1:01 p.m. Motion carried. Motion by Legislator Mullen to adjourn, seconded by Legislator Monell. Executive Session adjourned at 1:05 p.m.

**Approval of Worksession Minutes:** On motion of Legislator Roberts, seconded by Legislator Monell, the July 20, 2023 minutes were unanimously approved.

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

**Legislative Support:** Legislative Clerk Haskell reported the following:

- **Approval of Minutes:** On motion of Legislator Monell, seconded by Legislator Ciotoli and unanimously carried, the July 6, 2023 Legislative Support minutes were approved.
- **Financial:**
  - The Legislative Office has expended 51% of their 2023 budget, which is slightly less than this time last year.
  - Accounts Payable for July 2023 - 704 invoices, totaling \$1,528,529.74.
  - P-Card transactions for July 2023 – 152 invoices, totaling \$42,856.45.
  - **2024 Legislative Office Budget:** Ms. Haskell presented the 2024 Legislative Office budget. Ms. Haskell presented the Budget Report with Notes and complied with the zero-based budget directive. There were budgetary line decreases to offset the increase in the Training/County Required line. The training line was increased based on actual 2023 attendance and anticipated 2024 attendance. Ms. Haskell asked the Budget Officer to review her budget and came back with no recommended changes. If the Legislators have no recommended changes, Ms. Haskell will submit the budget to the Budget Officer.
- **Old Business:**
  - **Sales Tax Extender Bill:** Ms. Haskell reported Senator O'Mara's Office contacted the Legislative Office on July 28, informing us that the Governor has signed the two-year sales tax extender. Ms. Haskell revised the resolution with the new legislation information and sent it to the New York State Taxation & Finance Attorney for review. County Attorney DeWind also reviewed the resolution. Ms. Haskell has included the resolution in the agenda packet for Legislature consideration at the August 15 meeting. After the resolution has passed, Ms. Haskell will certify it and send to the required State and County entities.
  - **Department Head Evaluations:** Ms. Haskell reminded the Legislators that Department Head Evaluations are due to Personnel by September 8, 2023.
  - **Legislative Conference Room Chairs:** Ms. Haskell reported that she received quotes from two vendors for new chairs in the Legislative Conference Room. She provided the Legislators pricing options for both high-back and mid-back chairs. Ms. Haskell also provided Commissioner of Public Works, Gary Hammond, the pricing information in order to determine budgetarily if he would utilize funds from the 2023 or 2024 budget. Ms. Haskell reported one vendor indicated they would offer a "try before you buy" option. The Legislature preferred the "try before you buy" option.
  - **Local Law Introductory No. B of 2023:** Ms. Haskell reported Local Law Introductory No. B of 2023 provides a Real Property tax exemption for volunteer firefighters and

ambulance workers. The resolution to adopt the Local Law is included in the August 15<sup>th</sup> agenda packet. The Local Law will go into effect on January 1, 2024.

➤ **New Business:**

- **Local Laws:** Ms. Haskell reviewed the timelines for Local Laws:

**Local Law Introductory No. C of 2023 – A Local Law Providing for the Collection of a Hotel and Motel Tax in Tioga County:**

8/15/23 - Legislator Roberts to introduce Local Law at the Legislature Meeting.  
8/15/23 - Legislature to adopt resolution setting the Public Hearing.  
8/24/23 - Legislature to conduct Public Hearing at 2<sup>nd</sup> Legislative Worksession.  
ED&P Director Tinney will provide a brief presentation.  
9/12/23 - Legislature to adopt Local Law No. 3 of 2023 at the Legislature Meeting.  
12/1/23 - Local Law Effective Date.

**Local Law Introductory No. D of 2023 – A Local Law Establishing the Position of County Administrator for the County of Tioga:**

8/15/23 – Legislator Standinger to introduce Local Law at the Legislative Meeting.  
8/15/23 - Legislature to adopt resolution setting the Public Hearing.  
8/24/23 - Legislature to conduct Public Hearing at 2<sup>nd</sup> Legislative Worksession.  
Chair Sauerbrey will provide a brief presentation.  
9/12/23 - Legislature to adopt Local Law No. 4 of 2023 at the Legislature Meeting.

**Resolutions:** Ms. Haskell reviewed the agenda and resolutions for the August 15<sup>th</sup> Legislature meeting. She reported there was not a quorum at numerous Legislative Committee meetings on Tuesday. In order for the resolutions from those committees to move forward, the Legislature needs to agree to include them in the August 15<sup>th</sup> agenda packet. Discussion occurred on the following resolutions:

- **Transfer Authorized Capital Project American Rescue Plan Act (ARPA) Funds to Purchase Sophos Firewall Appliances:** Ms. Haskell reported this resolution was not presented at the Information Technology Committee meeting, but it was talked about. There were no objections to moving this resolution forward for Legislature consideration.
- **Create and Fill Permanent, Three (3) Full-Time Senior Clinical Social Worker Positions and One (1) Clinical Social Worker Position – Mental Hygiene:** Legislator Standinger reported State funding pays for a portion of these positions. Director of Community Services Morgan stated two positions are fully funded by State Aid.

Ms. Haskell asked the Legislators if there were any objections to moving all resolutions presented to the August 15<sup>th</sup> meeting. There were no objections and on motion by Legislator Monell, seconded by Legislator Roberts, all resolutions included in the agenda packet will be presented for Legislature consideration.

Ms. Haskell anticipates a Late-File Resolution for Legislature consideration at the Finance, Legal & Safety Committee meeting relating to the property tax auction that is taking place this evening.

**Other:**

- **July 6<sup>th</sup> Personnel Committee Meeting Minutes:** Chair Sauerbrey reported the July 6<sup>th</sup> Personnel Committee meeting minutes were not approved at this morning's Personnel Committee meeting. On motion of Legislator Monell, seconded by Legislator Flesher, the minutes were approved.

**Executive Session:** Eight Legislators were in attendance. Personnel Officer Parke, County Attorney DeWind, Legislative Clerk Haskell, Commissioner of Public Works Hammond, and Director of Community Services Morgan remained in attendance. Motion by Legislator Roberts, seconded by Legislator Mullen, to move into Executive Session to discuss matters pertaining to the appointment and promotion of particular individuals at 1:29 p.m. Motion carried. Ms. Morgan and Commissioner Hammond departed at 1:42 p.m. Motion by Legislator Monell to adjourn, seconded by Legislator Mullen. Executive Session adjourned at 2:16 p.m.

Meeting adjourned at 2:16 p.m.

Next Worksession scheduled for Thursday, August 24, 2023, at 10:00 a.m.

Respectfully submitted,

*Amy Eiklor*

Deputy Legislative Clerk