



Tioga County Worksession Minutes

January 8, 2026 – 1:00 p.m.

Legislators Present:

Legislator Brown
Legislator Bunce
Legislator Cantella
Legislator Ciotoli
Legislator Flesher
Chair/Legislator Monell
Legislator Rose
Legislator Standinger

Legislators Absent:

Legislator Aronstam

Guests:

Matt Freeze, Reporter, Morning Times (departed 1:50 p.m.)

Staff present:

Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Jackson D. Bailey II, County Administrator
Linda Parke, Personnel Officer (departed 1:50 p.m.)

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

2026 Legislative Standing Committees: Legislative Clerk Haskell distributed copies of the 2026 Legislative Standing Committees. Chair Monell will announce at next week's Legislature meeting that the Legislative Standing Committees for 2026 have been established and will go into effect February 2026.

Chair Monell reported if there are any conflicts or issues to let him know, as adjustments can be made.

County Administrator Report: County Administrator Bailey reported the following:

DEPARTMENTAL MANAGEMENT & LABOR RELATIONS

COLLECTIVE BARGAINING:

County Administrator Bailey reported the collective bargaining negotiations for Tioga County Corrections Association, Inc. and Tioga County Law Enforcement Association, Inc. are both still ongoing. Mr. Bailey reported the current contract expired December 31, 2025. Mr. Bailey reported the Corrections Association vote failed 26-16 and a Declaration for Impasse has been filed. Mr. Bailey reported there is a change in the Law Enforcement's representation, which will prompt the process to start over again. When agreements for both unions are ratified, they will be retroactive to January 1, 2026.

DEPARTMENT HEAD EVALUATIONS: Mr. Bailey reported a six-month evaluation for the Chief Information Officer will need to be completed in March 2026.

POLICY REVIEW & IMPLEMENTATION:

- **Personnel Rules, Disciplinary Procedures Policy** – Mr. Bailey reported he is currently working with Personnel Officer Parke and outside counsel (Roemer, Wallens, Gold & Mineaux) on disciplinary procedures and best practices. The draft is currently under review with outside counsel. The purpose of the policy revision is to provide Department Heads and Supervisors with additional guidance on the County's disciplinary procedures and timeline of when the Personnel Office should be notified.
- **Purchasing and Payment Policy** – Mr. Bailey reported this policy is in draft form. Mr. Bailey reported he will be named in the policy as the Purchasing Officer as the current policy names the former Chief Information Officer. In addition, Mr. Bailey reported our current Chief Information Officer will also be named as a secondary Purchasing Officer who will oversee our Amazon, Staples, and all online procurement accounts.
- **Building & Vehicle Procedures – Assignment and Use of County Vehicles** – Mr. Bailey reported he has been working on a draft revision of this policy with Safety Officer Holbrook. Mr. Bailey anticipates bringing this policy forth to the Executive Committee in January with the intent of adopting this policy in February 2026. Mr. Bailey reported the current policy has language regarding Department Heads maintaining an Approved Drivers List and the revised draft policy will provide language that if the employee is compliant with the LENS Program and required driver training then they will be considered an "Approved Driver".

FINANCIAL MANAGEMENT & BUDGETING

BUDGET OFFICER: – County Administrator Bailey distributed and reviewed the following budget documents:

- **YTD County Budget Report:** Mr. Bailey reported this is a tentative report as of December 2025, as the Treasurer's Office is still doing their accrual process. For the Objects of Revenue, the revised budget is \$120,909,499 with actuals of \$106,806,826 leaving a remaining revised budget balance of \$14,102,673.

Mr. Bailey reported for the Objects of Expense, the revised budget is \$139,065,087 with total actuals expended of \$107,717,494 leaving a remaining available balance of \$31,347,592.

Mr. Bailey reported the total applied fund balance at the beginning of the year was \$6,309,355 with budgetary amendments of \$11,846,233 resulting in a current applied fund balance of \$18,155,587.

- **YTD Budget Report for County Administrator Budget: A1230 –**

As of December 2025, Mr. Bailey reported the County Administrator's budget reflects 96% utilization with no concerns or challenges for 2026.

- **2026 Budget Status:** Mr. Bailey reported the 2026 budget has been soft posted, so Departments are able to invoice for January expenses. Mr. Bailey reported the 2025 budget is also still open and the accruals are still occurring.

- **ARPA Project Status Review:** Mr. Bailey reported there is a resolution for Legislature consideration at the January 13, 2026 Legislature meeting to carry forward the ARPA funds awarded to the County during COVID. The full award was \$9,362,868 of which all has been obligated for projects approved by the Legislature.

The ARPA report reflects 2021-2024 Actual and 2025 YTD based on the ARPA projects expenditures. Mr. Bailey reported there is a resolution to carry forward the amounts for the DPW Truck Wash Facility, ITCS Security Access System, GIS Ortho Imaging Mapping, and DPW Court Annex HVAC Upgrade.

Mr. Bailey will report on the project status in April 2026 but will continue to provide periodic updates.

Legislator Rose inquired as to whether the Legislature needs to be concerned with spend-by-dates or commit-by-dates for Federal funding. Mr. Bailey reported the ARPA funding the County received is under the \$10 million dollar threshold, therefore allowed us to allocate all the funding towards loss of government services. The funds awarded needed to be obligated by December 31, 2024 and expended by December 31, 2026.

Legislator Cantella inquired about interfund transfers. Mr. Bailey reported the County has multiple funds. The capital fund can sustain itself through sales tax and other funding sources in place. The general fund is supported by real property and sales tax. The other funds have no sustainability, so we need to expend the general fund and revenue to the other funds to move funding back and forth through the interfund transfers. These funds should be dollar for dollar to the expenditures.

Regarding the Capital Budget, Legislator Cantella reported the original budget was low compared to what was modified and questioned if this standard throughout the year as additional projects come forth. Mr. Bailey reported that historically Public Works has a lot of equipment and larger capital projects that are not finalized by year-end, so the additional funding reflects the budgetary amendments that came forth.

CAPITAL PROJECTS:

- **56 Main North Wing HVAC Upgrade –** Mr. Bailey reported Public Works noted earlier today in their Legislative Standing Committee that there is a potential delay in the project, which will primarily affect the displacement of the Personnel Office longer than originally

anticipated. The delay is due to ductwork remediation in the Personnel Office. While Personnel are displaced, the contractors would like to stay on track with the move of the ITCS Department staff. The whole project in its entirety should remain on schedule. Mr. Bailey reported Public Works has two change order resolutions for Legislature consideration at the January 13, 2026 Legislature meeting.

- **Radio Communications Tower Upgrade:** Mr. Bailey reported the Spencer tower was recently stood and now they are focusing on the Apalachin tower.
- **Consolidated County Office Building Project Status:** Mr. Bailey reported we are still in the process of negotiating the sales contract and leases.

GRANTS & SHARED SERVICES:

- **2025 New York State County Infrastructure Grant Program:** Mr. Bailey reported he applied for, and the County was awarded \$1 million dollars for this building and the potential Walgreens site. Mr. Bailey provided a status report to NYS, which was accepted. As we progress, Mr. Bailey stated continued reporting will occur.
- **USDA FY26 Congressional Directed Spending Grant** – Mr. Bailey wrote an application for a USDA grant through Congressman Langworthy's office, and we were awarded \$1.5 million dollars with the intent to use towards the Radio Communication Tower Project. Mr. Bailey reported a resolution for Legislature consideration will be presented at the January 13, 2026 meeting to award the grant.

Legislator Standinger thanked Mr. Bailey for his work and efforts of coordination on the Radio Communication Tower Project. In turn, Mr. Bailey thanked Director of Emergency Services for her work and efforts on the project as a whole and for the recruitment of the consultant that has expedited the process.

Legislator Rose inquired as to USDA involvement in a grant of this nature for technology and radio communication. Mr. Bailey reported because we are classified as a rural county this fell under the purview of public safety.

- **NYS 250th Commemoration Commission Award** – Mr. Bailey reported he applied to and received the New York State Education Department for the 250th Commemoration Commission Award for \$15,000 to be used for historical initiatives regarding the 250th Commemoration of the United States of America. Mr. Bailey has a meeting scheduled with the County Historian and Executive Director of the Tioga County Museum to discuss plans for these funds.

OPIOID SETTLEMENT FUNDS:

- **2026 RFP Awards/Opioid Advisory Committee** – Mr. Bailey reported Mental Hygiene put out an RFP for use of the Opioid Settlement funds. The Advisory Committee, established by the Legislature, met to review the five applications. The Attorney General's Office determined the criteria for restricted and unrestricted funds. Mr. Bailey reported the awardees have a quarterly reporting requirement that must be met regarding their deliverables and if these deliverables are not met, the contract indicates these funds can be clawed back to the County.

