



Tioga County Worksession Minutes

October 9, 2025 – 1:00 p.m.

Legislators Present:

Legislator Brown
Legislator Bunce
Legislator Ciotoli
Legislator Flesher (*departed 2:10 p.m.*)
Legislator Monell
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger

Legislators Absent:

Legislator Aronstam

Guests:

Matt Freeze, Reporter, Morning Times

Staff present:

Jackson D. Bailey II, County Administrator
Cathy Haskell, Legislative Clerk (*departed 2:14 p.m.*)
Peter DeWind, County Attorney (*departed 2:14 p.m.*)
Linda Parke, Personnel Officer (*departed 1:55 p.m.*)
Chad Post, Probation Supervisor (*departed 1:02 p.m.*)
Gary Hammond, Commissioner of Public Works (*departed 1:04 p.m.*)

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

Department Resolutions: Legislative Clerk Haskell reported discussion occurred at this week's Public Safety and Public Works Committees and the Committees requested additional information on the following resolutions:

- ***Authorize the Submission of the Floyd Hooker Foundation Application for the Tioga County Probation Department Youth Program*** – Ms. Haskell reported Probation Director Cain discussed the grant application with the intent to bring forth a resolution in November, however, the grant application submission deadline is prior to the November meeting. Probation Supervisor Chad Post reported approximately two to three years ago the Probation Department applied for the Floyd Hooker Foundation grant and received \$7,500 for the juvenile incentive programs. Mr. Post reported the funds have been used

for school clothing, sporting equipment, bikes, and gym memberships to name a few. Mr. Post reported the last of this funding was used recently to purchase a new bed frame and mattress. Mr. Post reported Probation is presenting this resolution to request authorization to submit a new grant application for additional funding. All Legislators were in favor of moving this resolution forward to the October 14, 2025 Legislature meeting.

- **Amend Resolution No. 280-25; Authorize Contract for Broome Bituminous Products to Perform Paving and Milling Services on Goodrich Road** – Ms. Haskell reported this resolution was presented in this morning's Public Works Committee meeting and the Committee requested revisions. Legislator Roberts, Chair of the Public Safety Committee, reported clarification was provided and the wording of the 3rd WHEREAS was revised. Commissioner of Public Works reported he authorized the vendor to put another ½ inch of blacktop on the road and based on his experience reported this would extend the service life of the road an additional 3-5 years. All Legislators were in favor of the revised resolution moving forward to the October 14, 2025 Legislature meeting.

Remote Work Policy Pilot Program: County Administrator Bailey reported the Policy Review Committee revised this policy in its entirety and he reviewed the following revisions for Legislature consideration:

- **Department Head Expectations** – Mr. Bailey reported he suggested changing the wording to reflect that Department Heads are eligible for remote agreement pending the unanimous approval of their Legislative Standing Committee and recommendation of the County Administrator. Department Heads are authorized to work remotely as needed but are discouraged from engaging in a continuous remote agreement. Legislators agreed that Department Heads should not be out of the office on an established 2-day remote schedule but were in favor of an as needed basis pending the approval process.
- **Accountability of a Remote Worklog** – The current policy reads that Department Heads are expected to maintain a log of their remote work and submit to the Legislative Chair. Currently, only one Department Head is submitting a worklog. The Policy Review Committee discussed that this level of employment should be able to manage their time effectively. Legislators were in favor of removing the worklog requirement for Department Heads with the understanding that if this becomes an issue it will be brought to the attention of the Legislature by the County Administrator.
- **Workflow Process** – Currently, the employee completes the remote work application with supervisor and Department Head review/approval. Once approved, this will go to the Chief Information Officer to determine if adequate equipment and security levels are in place and then logged and filed in the Legislative Office. Mr. Bailey reported he added an additional authorization step for the County Administrator and Legislative Chair. Mr. Bailey reported the current policy contained four (4) forms, which the Policy Review Committee condensed into one (1) form. Eventually, the ITCS Department will make a digital format for an electronic workflow process. All Legislators were in favor of the additional authorization step of the County Administrator and Legislative Chair.
- **Remote Work Employee Reporting** – Mr. Bailey reported there is no language in the current policy as to the expectation for Department Heads to report to the Legislature on the status of remote work for their staff. Legislators were in favor of quarterly reporting to their Legislative Standing Committee with a document included in their committee agenda packet.

Mr. Bailey reported that the Executive Team reviewed this policy prior to today and he will send this to Attorney Roemer and the CSEA Union to review.

Ms. Haskell reported the revised policy will continue for an additional six (6) months. Legislators were in favor of the six-month policy renewal. Mr. Bailey reported a resolution will be presented at the November 12, 2025 Legislature meeting to amend the Employee Handbook for the Remote Work Policy Pilot Program for Legislature consideration.

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

Action Items: Currently, there are no action items.

County Administrator Report: County Administrator Bailey presented the following report:

DEPARTMENTAL MANAGEMENT & LABOR RELATIONS

Collective Bargaining – Tioga County Corrections Association, Inc. (TCCA) and Tioga County Law Enforcement Association (TCLEA) negotiations are ongoing. The current Collective Bargaining Agreements expire December 31, 2025.

Department Head Evaluations – Mr. Bailey reported evaluations are close to being finalized and will be sent to Personnel for filing.

County Policy Compliance –

- **Procedure and Regulations for Internships** – Mr. Bailey reviewed the current County policy and it reads that the Department Head is not required to solicit Legislative Committee approval for each individual intern, therefore, once the Legislature approves the Department to work with a specific program, such as Binghamton University, they are not required to do any further reporting to the Legislature. Mr. Bailey reported he would like to revise this policy to read that Department Heads are required to regularly update their Legislative Standing Committee on the status of their interns. Legislators agreed with this recommended change and Mr. Bailey will present a revised resolution at the November 12, 2025 Legislature meeting and address this upcoming change with the Department Heads at the October Leaders Meeting.
- **Financial Rules Policy – Program Audits, Exit Audits, Exit Conferences** – Mr. Bailey reported the current policy reads that Department Heads shall notify the Chair of the Legislature, Chair of the Legislative Standing Committee, Personnel Officer, County Treasurer, and Clerk of the Legislature of the date, time, and location of a program audit, exit audit, or exit conference. Mr. Bailey reported he would like to reiterate this policy and specifically this section to the Department Heads and add County Administrator to the list of staff that should be notified. Mr. Bailey reported he will address this with the Department Heads at the October Leaders Meeting. All Legislators were in agreement of the County Administrator being added to the policy as one who should be notified and addressing this with the Department Heads at the October Leaders Meeting.

FINANCIAL MANAGEMENT & BUDGETING

Budget Officer – Mr. Bailey reviewed the following budget documents for 2025 and 2026:

- **YTD 2025 County Budget Report (All Funds)** – As of September 2025, Mr. Bailey reported the following:

- Revised YTD Revenue Budget of \$119,101,452
- Revised YTD Expense Budget of \$135,235,128
- Applied Fund Balance Original Budget of \$6,309,355
- Applied Fund Balance Revised Budget of \$16,133,676

Mr. Bailey reported this reflects a change from the prior month of \$7,856 which was appropriated for the Social Services copier. This money will be reimbursed to the General Fund from the Hardware Reserve and Capital Fund.

- Total Actual Revenues Received of \$81,523,423
- Total Actual Expenses of \$75,199,731
- Remaining Revenue of All Funds of \$37,578,030
- Total YTD Expenses of \$60,035,397

- **A1230 County Administrator 2025 YTD Budget Report** – Mr. Bailey reported 72.1% utilization with no budgetary issues or concerns.
- **2026 Budget Revisions** – Mr. Bailey reported the 2026 budget is currently at Level 3 (Legislative), therefore any changes to the budget must be made by the Legislature. The only budget change at this point is the addition of the \$12,000 of overtime for the new K-9 Program in the Sheriff's Office, which the request came through the Public Safety Committee.
- **2026 Budget Fringe Benefit Estimate** – Mr. Bailey reported this report includes all fringe benefit budgetary lines applied to employees. This report reflects 2024 budget and actuals, 2025 YTD budget and actuals, and 2026 estimated amounts with dollar and percentage changes. The two biggest contributors are State Retirement with a projected estimate of \$4,125,240, a \$572,568 change from the prior year and Health Insurance with a projected estimate of \$10,054,536, a \$452,800 change from the prior year. The total estimate for fringe for 2026 is \$18,125,585, a \$933,983 increase or 5.43% from the prior year. Legislator Bunce inquired about the employee fringe rate. Mr. Bailey reported the County has a Cost Allocation Plan that is done annually and as of the 2024 Cost Allocation Plan it was approximately 64% of salary. Legislator Bunce inquired as to how this percentage compares to other counties. Mr. Bailey reported he will reach out to request other counties CAP percentages.
- **2026 Budget Summary of Preliminary Budgets by Fund** – Mr. Bailey reported this document includes the preliminary fringe benefit amounts and estimates for Management/Confidential (approx. \$250,000 increase) and CSEA (approx. \$680,000 increase). The total appropriations as of today are \$108,116,759 with less estimated revenues of \$72,870,049. The total tax cap until finalized by the Legislature is allowable at \$27,450,883 less appropriated reserves of \$3,393,271, appropriated general fund balance of \$5,171,815, and a potential contribution of capital fund balance of \$769,260.

• **Upcoming Worksessions** – Mr. Bailey reported the following timeline:

- 10/23/25 – Final Tax Cap & Updated Budget Summary.
Budget will roll from Level 3 (Legislative) to Level 4 (Tentative)
- 11/6/25 – Final Revisions and Budget Brief Presentation Review
- 11/12/25 – 2026 Tentative Budget Public Hearing – 10:00 a.m.

DHSES FEMA Update: For FY2024, the County received \$59,750. Mr. Bailey reported FEMA has reduced their funding mechanism, therefore the State is also reducing their amount resulting in allowable funding for FY205 of \$5,659. This is a reduction of 91%. Mr. Bailey reported this will not impact the radio project, as this funding was not utilized for the project.

ADMINISTRATION & COMMUNICATION

- **Leaders Meeting (Quarterly)** – Mr. Bailey reported the next Leaders Meeting is scheduled for October 28, 2025 at the Public Works facility with discussion on Contracts/Procurement.

COMMUNITY OUTREACH/COMMUNICATION

- **Press Releases:** Mr. Bailey sent three press releases related to Tioga County Spotlight on Government Services featuring Emergency Services, hiring of new Chief Information Officer, and Employee Appreciation Week.

CAPITAL PROJECTS

- **56 Main North Wing HVAC Upgrade** – Mr. Bailey reported he attended a meeting with Public Works and the contractors noting that each department will be displaced approximately 15-20 days during this project. Public Works will coordinate alternate space for the departments with the assistance of ITCS. Mr. Bailey reported the first phase will start with the basement on October 14, 2025, and this area when completed can be used as an alternative location for the other departments during this project. Mr. Bailey reported the existing heat will continue until project completion when the new system is up and running. Mr. Bailey reported he and Deputy Director of Public Works will schedule a meeting with the Department Heads of the impacted offices, so everyone is aware of the scheduled timeline. The project completion date is tentatively scheduled for April 26, 2026.

MISCELLANEOUS

- **Tioga County Chamber of Commerce/2025 Leadership Tioga** – Mr. Bailey reported yesterday's session was held at Tioga Hardwoods. Mr. Bailey reported the 2025 commencement ceremony will be held on Tuesday, November 12, 2025.

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 October 14, 2025 Legislature meeting.

Other: None.

Executive Session: Legislators Brown, Bunce, Ciotoli, Monell, Roberts, Sauerbrey, and Standing were in attendance along with Legislative Clerk Haskell, County Administrator Bailey, and County Attorney DeWind. Motion by Legislator Monell, seconded by Legislator Ciotoli, to move into Executive Session to discuss employment matters of particular individuals, matters that would imperil public safety, and property acquisition at 1:55 p.m. Motion carried.

Legislative Clerk Haskell and County Attorney DeWind were excused at 2:14 p.m.

Motion by Legislator Monell, seconded by Legislator Ciotoli to adjourn Executive Session at 2:34 p.m.

Meeting adjourned at 2:34 p.m.

Next Worksession scheduled for Thursday, October 23, 2025 at 10:00 a.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk