



## **Tioga County Worksession Minutes** **August 18, 2022 – 10:00 a.m.**

### **Legislators Present:**

Legislator Brown  
Legislator Ciotoli  
Legislator Roberts (*Departed at 12:00 p.m.*)  
Chair/Legislator Sauerbrey  
Legislator Standinger  
Legislator Weston (*Departed at 11:30 a.m.*)

### **Legislators Absent:**

Legislator Hollenbeck  
Legislator Monell  
Legislator Mullen

### **Guests:**

Attorney Jim Roemer, *via Zoom*

### **Staff Present:**

Peter DeWind, County Attorney (*Departed at 11:24 a.m. & Returned at 11:55 a.m.*)  
Cathy Haskell, Legislative Clerk  
Amy Eiklor, Deputy Legislative Clerk (*Arrived at 11:40 a.m.*)  
Jackson Bailey, Budget Officer (*Arrived at 11:40 a.m. & Departed at 12:15 p.m.*)  
Linda Parke, Personnel Officer  
Camille Mattison-Corneby, Secretary to Personnel Officer (*Departed at 11:35 a.m.*)  
Gary Howard, Sheriff (*Departed at 11:35 a.m.*)  
Dawn Thorpe, Safety Officer (*Arrived at 11:40 a.m. & Departed at 12:05 p.m.*)

**Call Meeting to Order:** Chair Sauerbrey opened the meeting at 10:01 a.m.

**Executive Session:** Six Legislators were in attendance. Legislative Clerk Haskell, Personnel Officer Parke, Secretary to Personnel Officer Mattison-Corneby, Sheriff Howard and County Attorney DeWind remained in attendance. Motion by Legislator Brown, seconded by Legislator Weston to move into Executive Session to discuss contract negotiations at 10:01 a.m. Motion carried. Motion by Legislator Brown to adjourn, seconded by Legislator Ciotoli. Executive Session adjourned at 11:35 a.m.

**2023 Budget Discussion – Budget Officer Bailey:** Budget Officer, Jackson Bailey, gave a brief overview and reported the following:

#### Budget Status:

- Level 1 (Departmental) has rolled to Level 2 (Budget Officer)
- Individual Department Entry is closed
- Level 2 will include Salary, Fringe, Insurance Projections, Capital Budget, Outside Agency Funding, Tax Cap & PILOT Projections
- The Capital Budget will be presented at the September Committee Meeting

Chair Sauerbrey asked Mr. Bailey where funds for the Capital Reserve come from. Mr. Bailey replied that the Capital Reserve is funded by Sales Tax Overage.

#### Preliminary Budget by Fund - *Tentative*:

- Total Appropriations \$84,922,006
  - Increase of \$1,331,311 from prior year
- Total Revenues \$55,755,757
  - Increase of \$2,000 from prior year (Projection for Sales Tax & Casino Revenue not included)

#### Tentative Tax Cap:

- 2022 Tax Levy \$25,358,754
- 2023 *Tentative* Tax Levy \$25,837,325, an increase of 1.92%

#### Preliminary Fund Balance Utilization (General Fund)

- 2021 Fund Balance \$33 million
- 2022 Revised Revenues \$82.5 million
- 2022 Revised Appropriations \$91.9 million
- 2022 Appropriated Fund Balance \$9.4 million
- 2023 *Tentative* Appropriated Fund Balance \$3.3 million (without Capital, Salary etc.)
- 2023 *Estimated* Fund Balance \$20.3 million

#### Outside Agency Funding Requests:

- Mr. Bailey received most 2023 Outside Agency Requests
- Cornell Cooperative Extension (CCE) reached out to Mr. Bailey via email and asked for an additional \$50,000 in funding this year. That request was denied.
- The Legislature will not fund any additional Outside Agencies

Legislative Clerk Haskell inquired what happens if an outside agency does not submit a request. Mr. Bailey replied that he contacts agencies that have not submitted their requests. As outside agencies provide a service to Tioga County residents, Mr. Bailey feels obligated to reach out to them if he has not received a request.

Legislator Standinger asked Mr. Bailey if there were many departments that did not follow the zero-based budget directive. Mr. Bailey responded yes, there were quite a few departments that did not. Mr. Bailey explained that he looks at each org code and contacts the department to make cuts where necessary. If the department is not able to make the necessary cuts, the decision can be made by the Legislature. Mr. Bailey stated the Sheriff's

Office has many mandates that greatly impact the budget and he hopes he can cut from under-used account lines to make up the difference. Mr. Bailey will be present at the next Worksession, where he will offer his recommendations and provide updates on the 2023 Budget.

**Approval of Worksession Minutes:** Due to lack of quorum, the August 4, 2022 Legislative Worksession minutes were not approved. Approval of August 4, 2022 minutes was added to the September 8, 2022 Legislative Worksession agenda.

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

**Other:**

- ***Employee Discipline Discussion:*** Legislator Standinger reported he found a copy of the New York State Supervisor's Guide to Counseling. He inquired if Tioga County has a policy in place on employee disciplinary action. County Attorney DeWind replied that he believes there is a policy in place, though it is very limited. Personnel Director, Linda Parke, stated she is concerned that numerous department heads have left her out of the employee termination process. Ms. Parke reported she was not made aware that the termination process had started until after the process was over. Personnel was not made aware and there was no paperwork in the employee's file. County Attorney DeWind stated the process will be discussed at the upcoming Leaders Meeting and a policy update may be needed in the future.

Meeting adjourned at 12:25 p.m.

Next Worksession scheduled for Thursday, September 8, 2022, at 1:00 p.m.

Respectfully Submitted,

*Amy Eiklor*

Deputy Legislative Clerk