



Tioga County Legislative Worksession Minutes **November 8, 2018 – 1:00 p.m.**

Legislators Present:

Legislator Hollenbeck
Legislator Monell
Legislator Mullen
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger
Legislator Sullivan
Legislator Weston

Legislators Absent:

Legislator Huttleston

Guests:

Matt Freeze, Morning Times Reporter

Staff Present:

County Attorney Peter DeWind
Legislative Clerk Maureen Dougherty
Deputy Legislative Clerk Cathy Haskell
Chief Accountant/Budget Officer Rita Hollenbeck
Personnel Officer Bethany O'Rourke
ITCS Director Doug Camin (*departed @ 1:15 p.m.*)

Call Meeting to Order –

Chair Sauerbrey called the meeting to order at 1:01 p.m.

Shared Services Charges – ITCS Director:

ITCS Director Camin reported he was invited to attend today's worksession to continue discussion from this week's ITCS Committee meeting regarding shared services charges. Mr. Camin reported he is currently working on the shared services inter-municipal agreements with the towns and villages and in conjunction with this discussion occurred regarding the need to change our current charging methodology for our existing participating shared services agencies such as IDA, REAP, Accord, and Soil & Water to ensure fairness to all. Mr. Camin reported the question at hand is when implementation should occur.

Legislator Sullivan reported the County is planning to go live with the implementation of the Town of Owego and Village of Waverly phone system in the first quarter of 2019 followed by implementation of the remaining IT services chosen by each municipality within the following three months.

Legislator Sullivan reported the ITCS Committee previously agreed our current customers would be subject to the same charging methodology used for the municipalities to ensure fairness. Legislator Sullivan inquired as to whether implementation of the new charging methodology should occur on January 1, 2019 or on the go live date with the Town of Owego and Village of Waverly.

Mr. Camin reported he spoke with Soil & Water District Manager Walsh approximately three weeks ago and provided estimated costs.

Mr. Camin reported he spoke with former IDA Executive Director Myers, however, with this position currently in transition he will need to re-address this with his successor. Chair Sauerbrey reported she does not foresee an issue with the IDA's participation.

Mr. Camin reported REAP has limited office hours, therefore, has not had an opportunity for discussion with the REAP Director.

Mr. Camin reported all of the formulas are in place to do the calculations and ITCS is prepared for implementation as soon as January 1, 2019.

Chair Sauerbrey reported Tioga County Tourism would also be a participating entity in this shared services agreement. Mr. Camin reported Tourism would be participating as early as 12/1/18 based on their current need.

Legislator Hollenbeck reported Soil & Water does many things for the County and inquired about possible trading of services.

Legislator Roberts reported the Legislature already made the determination to charge Soil & Water along with all the other outside participating shared services entities and they are agreeable to this. Legislator Roberts reported he is not in favor of reversing this decision and Legislator Sullivan concurred.

Legislator Sullivan reported Ms. Walsh previously acknowledged she is getting a price break compared to receiving services at market rate.

Legislator Weston inquired as to whether the County would make a profit from offering these services. Broadly speaking, Mr. Camin reported the County would not.

On a straw poll vote, Legislators Monell, Weston, Roberts, Standinger, Mullen, Hollenbeck, Sullivan, and Sauerbrey were in favor of moving forward with the implementation of charging the participating outside shared services agencies effective January 1, 2019 with Legislator Huttleston being absent.

2019 Budget Update – Budget Officer:

Budget Officer Hollenbeck reviewed handouts identifying tax rates, exempt impact report and rates, assessed value, and equalization rates that will all be part of the published tentative budget.

Ms. Hollenbeck reported the tax levy rate increased \$345,000 or 1.54% from 2018 to 2019.

Ms. Hollenbeck reported the overall increase from the tax levy is \$485,247 or 2.05%.

Ms. Hollenbeck reported the tax exempt impact report is in summary format in order to provide a 5-year trend from 2015 – 2019. Ms. Hollenbeck reported the equalized full value of the county's property over the last five years is \$3.3 – 3.5 billion. Ms. Hollenbeck reported the County's exempt rate is 26%. Ms. Hollenbeck reported the higher percentage of exempt properties creates more burden on the non-exempt properties.

Ms. Hollenbeck reported the growth in assessed value might have to do with the actual equalization rate because when the equalization rate decreases the market value of the property increases and vice versa. Ms. Hollenbeck reported that overall the increased assessed total value is \$150 million over the last five years.

Legislator Weston inquired whether the County has more or less tax-exempt properties than in the past. Ms. Hollenbeck reported there are less number of parcels, however, the total number of PILOTs and total exemption dollars has increased. Of the 26% exempt parcels, Ms. Hollenbeck reported 16-20% are categorized as special district, village-owned, school district, IDA, not-for-profit/religious organizations over the past five years.

In regards to full valuation, Ms. Hollenbeck reported the County's total growth from 2015 – 2019 is approximately \$92 million. Ms. Hollenbeck reported that in 2019 the tax rate is \$9.02/per 1000.

Ms. Hollenbeck reported she will present the budget brief highlighting the highest expenditures, revenues, year-to-year changes, and tax rate at next week's budget public hearing on Tuesday, November 13th. Ms. Hollenbeck reported she would email the published tentative budget and budget message to the Legislature this weekend, as well as publish on the County's website on Monday, November 12th. Legislator Sullivan requested Ms. Hollenbeck provide her with a hardcopy of tentative budget.

Chair Sauerbrey reported earlier this week a representative from the NYS Comptroller's office was here to do a presentation and he discussed fund balances. Chair Sauerbrey inquired about the rule on fund balance and discovered there is no rule. However, the County needs to adopt a fund balance plan. Chair Sauerbrey reported adoption of this type of policy would put the County in better position in the event of an audit. Ms. Hollenbeck reported she has gathered a couple of fund balance policies from counties comparable in size to ours.

ACTION ITEM: As of January 2019, the Legislature needs to start the process of drafting a fund balance plan.

Approval of Worksession Minutes – October 25, 2018:

Legislator Monell motioned to approve the October 25, 2018 Legislative Worksession minutes as written, seconded by Legislator Hollenbeck with Legislators Hollenbeck, Monell, Mullen, Roberts, Sauerbrey, Standing, Sullivan and Weston voting yes with Legislator Huttleston being absent. Motion carried.

Action Items:

Currently, there are no action items.

Legislative Support – Legislative Clerk Dougherty:

Approval of Legislative Support Committee Minutes – October 11, 2018:

Legislator Monell motioned to approve the October 11, 2018 minutes as written, seconded by Legislator Mullen with Legislators Hollenbeck, Monell, Mullen, Roberts, Sauerbrey, Standingger, Sullivan and Weston voting yes and Legislator Huttleston being absent. Motion carried.

Legislative Clerk Dougherty reported the following:

- The November Legislative Meeting is Tuesday, November 13, 2018, at 12:00 p.m. in the Hubbard Auditorium. The Budget Hearing will be held at 10:00 a.m. in the Hubbard Auditorium followed by Finance/Legal Committee at 10:30 a.m. in the Legislative Conference Room.
- Chair Sauerbrey will do the prayer and pledge and start the voting process at the November 13, 2018 Legislature meeting.
- Budget is tracking well.

Proclamations (2) –

- ✓ ***Smoking and Lung Cancer Awareness*** – Legislator Standingger will read and present this resolution to Public Health at the November 13, 2018 Legislature meeting.
- ✓ ***Adoption Awareness Month*** – This resolution will just be noted in the minutes of the November 13, 2018 Legislature meeting.

Resolutions:

All resolutions were reviewed for the November 13, 2018 Legislature meeting with discussion occurring on the following:

- ***Authorize Contract between NYS Office of Indigent Legal Services (ILS) and Tioga County*** – County Attorney DeWind reported this is the first step in the contract process and is currently working on the actual five-year agreement. Mr. DeWind reported the Attorney General's office is currently taking two months to review. Mr. DeWind reported Mr. Awad is anticipating closing his practice in January 2019.
- ***Resolution to Support Cornell Cooperative Extension (CCE) Associations in the State of New York*** – Legislator Sullivan inquired about this resolution. Legislator Mullen reported this is similar to the resolution that was done last year.
- ***Re-Title and Amend Classifications, Authorize Hourly Pay Rates: Emergency Services*** – Legislator Monell inquired as to where the funding is coming from to support the creation of four new positions. Personnel Officer O'Rourke reported Emergency Services has three existing positions currently titled as EMT instructor and they would like to abolish the EMT Instructor classification and create four classifications with specified rates of pay. Ms. O'Rourke reported it is her understanding that the three individuals may move between these four titles, as needed and qualified. Ms. O'Rourke reported Emergency Services would be working with Personnel and Treasurer's Office (payroll) on reporting the role the individual fulfilled and the rate of pay associated with that role each time the individual works. Ms. O'Rourke reported Emergency Services wanted to have more distinguishing titles to identify the actual type of work performed.

For example, Chair Sauerbrey reported a certified EMT instructor was fulfilling the duties of a victim helper, but receiving compensation as EMT Instructor at a much higher rate of pay than the victim helper salary. In this scenario, Chair Sauerbrey reported this could be a cost-savings to the County.

Legislator Sullivan inquired about the EMT Instructors salary. Ms. O'Rourke reported the salaries vary from \$12.00 - \$26.00 for these three individuals.

From a payroll standpoint, Legislator Sullivan inquired about the logistics. Ms. O'Rourke reported this is yet to be determined because the Emergency Services Director was hoping to report information directly to the Treasurer's Office for payroll purposes, but the Personnel Office needs to verify these individuals are qualified for the role they are working. Ms. O'Rourke reported this is not how Personnel would typically handle the request of one person working in several different titles with compensation changes for each title.

Legislator Monell inquired as to when this will go into effect. Ms. O'Rourke reported the resolution is effective next week.

Legislator Sullivan inquired as to need to have this resolution go into effect as early as next week when logistically this has not been resolved.

Legislator Mullen reported we have county employees currently doing this type of work and in order to pay them correctly we need them to be qualified to fit into one of these categories otherwise we could be paying overtime to County employees in their current role.

Legislator Monell recommended pulling the resolution for further discussion at next week's Legal/Finance Committee with the option for late-file resolution consideration.

Legislator Sullivan recommended moving discussion to Executive Session at the conclusion of this meeting. Chair Sauerbrey reported she did not believe further discussion would resolve this issue today, as Emergency Services Director Simmons needs to be present.

On a straw poll vote, Legislators Monell, Mullen, Roberts, Weston, Standinger, Hollenbeck, Sullivan, and Sauerbrey were in favor of pulling this resolution for late-file consideration at next week's Legal/Finance Committee meeting with Legislator Huttleston being absent. As Chair of Public Safety, Legislator Mullen will invite Emergency Services Director Simmons to attend the Legal/Finance meeting for further clarification.

Late-File Resolutions:

- ***Re-Title and Amend Classifications, Authorize Hourly Pay Rates: Emergency Services*** – Resolution was pulled during the worksession for re-presentation at the Legal/Finance Committee meeting on November 13th.

Other:

- ***NYSAC Conference*** – Chair Sauerbrey announced the next NYSAC conference would be held late January/early February if any Legislator were interested in attending.
- ***Date Change for 2nd November Worksession*** – Chair Sauerbrey reminded the Legislature that due to the Thanksgiving holiday, the 2nd November worksession has been rescheduled to Tuesday, November 20th.

Executive Session:

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

Executive Session ended at 1:55 p.m.

Meeting adjourned at 1:55 p.m.

Next worksession scheduled for **Tuesday, November 20, 2018***, at 10:00 a.m. ***PLEASE NOTE DATE CHANGE DUE TO THANKSGIVING HOLIDAY.**

Respectfully submitted by,

Cathy Haskell

Deputy Legislative Clerk