



Tioga County Worksession Minutes **July 7, 2022 – 1:00 p.m.**

Legislators Present:

Legislator Brown
Legislator Ciotoli
Legislator Hollenbeck
Legislator Monell
Legislator Mullen
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger
Legislator Weston

Legislators Absent:

None

Guests:

None

Staff Present:

John Van Wert, First Assistant County Attorney
Cathy Haskell, Legislative Clerk
Amy Eiklor, Deputy Legislative Clerk
Dawn Thorpe, Safety Officer (*Arrived at 1:52 p.m. & Departed at 1:58 p.m.*)
Gary Howard, Sheriff (*Departed at 1:50 p.m.*)
Kirk Martin, District Attorney (*Departed at 1:50 p.m.*)
James McFadden, Treasurer (*Arrived at 1:53 pm. & Departed at 2:10 p.m.*)
Stephanie Jerzak, Chief Accountant (*Arrived at 1:53 p.m.*)
Linda Parke, Personnel Officer (*Departed at 2:03 p.m.*)

Call Meeting to Order: Chair Sauerbrey opened the meeting at 1:00 p.m.

Executive Session: Nine Legislators were in attendance. Sheriff Howard, District Attorney Kirk Martin, Personnel Officer Parke and Legislative Clerk Haskell remained in attendance. Motion by Legislator Mullen, seconded by Legislator Hollenbeck to move into Executive Session to discuss potential contract negotiations at 1:00 p.m. Motion carried. Executive Session adjourned at 1:50 p.m.

Establishing Reserve Funds: Chair Sauerbrey reported Tioga County receives funds from Tioga Downs casino revenue each year. However, New York State considers the funds to be

State Aid, therefore, the funds can be taken away at any time. Chair Sauerbrey does not want the funds to be part of the everyday operating budget. Chair Sauerbrey suggested establishing a Reserve account specifically for these funds. Chair Sauerbrey would like the funds to be transferred on a yearly basis via resolution. Once the funds are received by the Treasurer's Office, they will notify the Legislature, who will then decide where to put the funds via resolution. Treasurer McFadden reported the money currently goes into the General Fund.

Chair Sauerbrey asked if Reserve Funds have to be Capital Reserves. Chief Accountant Jerzak replied there are certain requirements in establishing Reserve Funds. Chair Sauerbrey asked Ms. Jerzak what part of the year funds should be transferred. Ms. Jerzak responded even though the funds are received at the beginning of the year, she dates it back to the end of the previous year. Chair Sauerbrey suggested passing the resolution at the first meeting of the year.

Legislator Ciotoli asked if a Reserve Fund can be established and the balance later transferred to another account. Ms. Jerzak replied that a separate resolution would have to be done to transfer the money between Reserves. It was previously understood that once a Reserve account was established, the account could not be closed until the funds were expended or show that the intent of the account no longer exists.

Chair Sauerbrey asked her fellow Legislators if they were in agreement in passing a resolution on a yearly basis. There were no objections. Ms. Jerzak will obtain more information on establishing Reserves and report her findings to Chair Sauerbrey. The matter will be discussed at a later date.

Order of Business: Chair Sauerbrey wanted to remind her fellow Legislators that Tioga County follows the Robert's Rules of Order. She suggested the Legislators be mindful of not talking over one another during a meeting. Each Legislator has the opportunity to speak and following Robert's Rules allows for a more orderly and efficient meeting.

56 Main Street Safety & Security Update – Safety Officer Thorpe: Safety Officer Thorpe stated that she conducted a meeting last week where building safety and security concerns were discussed. She reported the main entrance door of 56 Main Street received a new lock. Chief Information Officer, Jeremy Loveland, has begun the process of switching the key system to key fobs for the three main exterior doors of 56 Main Street. Interior doors will be discussed at a later date. The doors will be controlled by computer so no one will have to physically open and close the door every day. Ms. Thorpe stated that there will still be a physical key locking mechanism in place for emergencies and power outages.

Ms. Thorpe reported an interior security vestibule is being considered at the main entrance of 56 Main Street. An outside vendor, Securitas, is a possible option for security guards at the vestibule. Another option is a magnetometer at the front door like the HHS building has. Ms. Thorpe applied for a grant that would help cover the cost of new security cameras. She is still waiting to find out if Tioga County received the grant or not. Chair Sauerbrey stated some funds were set aside from the American Rescue Plan Act (ARPA) in order to pay for security updates to the building. Ideally, Ms. Thorpe would like to have 55 new Verkada cameras installed on the interior and exterior of the building. Some cameras will replace existing ones, while additional cameras offer extra coverage. The cameras have a 30-day footage retention

and offers facial and license plate recognition. Should there be an incident captured via camera, footage will be kept indefinitely. There are many details that have yet to be decided but Chair Sauerbrey stated building security and safety will be an ongoing discussion.

Approval of Worksession Minutes: On motion of Legislator Monell, seconded by Legislator Brown, the June 23, 2022 minutes were unanimously approved.

Action Items: Currently we have none.

Legislative Support: Legislative Clerk Haskell asked for approval of the June 9, 2022 Legislative Support committee minutes. On motion of Legislator Brown, seconded by Legislator Hollenbeck and unanimously carried, the minutes were approved.

Legislative Clerk Haskell reported the following:

- The Legislative Office has expended 46.1% of their budget to date, which is the same as last year at this time
- Ms. Haskell reported she is in the process of preparing the 2023 Legislative Office budget
- The IRS mileage rate increased from 58.5 to 62.5 cents per mile effective July 1, 2022
- Ms. Haskell emailed the NYSAC fall seminar documents to all Legislators. The seminar will take place in Buffalo in September. All Legislators are welcome to attend and Ms. Haskell has funds in her budget to pay for Legislators wishing to attend.
- Ms. Haskell will be on vacation the week of July 25, 2022 and will be checking email

Resolutions: Ms. Haskell reviewed the agenda and resolutions for the July 12, 2022 Legislature meeting with discussion occurring on the following:

- ***Authorize Acceptance of CDBG-CV CARES Act Grant Award for Racker Nonprofit Hub:*** Chair Sauerbrey stated ED&P wrote, and was awarded, a grant. The funds will be used to pay for the Racker Center's Neighborhood Depot project. She emphasized the need for departments to communicate with the Treasurer's Office when it comes to grant funding.
- ***Authorize Contract with the Burke Group for Compensation and Classification Study Services:*** Ms. Haskell reported this study is only for management/confidential positions.
- ***Authorize Purchase of Former Town of Owego Highway Garage:*** Ms. Haskell stated this purchase will be made using ARPA funds.
- ***Amend 2022 Budget Appropriation of Funds American Rescue Plan Act Budget Office Request 2022-004:*** Ms. Haskell reported this resolution is appropriating \$400,000 to the Racker Center for their Disaster Recovery Center. The resolution also appropriates \$71,260 to Southern Tier Network, who previously received \$300,000 for Broadband upgrades.

- **Amend Resolution #194-22 Modify 2022 Budget and Appropriation of Funds Reserve for E911- Office of Emergency Services:** Ms. Haskell stated \$50,000 was already appropriated and this resolution appropriates an additional \$35,000.
- **Apportioning Forfeiture of Crime Proceeds for Drug Enforcement Activities:** Ms. Haskell stated this resolution did not go through Public Safety Committee as the funds were not received in the Treasurer's Office until the following day. The Sheriff was good moving forward with the resolution. Chair Sauerbrey inquired as to how the apportioning percentages are configured. Ms. Haskell replied that a formula is used to determine the percentages. Ms. Haskell asked the Legislators if they had any objections to adding this resolution into the July 12, 2022 meeting packet. There were no objections.
- **Resolution to Declare Work Day Status for Elected and Appointed Officials:** This resolution is needed due to the increase in hours for the Veterans' Service Agency staff. Chair Sauerbrey reported the Veterans' Service Agency office has temporarily moved to room 101 within 56 Main Street. Their office will eventually move upstairs where the current ED&P offices are.

Other:

- **August Committee Meeting Reminder:** Chair Sauerbrey reported department heads should present their budgets at the August Committee meetings. In addition, Ms. Haskell mentioned that all requests for new positions require Standing Committee approval. Departments need to inform the Budget Officer and receive approval from Personnel as well.

Legislator Standinger motioned to adjourn the meeting at 2:25 p.m.

Next Worksession scheduled for Thursday, July 21, 2022, at 10:00 a.m.

Respectfully submitted,

Amy Eiklor

Deputy Legislative Clerk