Mr. Ciotoli inquired as to whether this funding includes regular outside agency funding within the 2026 budget or whether this funding was in addition to. Mr. Bailey reported the Opioid Settlement funds are in addition to any outside agency funding granted within the 2026 budget. Mr. Bailey reported there are five resolutions for each of the five awardees for Legislature consideration at the January 13, 2026 Legislature meeting. Mr. Bailey reported that County Attorney DeWind is working on the agreements and are expected to be executed by the end of the month.

Mr. Bailey reported Director of Community Services Morgan was the lead on this RFP and she is retiring at the end of January 2026. Mr. Bailey reported he plans to work with the Interim Director of Community Services to ensure compliance and prepare a process for quarterly report reviews.

ADMINISTRATION & COMMUNICATION

LEADERS MEETING:

Mr. Bailey reported he conducts quarterly Leaders Meetings with the Departments and the first one for 2026 is scheduled for Tuesday, January 27, 2026 in the Hubbard Auditorium of the Ronald E. Dougherty County Office Building with a presentation from Attorney Roemer's office on Disciplinary Practices. In addition to Department Heads, Mr. Bailey reported he is inviting their deputies to ensure everyone has the same information. In the meantime, we are working on revising the Disciplinary Policy.

Legislator Standinger reported consistency across the Departments is a good idea.

COMMUNITY OUTREACH/COMMUNICATION:

- **Spotlight on Government Services** – Mr. Bailey reported every month a department is chosen, and he writes an article and provides a photo to the Owego Pennysaver spotlighting the services they offer. In December, the chosen Department was Social Services. Mr. Bailey reported he plans to draft a separate press release announcing the appointment of Liz Myers as the new Commissioner of Social Services.

STRATEGIC PLAN:

- **2026 Revision** – Mr. Bailey reported he will present the 2026 Strategic Plan draft at the January 22, 2026 Legislative Workession for Legislature review.

ANNUAL REPORT: Mr. Bailey reported he will work with Chair Monell to determine how he would like departments to submit their annual report and information for the State of the County Address and then send information to the Department Heads.

MISCELLANEOUS:

- **Tioga County Chamber of Commerce/2026 Leadership Tioga** – Mr. Bailey met with the Chamber of Commerce President yesterday to finalize the program. The first session is scheduled for February 11, 2026 at the County Office Building. Mr. Bailey will be facilitating this program for 2026. Mr. Bailey reported a minimum of 10 applicants is required to conduct the program and currently four (4) are registered. The deadline for enrollment is January 31, 2026.

Legislator Rose inquired as to who is responsible for the enrollment fee. Mr. Bailey reported the businesses are responsible for the fee. The County generally has a couple of employees enrolled and the County would be responsible for their enrollment fee.

- **County Administrator Schedule** – Mr. Bailey reported he will be out of the office the week of January 26 – 30, 2026 and will be available remotely. Mr. Bailey will be facilitating the Leaders' Meeting remotely.

Approval of Worksession Minutes: On motion of Legislator Brown, seconded by Legislator Flesher, the December 18, 2025 minutes were unanimously approved.

Action Items: Currently, there are no action items.

Legislative Support: Legislative Clerk Haskell presented the Legislative Support report and minutes are documented in a separate document that will be sent to the Legislators.

Resolutions: Ms. Haskell reviewed the agenda and resolutions for the January 13, 2026 Legislature meeting noting she is aware of potentially six (6) late-file resolutions at this time.

Other: None

Executive Session: Legislators Brown, Bunce, Cantella, Ciotoli, Flesher, Monell, Rose, and Standinger were in attendance along with Legislative Clerk Haskell, County Administrator Bailey, and County Attorney DeWind. Motion by Legislator Brown, seconded by Legislator Flesher, to move into Executive Session to discuss contract negotiations, and employment matter of a particular individual at 1:50 p.m. Motion carried.

Motion by Legislator Flesher, seconded by Legislator Brown to adjourn Executive Session at 1:59 p.m.

Meeting adjourned at 1:59 p.m.

Next Worksession scheduled for Thursday, January 22, 2026 at 10:00 a.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk