



Tioga County Worksession Minutes **June 4, 2026 – 1:00 p.m.**

Legislators Present:

Legislator Aronstam
Legislator Brown
Legislator Bunce
Legislator Cantella
Legislator Ciotoli
Legislator Flesher
Chair/Legislator Monell
Legislator Rose
Legislator Standinger – *arrived at 1:05 p.m.*

Legislators Absent:

None

Guests:

Matt Freeze, Reporter, Morning Times

Staff present:

Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Jackson D. Bailey II, County Administrator
Breige Graven, Deputy Legislative Clerk
Linda Parke, Personnel Officer

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

Consolidated County Office Building Committee Proposal: County Administrator, Jackson Bailey, opened the meeting with discussion on the proposed committee structure for oversight of the Consolidated County Office Building Project at 153 Main Street, Owego, New York. Mr. Bailey reported that after working with the Economic Development and Planning Department, Tioga County was awarded a \$1,000,000 County Infrastructure Grant by New York State. The proposal for the grant outlined a project that would create up to ten units of housing by way of developing more office space in the newly acquired real estate at 153 Main Street. Mr. Bailey further reported that the next step in the plan now that the property has been purchased is to create a committee to oversee the project as it moves forward.

Mr. Bailey explained that the proposed Consolidated County Office Building Committee would provide oversight, coordination and recommendations related to the planning, design financing and construction of the project while serving in an advisory capacity to the Legislature. He further reported that any final decisions regarding contracts, financing and property matters would remain subject to Legislative approval. Mr. Bailey inquired as to if the Legislators found this to be a satisfactory system, to which all Legislators unanimously confirmed they did.

Mr. Bailey reported that as the County Administrator, he would serve as the Project Coordinator and primary point of contact between the Committee and subcommittees, the Legislature and any architect/engineering firms involved. He further explained that the two proposed subcommittees would review matters within their respective areas of responsibility and forward recommendations to the Executive Committee, which would in turn make recommendations to the Legislature when required.

Mr. Bailey presented the proposed Executive Committee, consisting of himself as County Administrator, Legislative Chairman Tracy Monell, Legal, Finance & Safety Legislative Standing Committee Chair Raymond Bunce, County Attorney Peter DeWind, Treasurer Barbara Roberts and Legislative Clerk Cathy Haskell. Mr. Bailey further explained that the Executive Committee will review and forward recommendations to the Legislature for final approval when required.

Mr. Bailey also reviewed the two proposed subcommittees, with the first being the Design and Construction Subcommittee, which would include representatives from an architecture/engineering firm, Commissioner of Public Works Gary Hammond, Chief Information Officer Brandon Clark, Public Works Project Technician Jason Anderson, Working Supervisor Michael Bidwell and Lead Maintenance Mechanic Joshua Morley. Mr. Bailey reported that the Design and Construction Subcommittee would be responsible for working with the engineering firm and architects to review proposals and make recommendations based on the needs of the facility as the project progresses as well as overseeing matters pertaining to layout, engineering, construction, and IT infrastructure. The subcommittee would meet monthly or as needed.

Mr. Bailey then reported on the second proposed subcommittee, or the Regulatory and Financial Oversight Subcommittee, which will monitor the project budget status, change orders and financial reporting to ensure the project remains within authorized appropriations. Mr. Bailey reported that the Regulatory and Financial Oversight Subcommittee will include Safety Officer Doreen Holbrook, Code Officer Dean Morgan, Economic Development & Planning Director Brittany Woodburn, Chief Accountant Laura Schurter, Real Property Director Steven Palinosky and County Clerk Andrea Klett. Mr. Bailey reported that this subcommittee would meet quarterly or as needed to oversee matters such as SEQR compliance, Code, ADA, property tax, financial tracking and DMV procedures. Mr. Bailey further explained that until recently, there had been a vacancy on the subcommittee, but he believed County Clerk Klett was best fit to fill the position as she would be integral with communicating with the State and ensuring compliance requirements regarding the Department of Motor Vehicles are being met as the project moves forward.

Mr. Bailey reported that if the Legislature was satisfied with the prospective structure as it stands, then Chair Monell will propose the Consolidated County Office Building Committee and Subcommittees at the Sixth Regular Legislature Meeting on June 9, 2026.

Legislator Aronstam inquired as to whether information regarding the Committee would be made public on Tuesday, June 9, 2026 to which Mr. Bailey confirmed it would be. Legislator Standinger commented that he was satisfied with the proposed structure and the work that went into creating the plan.

Mr. Bailey inquired as to whether the Legislature was comfortable with the proposed Executive Committee including two Legislators, or if they felt there was a need to include any more Legislative representation. All Legislators felt comfortable with the plan as it stands, with Legislators Brown and Rose adding that any additional Legislative support could be provided on a needed basis.

Mr. Bailey inquired as to how the Legislators would like information from the Committee and subcommittee meetings communicated to them. Mr. Bailey reported he would like to report to the full Legislature, therefore suggested presenting updates on behalf of the committees either during Legislative Worksessions or the Finance, Legal and Safety Legislative Standing Committee meeting, or alternatively, providing formal written reports. Legislator Flesher stated that a standard report, similar to the County Administrator's Report, would be sufficient. Legislator Rose agreed and requested that the reports be presented at separate Worksessions. Mr. Bailey confirmed that he would provide an executive summary of the Committee activities at the first Legislative Worksession of each month and noted that the reporting structure could be modified as needed.

Mr. Bailey inquired as to whether Legislators were comfortable maintaining the current process for procurement and change order oversight or if additional oversight measures were desired. Legislators agreed that the existing legislative process should remain in place.

Mr. Bailey inquired as to how Legislators wished to approach communication with the public throughout the duration of the project. He emphasized the importance of transparency and reported that he is in the process of developing a Frequently Asked Question (FAQ) page for the County website. Mr. Bailey further explained that any information released publicly, whether through the website or press release, would be subject to Legislative approval first. Legislators expressed support for the proposed communication approach, with Legislator Rose noting that an FAQ page would be a valuable resource.

Legislator Standinger stated that public feedback would be an important component of the process. Legislator Cantella inquired as to whether individuals seeking additional information should be directed to Mr. Bailey. Mr. Bailey confirmed that he would serve as the primary point of contact for project-related inquiries.

Legislator Aronstam inquired as to the status of the \$1,000,000 grant award and whether any of the funds would be utilized directly for work at 153 Main Street. Mr. Bailey reported that the grant funds would be received in two installments. He explained that the first installment is designated for the acquisition of the new property, which has been completed and is awaiting reimbursement. The second installment will be used for renovations and infrastructure

improvements at the 56 Main Street building to prepare the property for future development and occupancy.

Mr. Bailey reported that the Legislators and the public would be kept informed of any additional funding opportunities as the project progresses. He further noted that Chief Information Officer Clark is exploring funding opportunities to support upgrades to the County's IT infrastructure, including servers and cybersecurity.

Legislator Rose inquired as to whether the locations proposed for consolidation at 153 Main Street had been identified. Mr. Bailey responded that no final determinations have been made. Legislator Brown inquired as to how many County-owned properties could potentially be affected by the consolidation effort. Mr. Bailey explained that the County currently operates from three to four properties that may be impacted by the project, however, no decisions have been made at this time.

Approval of Worksession Minutes: On motion of Legislator Brown, seconded by Legislator Cantella, the May 21, 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 June 9, 2026 Legislature meeting noting she is aware of potentially (1) late-file resolution at this time.

Other:

- **NYS 250th Commemoration Commission Award** – Mr. Bailey reported that the NYS 250th Commemoration Commission Award funds granted by the New York State Education Department have been partially utilized to make booklets highlighting the history of each of the Tioga County municipalities. The booklet includes a thank you to County Administrator Bailey and the Legislators for their continued support throughout the grant process. Mr. Bailey further reported that the Tourism Department will be working to promote the booklet. He also shared that County Historian Emma Sedore attended a roundtable hosted by WSKG in Vestal where she made important connections and gained additional insight into what the State has done for the 250th Commemoration. Legislator Aronstam inquired as to where one can find the booklet, to which Mr. Bailey responded that it can be found at any Historian's office, as well as on the Tioga County Tourism website as a free digital copy.
- **2027 Budget Calendar** – Mr. Bailey reported that the 2027 Budget is now open, with many departments already getting a jumpstart on their respective plans.
- **2026 Hickories Park Halloween Celebration** – Chair Monell reported that he and Mr. Bailey met with Town of Owego Code Enforcement Officer William Carrigg and Town of Owego Supervisor Gary Hellmers to discuss this year's Halloween celebration to be held in Hickories Park on October 30, 2026. Chair Monell further reported that the Town

of Owego Planning Committee requested a Legislative representative at the meetings to help with planning and to participate at the event itself. Legislator Flesher volunteered to sit on the Town of Owego Planning Committee for the Halloween event.

Executive Session: None

Meeting adjourned at 1:47 p.m.

Next Worksession scheduled for Thursday, June 18, 2026 at 10:00 a.m.

Respectfully submitted,

Breige Graven

Deputy Legislative Clerk