



Tioga County Worksession Minutes **January 23, 2025 – 10:00 a.m.**

Legislators Present:

Legislator Brown
Legislator Bunce
Legislator Ciotoli
Legislator Monell
Legislator Mullen
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger

Legislators Absent:

Legislator Flesher

Guests:

None

Staff present:

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

Call Meeting to Order: Chair Sauerbrey opened the meeting at 10:04 a.m. with a **Public Hearing on Local Law Introductory No. A of 2025.**

Legislative Clerk Haskell took roll call and read the legal notice as published in the Tioga County designated newspapers. Public Hearing adjourned at 10:05 a.m.

Signage: Legislator Roberts reported she spoke with Commissioner of Public Works Hammond regarding a replacement sign in the front lawn at the Ronald E. Dougherty County Office Building and the various options such as digital, metal, or wood sign. Chair Sauerbrey recommended not listing the departments, as these have been known to change over the years.

Legislator Roberts recommended a wood sign with the following wording and County logo:

Ronald E. Dougherty County Office Building
56 Main Street

All Legislators were in favor of a wood sign with a historical look and the proposed wording.

Chair Sauerbrey suggested bringing a conceptual design and quotes through the Public Works Committee for further discussion and recommendation.

Strategic Plan Update: County Administrator Bailey reviewed the updated Strategic Plan with the Legislators noting the following updates:

- **Document Structure** – each Department has their objectives listed under the Department versus each Department being listed under an objective.
- **Table of Contents** – revised to include the Department Work Plan Objectives.
- **Acknowledgements** - updated the Legislature photo and added District 6 Legislator Bunce.
- **Department Heads** – updated with a structure based on the Legislative Standing Committees.
- **Tioga County at a Glance** – updated using 2023 Census Data information.
- **Government Administration** – updated with the 2025 Organizational Chart.
- **Mission & Vision Statements** – the Legislature was in favor of the current statements.
- **Living the Strategic Plan** – this is the biggest change to the document. Changed the quarterly reporting to bi-annual reporting (July & December). Mr. Bailey proposed that Departments report at their July Legislative Committees prior to their August budget presentation with the additional reporting occurring in December for the upcoming year's update. All Legislators were in favor of this reporting change.
- **Work Plan Objectives** – each objective has their own page with all the respective Departments represented. Recommendation was made to change "On Hold" status to "Pending". Departments that do not have any objectives listed in the plan for 2025 are represented in the document, however, the wording will be revised to reflect "no objectives in 2025".

Mr. Bailey reported the finalized version will be sent electronically to the Legislators and hardcopies distributed to the Department Heads at the January 28, 2025 Leaders' Meeting. This document will not be published publicly.

State of Emergency Discussion: Chair Sauerbrey reported the State of Emergency has been in effect for the past year and a half related to accepting NYC housing vouchers within Tioga County without prior written approval. The State of Emergency Declaration was for a 30-day time period with Emergency Orders issued every five days with continuous renewal. Chair Sauerbrey thanked Diane Rockwell, Secretary to the Sheriff for preparing the documents.

Chair Sauerbrey reported the County's current five-day Emergency Order expires on January 25, 2025 and the State of Emergency Declaration expires January 31, 2025.

All Legislators were in favor of not renewing the Emergency Order or the State of Emergency Declaration and letting the State of Emergency expire.

Approval of Worksession Minutes: On motion of Legislator Monell, seconded by Legislator Brown, the January 9, 2025 minutes were unanimously approved.

Action Items: There are currently no action items.

Other:

- **Coroner Vacancy** – We are currently accepting resumes until Friday, January 24, 2025 to appoint a Coroner to fill the current vacancy for the remainder of this year with the understanding that all interested parties will need to run in the November 2025 General Election for a new term effective January 1, 2026. Chair Sauerbrey established a Search Committee at the January 14, 2025 Legislature meeting and the committee will meet on Wednesday, January 29, 2025 at 10:00 a.m. in the Legislative Conference Room to review the resumes.
- **Electronic Department Directory** – Legislator Roberts reported the television screen at the front entrance used to display a department directory for the public, however, it is not working. Additionally, there are several paper signs on the front entrance door that could be removed if the television screen was functional.

Legislator Bunce will speak with Chief Information Officer Loveland regarding the television at the entrance of the building.

- **Electronic Meeting Calendar** – Legislator Roberts reported the information displayed on the television screen located in the DMV hallway is incorrect. Legislative Clerk reported this information is driven by the information entered by Departments on the County's website calendar. Ms. Haskell reported every department is responsible for entering their own meetings on the website calendar. Legislator Roberts reported Department Heads will be reminded of the importance of entering correct information for public display.

Legislator Bunce inquired as to whether there is a work order process for notifying ITCS. Ms. Haskell reported there is a fairly new process on the County's Intranet to complete the required form whereas this was previously done by sending an email to the ITCS Department.

- **Candor School District Volleyball State Championship Proclamation** – Legislator Standinger reported the Candor School District's Volleyball Team won a State Championship and would like to recognize them with a Legislative proclamation.

Ms. Haskell reported she would like to obtain the team roster, coaches' information, and any specific statistics they would like included in the proclamation for the February 11, 2025 Legislature meeting.

UPDATE: The Legislature recognized the Candor Volleyball Team for their State Championship in 2019 with a Legislative proclamation. Following the meeting, Legislator Standinger spoke with the School Athletic Director to request information for the proclamation. Ms. Haskell received a phone call and an email from the Athletic Director with the team roster and the requested information Ms. Haskell will prepare the proclamation for the February 11, 2025 Legislature meeting. The Athletic Director will follow up with Ms. Haskell regarding who will be attending the meeting.

Executive Session: With no confidential topics for discussion, an Executive Session was not necessary.

Meeting adjourned at 10:35 a.m.

Next Worksession scheduled for Thursday, February 6, 2025, at 1:00 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk