



Tioga County Worksession Minutes **March 5th, 2026 – 1:00 p.m.**

Legislators Present:

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

Legislators Absent:

Legislator Bunce

Guests:

Matt Freeze, Reporter, Morning Times (*departed 1:43 p.m.*)

Staff present:

Peter DeWind, County Attorney (*departed at 1:19pm*)
Cathy Haskell, Legislative Clerk
Jackson D. Bailey II, County Administrator
Linda Parke, Personnel Officer (*departed 1:43 p.m.*)
Breige Graven, Deputy Legislative Clerk (*departed at 1:43pm*)
Barbara Roberts, County Treasurer (*Arrived at 1:23pm, departed at 1:43pm*)
Heather Vroman, Director of Public Health (*departed at 1:02pm*)

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

Legislative Clerk Haskell reported Director of Public Health, Heather Vroman, was present to discuss a resolution to Authorize the Appointment of a Director of Weights and Measures I that was not available for this week's Health and Human Services and Personnel Committees. Per County policy, the department is represented today to answer any questions that may arise regarding the resolution.

Chair Monell looked to verify that this position would be taking an existing part-time position and making it a full-time position. Director of Public Health Vroman confirmed it would be a full-time position per the resolution passed in January of 2026.

Legislator Standinger wanted to note that the department has done its due diligence in the creation of this resolution. Legislator Standinger also inquired as to whether there would be training for the position. Director of Public Health Vroman confirmed that there would be training.

The Legislature had no issues with the resolution, and all were in favor of adding the resolution to the agenda for the March 10, 2026 Legislature meeting.

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 as both contracts expired on 12/31/2025.

DEPARTMENT HEAD EVALUATIONS:

Mr. Bailey reported that a six-month evaluation for the Chief Information Officer will be completed in March 2026.

Mr. Bailey reported there were Department Head Orientations on February 17th, 2026. Commissioner of Social Services Elizabeth Meyers, County Treasurer Barbara Roberts and Interim Director of Community Services Sarah Begeal were in attendance. In addition to the Department Heads, two of the new Legislators completed their orientations.

POLICY REVIEW & IMPLEMENTATION:

Mr. Bailey reported that discussion regarding the Disciplinary Procedure Policy resumed at last month's Policy Review Committee meeting. He further reported that Personnel Officer Parke will be taking an active role in reviewing and weighing the policy options to help move the process forward. A draft of the Disciplinary Procedure Policy is currently under review by the Policy Review Committee.

CORONERS OFFICE UPDATE:

Mr. Bailey reported that there will be admin training in COHERO Software. Mr. Bailey, Legislative Clerk Haskell and Chief Information Officer Clark will be present at the meeting to set up administrative permissions for COHERO. The implementation of the new software is expected to streamline administrative work and better prepare the Coroner's Office for future turnover.

Mr. Bailey shared that the 2026 NYSACCME Conference will take place on March 21, 2026, at Tioga Downs. Mr. Bailey will be attending as a guest speaker along with Coroner Bob Williams. Mr. Bailey reported that there are about one hundred (100) prospective attendees signed up for the event.

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 \$116,749,562 leaving a remaining revised budget balance of \$4,159,937.

Mr. Bailey reported for the Objects of Expense, the revised budget is \$138,976,646 with total actuals expended of \$110,766,226, leaving a remaining available balance of \$28,210,420.

Mr. Bailey reported the total applied fund balance at the beginning of the year was \$6,309,355 with budgetary amendments of \$11,757,792 resulting in a current applied fund balance of \$18,067,147.

Legislator Ciotoli inquired as to if we are still waiting on state and federal aid. Mr. Bailey responded that the Treasurer's Office is still finalizing some 2025 accruals and contracts, but overall, 2025 is looking strong financially.

Legislator Standinger inquired as to whether the fund balances are staying within policy guidelines. Mr. Bailey confirmed they are staying in line with the Fund Balance Policy.

- **YTD Budget Report as of February 2026:**

For Objects of Revenue, Mr. Bailey reported the original budget of \$100,796,636 with modifications of \$12,515,501, leaving a revised budget of \$113,312,137 with actuals of \$6,427,876 and a remaining revised budget balance of \$106,884,261.

For the Objects of Expense, Mr. Bailey reported the original budget of \$109,596,570 with modifications of \$20,300,302, leaving a revised budget of \$129,896,872 with total expended actuals of \$12,819,414 and a remaining available balance of \$117,077,458.

Mr. Bailey reported the total applied fund balance at the beginning of the year was \$8,799,933 with budgetary amendments of \$7,784,801, resulting in a current applied fund balance of \$16,584,734.

In addition to the YTD updates, Mr. Bailey shared that the Treasurer's Office was able to give him financial reports from 2006 as they cleaned out some of their old files. He reported that since 2006, the tax levy has only increased by \$10,000,000. Total appropriations reflect only a \$32,000,000 increase in twenty years. He noted that compared to other municipalities across the state, these statistics are impressive and

all due to the strict fiscal conservatism and strong policy of our county's previous leadership. Chair Monell and Legislator Standinger agreed with this sentiment.

