



Tioga County Worksession Minutes **March 6, 2025 – 1:00 p.m.**

Legislators Present:

Legislator Brown
Legislator Bunce
Legislator Ciotoli
Legislator Flesher
Legislator Monell
Legislator Mullen
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger (*arrived @ 1:01 p.m.*)

Legislators Absent:

None

Guests:

Matt Freeze, Morning Times

Staff present:

Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Jackson D. Bailey II, County Administrator
Stephanie Baldwin, Deputy Legislative Clerk

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

County Administrator Report: County Administrator Bailey provided the following report for March 2025:

- **County YTD Budget Report (All Funds)** – This report provides a breakdown of the Objects of Revenue and Objects of Expense by the original budget modifications and revised budget. Mr. Bailey noted this report includes all funds and not just the General Fund. Mr. Bailey reported the original budget appropriated \$6.2 million with modifications including carry forwards from 2024 for a total of \$14.7 million. Mr. Bailey reported this is normal throughout the process of the carry forwards and most of this is capital funding. Mr. Bailey reported the actual YTD revenues, as of February 2025, are \$34,541,535.94 and YTD expenses are \$13,548,436.22.

- **Public Information Officer** – Mr. Bailey reported he is continuing to work through the EO.105 Public Information Basics Online training.
- **Emergency Management Tier 1 Training** - Mr. Bailey completed Emergency Management Tier 1 Training at the NYSAC Conference in February 2025.
- **County Administrator Budget (A1230)** – Mr. Bailey reported a 15.26% utilization to date with no issues of note

ARPA Local Fiscal Recovery Fund Project Worksheet- Mr. Bailey reported he is required to report 2024 ARPA expenditures next month, therefore, provided the Legislature with an overview of the expenditures and the YTD status. The County was awarded \$9,362,868 from the U.S. Treasury for American Recovery Plan Act (ARPA) funds.

Mr. Bailey provided the following expenditures by year, ARPA Funds Granted, ARPA Funds Allocated and ARPA Remaining Allocation:

YTD Actual	Total Expenditures
2021	\$899,907.72
2022	\$1,431,143.47
2023	\$1,252,527.11
2024	\$4,050,198.66
Total Spent	\$7,633,776.96
ARPA Funds Granted and Total Allocated ARPA Funds	\$9,362,868.00
ARPA Remaining Allocation	\$1,729,091.04

Mr. Bailey reported all ARPA funds are obligated and must be spent by December 31, 2026.

Mr. Bailey reported the majority of 2024 expenditures was for capital equipment for the radio project, as well as the Veterans' Service Agency, Broadband project, radio towers, truck wash facility, 56 Main Street security and facility upgrades, completion of Ortho imaging, Court Annex upgrades, and public safety chiller. Mr. Bailey further reported the ARPA Administrator funding was concluded in 2024.

- **County Policies** – Mr. Bailey reported an update on the following policies:

Mr. Bailey reported Chief Information Officer Loveland reviewed the Surveillance Policy, therefore, this policy will be reviewed by the Executive Team for additional review with the intention of bringing forth a resolution for Legislature consideration in April.

Mr. Bailey reported he will meet with Legislative Clerk Haskell to finalize the Policy Review Committee members and conduct our first meeting later this month. The first policy the committee will be reviewing is the Gifts and Donations Policy with the intent of bringing forth a resolution for Legislature consideration in the next month or so.

- **Employee Support** – Mr. Bailey will be conducting a presentation Friday, June 27th, 2025, from 9:00 am – 12:00 pm for I4A – “Financial FUN-damentals”. All Legislators are invited and encouraged to attend.
- **Community Outreach/Communication** – Mr. Bailey reported there is nothing currently on the schedule at this time.
- **Department Visits** – Mr. Bailey reported he anticipates scheduling department visits for Public Works including Buildings and Grounds to have a better understanding on how their operations work. Following this visit, Mr. Bailey will be scheduling a visit with the Department of Motor Vehicles and the County Clerk.
- **Miscellaneous** - Mr. Bailey reported Chair Sauerbrey, Legislators Brown, Roberts, and me attended the NYSAC Spring Seminar. There were good presentations. Mr. Bailey reported he received a framed picture with all the NYS Counties seals that is available for the Legislature to display. Chair Sauerbrey reported the NYSAC Conference was very good, and we were invited to the Capital for a Governor's reception.

In April, Mr. Bailey reported he will be working with the Treasurer's Office, as they will be conducting the year-end process for 2024 and rolling the year forward to 2025, so he will be able to provide a detailed Fund Balance report.

Mr. Bailey reported he is also registered for the 59th Annual County Finance School in Glens Falls, NY from May 6-9, 2025.

Regarding the Radio Tower Project, Director of Emergency Services Cornelius met with a consultant who is in the process of preparing a proposal for Legislature consideration to hire him as the County's radio project consultant. Mr. Bailey reported the consultant toured a couple of the radio tower sites and reviewed some of the contract options to gain a better understanding of the project status and where the County wants to move forward with the utilities infrastructure. Mr. Bailey reported he plans to have another radio tower committee meeting once Ms. Cornelius receives finalization on the consultant's proposal. Mr. Bailey reported he will forward the proposal to the Legislators as soon as it is available for Legislature consideration.

Chair Sauerbrey inquired as to whether the project consultant will be included in the monthly meetings. Mr. Bailey reported this person will be the County's consultant and will be involved with the radio tower committee meetings, as well as the Motorola phone meetings.

Mr. Bailey reported all Legislators are invited and encouraged to attend the radio tower committee meetings and will be made available virtually.

Approval of Worksession Minutes: On motion of Legislator Brown, seconded by Legislator Mullen, the February 20, 2025 minutes were unanimously approved.

Action Items: Currently, there are no action items.

Legislative Support: Ms. 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 11, 2025 Legislature meeting.

Other: None

Executive Session:

Nine Legislators were in attendance. Motion by Legislator Roberts, seconded by Legislator Mullen, to move into Executive Session for employment matters of particular individual at 1:22 p.m. Motion carried. Motion by Legislator Monell to adjourn, seconded by Legislator Brown. Executive Session adjourned at 2:00 p.m.

All Legislators voted in favor of offering Kevin Homes, Paralegal, an annual salary up to \$59,000 upon employment reconsideration.

Meeting adjourned at 2:00 p.m.

Next Worksession scheduled for Thursday, March 20, 2025, at 10:00 a.m.

Respectfully submitted,

Stephanie Baldwin

Deputy Legislative Clerk