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

As of February 2026, Mr. Bailey reported the County Administrator's budget reflects 9.3% utilization with no concerns or challenges for 2026. He further reported that there are training funds set aside and intends to bring the matter before the Legislators for them to determine how the funds should be utilized.

CAPITAL PROJECTS:

- **56 Main North Wing HVAC Upgrade –**

Mr. Bailey reported that Personnel have been moved back comfortably into their offices, with IT now working out of the conference room temporarily. Work in the Treasurer's Office is set to start March 13th as planned. The HVAC project is moving along right on schedule.

- **Radio Communications Tower Upgrade:**

Mr. Bailey reported work on the Radio Tower in South Apalachin is progressing as they look forward to NYSEG installing the necessary hookups to run utilities to the shelter. The project is still running on schedule.

Chair Monell noted that there are two parts that need to be coordinated with NYSEG. Legislator Brown clarified these parts are "meter and service".

GRANTS & SHARED SERVICES:

- **USDA FY26 Congressional Directed Spending Grant –**

Mr. Bailey reported that he has submitted all the applications for the grant. He emailed this week to follow up and was made aware that the paperwork is still under review. Mr. Bailey intends to keep actively monitoring progress of the application to ensure the funds are granted in a timely matter.

Mr. Bailey reported that Congressman Langworthy paid a visit to the Public Safety Building on February 20th to see the dispatch center. A press conference was held to address the public on the Congressional Directed Spending Grant funds award by Congressman Langworthy that will go toward the radio tower project.

- **NYS 250th Commemoration Commission Award –**

Mr. Bailey reported he has been working diligently with County Historian, Emma Sedore, to figure out how to best utilize the \$15,000 in funds granted. As of now, the plan is to produce multiple brochures to highlight each municipality and their history over the last 250 years. Mr. Bailey noted that Historian Sedore is managing the project very well. Legislators Standinger and Ciotoli agreed that she is dedicated and delightful to work with.

- **ITCS Shared Service Update –**

Mr. Bailey reported that Chief Information Officer, Brandon Clark, has updated the Shared Service Plan for the municipalities who work with the IT shared services. The intended next steps are to get all contracts signed and cleared to move forward with creating a new, up to date catalog of services. Mr. Bailey further reported that once the contracts have been authorized, there will be a change in the accounting structure for the services, as they will all run on a new billing cycle. This new structure will allow for IT spending, operational expenditures, and Shared Services to be separated out to better oversee the department and their projects' finances.

OPIOID SETTLEMENT FUNDS:

- **2026 RFP Awards/Opioid Advisory Committee –**

Mr. Bailey reported that the OSF Revenue and Expenditure reports will be available on the County website along with any other pertinent information on the funds per Mental Health Law 25.18. Mr. Bailey shared that the site will mirror Wayne County's page for the OSF, where you will find the annual reports along with information on abatement funds and what is permissible per the RFP Award guidelines. As of now, the 2025 report is posted, and Mr. Bailey intends to make progress on fully updating the webpage in the very near future. He further reported that he is still in the process of finalizing and clarifying language for the contracts with the awardees.

Legislator Standinger inquired as to whether Director of Mental Hygiene Administrative Services, Chris Korba, will be involved in the project. Mr. Bailey confirmed that Mr. Korba and Interim Director Sarah Begeal are both actively involved with the auditing and reporting processes.

Legislator Cantella looked to verify that the site is still under construction and inquired as to when the document for approved uses of the settlement will be available. Mr. Bailey confirmed that there will be more information posted soon in relation to OASAS funds, all abatement and settlement funds, as well as updates on any expenditure and how these funds will be utilized.

ADMINISTRATION & COMMUNICATION

LEADERS MEETING:

Mr. Bailey reported the next Leaders Meeting will take place on April 28th, 2026, at the Health and Human Services Building.

STRATEGIC PLAN:

- **2026 Revision** – Mr. Bailey reported that any updates on the Strategic Plan are still in progress.

WEBO RADIO INTERVIEW:

Mr. Bailey reported that he and Director of Emergency Management, Corinne Cornelius, had a radio interview on February 27th, 2026. At which, they discussed the Radio Tower Project along with an update on what Emergency Services Department does day to day and how they impact the area. Mr. Bailey also used the opportunity to pitch employment opportunities with the county. He intends to bring a different department head with him to each monthly radio interview as an opportunity for them to share more about what their job entails and the role they play in the community.

Legislator Standinger inquired if the yearly open house for the Emergency Services building is still taking place. Mr. Bailey confirmed that it is.

MISCELLANEOUS:

- **Tioga County Chamber of Commerce/2026 Leadership Tioga** – Mr. Bailey reported that the next session is scheduled for March 11, 2026 at Waverly Central School District. Mr. Bailey will be facilitating the meeting along with Dr. Knolles and Principal Ashley Hunt.
- **The 2026 Economic Forecast** - Mr. Bailey reported that he along with a few Legislators attended the 2026 Economic Forecast at Tioga Downs on February 19th, 2026. Mr. Bailey sat on a panel along with a representative of the Federal Reserve where they discussed a variety of issues such as data centers, marijuana tax, transportation and the impact these make on both a federal and local level.

Legislator Ciotoli noted that the panelist did an excellent job of delivering dry material in an entertaining and accessible way.

Legislator Rose agreed that there was a lot of valuable information shared at the event.

- **Fire Chief's Meeting** – Mr. Bailey reported that he attended the Fire Chief's Meeting on February 18th, 2026, where Director of Emergency Management Cornelius reviewed a plethora of material with the chiefs and addressed any questions and concerns they had regarding protocol and equipment. Mr. Bailey noted that Director Cornelius was extremely thorough in the discussion and answered very technical questions about equipment and radio scheduling. There were several representatives from other districts present, along with one from Motorola who stayed after the meeting to continue the conversation with both the group and Director Cornelius individually.
- **NYSAC Spring Conference** – Mr. Bailey reported he will be out of office from March 16th-March 18th, 2026, for the NYSAC conference in Albany. Several Legislators, including Chair Monell, shared they will be attending as well.

Approval of Worksession Minutes: On motion of Legislator Flesher, seconded by Legislator Cantella, the February 19th, 2026, 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 March 10, 2026, Legislature meeting noting she is aware of two late-file resolutions from DPW and the Veterans Office and will be adding the Public Health resolution discussed at the beginning of the Worksession to the agenda.

Other:

Create and Fund (1) Full-Time Assistant Payroll Coordinator Position (Treasurer's Office)-

Legislative Clerk Haskell invited County Treasurer, Barbara Roberts, to discuss the resolution to Create and Fund One Full-Time Assistant Payroll Coordinator Position in The Treasurer's Office. Chair Monell inquired as to what the assistant will be doing when they are not working on payroll, and why a different position isn't being defunded to fund this new position. Treasurer Roberts reported that she and the current payroll coordinator have written up the job description along with a separate list of duties that they currently need help completing. She further reports that the payroll coordinator has very little downtime to accomplish some smaller reports and more administrative tasks that must be done in a timely matter.

Legislator Flesher inquired if Treasurer Roberts would be able to send a copy of these documents to the Legislators for them to review before Tuesday's Regular Meeting. Treasurer Roberts agreed that she can do this.

Legislative Clerk Haskell addressed the Legislators on if they would like to pull the resolution in this meeting in order to discuss it during the Finance, Legal & Safety Committee Meeting as a late-file resolution on Tuesday before the regular Meeting, or if they would like to leave it as is in the agenda with the knowledge that it could be pulled on the floor during the Regular Meeting. After a short discussion, with all Legislators in agreement, it was decided that the resolution would be pulled and discussed as a late-file in the Committee Meeting on Tuesday, March 10th, 2026, after all the material has been reviewed.

Letter of Support for Village of Waverly Grant Application –

Legislative Clerk Haskell reported that Legislator Aronstam brought forth some information on a grant through Congressman Langworthy's office that the Village of Waverly would like to apply for, and therefore he is requesting a letter of support from the Legislators on their behalf.

Legislator Aronstam spoke on the topic of the grant, stating:

"We have done a study; everybody knows we have Best Bev down there (Waverly) and they've really put a stress on our water capacity. And in reaction to that, the village has done a \$15,000 study to see if there's any other appropriate apertures that we could tie into. The study brought about positive discoveries. We found a very good location. It's up along River Road and it's more than adequate to meet our needs now and in the future. It was \$4,000,000 to put the well in. This congressional funding is coming up now and we are applying for the

funding through Langworthy's office for \$4,000,000. Now it is unlikely that we will get \$4,000,000, but there are other state funding opportunities available that we can also tap into. But it's a good start for us, it'll secure our residential customers and allow us to continue expansion into our business development. So, it's just not going to cost us anything, it's money that's already been appropriated by the federal government. There is no guarantee that we're going to get it, but Langworthy reached out to us and said we should take advantage of the opportunity. I don't see the downside for the county to provide the letter; it just shows that we support it. We already have a letter of support from the superintendent of schools and several other businesses leaders."

Chair Monell reported that if all Legislators do not agree to providing the letter of support, it cannot go out on Legislative letterhead. He further explained that if everyone was not in agreement, he would provide the letter himself using the Chair of the Legislature letterhead regardless. All Legislators unanimously agreed to provide the letter of support.

Executive Session: Legislators Aronstam, Brown, Cantella, Ciotoli, Flesher, Monell, Rose, and Standinger were in attendance along with Legislative Clerk Haskell and County Administrator Bailey. Motion by Legislator Ciotoli, seconded by Legislator Flesher, to move into Executive Session at 1:43 p.m. to discuss employment history of a particular individual. Motion carried.

Motion by Legislator Aronstam, seconded by Legislator Brown to adjourn Executive Session at 1:55 p.m.

Meeting adjourned at 1:55 p.m.

Next Worksession is scheduled for Thursday, March 19th, 2026 at 10:00 a.m.

Respectfully submitted,

Breige Graven

Deputy Legislative Clerk