



## **Tioga County Legislative Worksession Minutes** **August 6, 2020 – 1:00 p.m.**

### **Legislators Present:**

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

### **Legislators Absent:**

Legislator Weston

### **Guests:**

Matt Freeze, Reporter, Morning Times

### **Staff Present:**

County Attorney Peter DeWind  
Legislative Clerk Cathy Haskell  
Budget Officer Jackson Bailey  
Personnel Officer Bethany O'Rourke  
Public Health Director of Administrative Services Denis McCann

### **Call Meeting to Order -**

Chair Sauerbrey called the meeting to order at 1:00 p.m.

### **Budget Update: Budget Officer Jackson Bailey**

Budget Officer Bailey reported Departments presented their 2021 budgets to their Legislative Committees this week. Mr. Bailey reported several Departments notified him that they have proceeded with the requested budgetary amounts. Mr. Bailey reported many Departments have entered and submitted their budgets in Munis for Budget Officer approval and he will begin the review process. Mr. Bailey reported he is still planning on Friday, August 14, 2020 as the deadline for Departments to complete the budget entry process in Munis and rolling the budgets to Level 2 – Budget Officer. At the next Legislative Worksession, Mr. Bailey will provide a synopsis of the County's status, departmental budgets, and any concerns noted.

# Legislature

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Mr. Bailey reported he conducted a Budget Refresher Training last week with a full class of twelve employees. Mr. Bailey reported he received positive feedback and follow-up discussion.

Chair Sauerbrey proposed conducting this training annually due to staff turnover.

Mr. Bailey drafted a resolution that is included in today's meeting packet for the 2020 budgetary reductions. The resolution details all the line items, however, does not include any fringe benefit portions for reduction, as these amounts are locked and the Department's cannot access them for transference. Mr. Bailey reported the full-time and part-time line items are included in the resolution, so once these line items are reduced the fringe benefit lines will follow. Mr. Bailey reported the original \$1.7 million budgetary reductions reported is closer to \$1.5 million without the fringe benefit amounts.

## **Approval of Worksession Minutes – July 23, 2020 -**

Legislator Sullivan motioned to approve the July 23, 2020 Legislative Worksession minutes as written, seconded by Legislator Hollenbeck with Legislators Balliet, Hollenbeck, Monell, Mullen, Roberts, Sauerbrey, Standing, and Sullivan voting yes and Legislator Weston being absent. Motion carried.

## **Action Items –**

### **ACTION ITEMS FROM JUNE 4, 2020:**

#### **ACTION ITEM #1– 6/4/2020 – Personnel Non-Union Salary Study**

Chair Sauerbrey stated this action item would be carried forward to 2021 or 2022.

**This item will be carried forward from the August 6, 2020 Legislative Worksession.**

### **ACTION ITEMS FROM JUNE 18, 2020:**

#### **ACTION ITEM #1– 6/18/2020 – Public Health Recognition**

Chair Sauerbrey reported Legislator Standing will read and present this proclamation to the Public Health Department at the August 11, 2020 Legislature meeting. **This item is completed and will be removed from the Action Item List.**

## **Legislative Support – Legislative Clerk Haskell:**

### **Approval of Legislative Support Committee Minutes – July 9, 2020:**

Legislator Sullivan motioned to approve the July 9, 2020 minutes as written, seconded by Legislator Hollenbeck with Legislators Balliet, Hollenbeck, Monell, Mullen, Roberts, Sauerbrey, Standing, and Sullivan voting yes with Legislator Weston being absent. Motion carried.

# Legislature



Legislative Clerk Haskell reported the following:

- The August Legislative Meeting is Tuesday, August 11, 2020, at 12:00 p.m. in the Hubbard Auditorium. Finance/Legal Committee will meet at 10:30 a.m. in the Hubbard Auditorium.
- Legislator Weston will do the prayer, pledge, and start the voting process at the August 11, 2020 Legislature meeting.
- 2020 YTD Budget and Fringe Reports were emailed to all Legislators.
- 2021 Proposed Legislative Office Budget was emailed to all Legislators noting full compliance with the 10% budget cut directive.

## **Proclamations (1) -**

- **Breastfeeding Awareness Month** – Legislator Standinger will read and present this proclamation to Health Educator, Laura Bennett, at the August 11, 2020 Legislative meeting.
- **Tioga County Public Health Employee Appreciation Day** – Legislator Standinger will read and present the proclamation to the Public Health Department at the August 11, 2020 Legislative meeting.

**Resolutions** – Ms. Haskell emailed all Legislators just prior to this meeting regarding the removal of the local law public hearing resolution, as we are not prepared to proceed at this time. In addition, Ms. Haskell emailed the local law to all Legislators for their review.

Ms. Haskell reviewed all (12) resolutions for the August 11, 2020 Legislature meeting with discussion on the following:

- ✓ **Budget Modification of 2020 Original Appropriations in Response to COVID-19 Pandemic** – Chair Sauerbrey reported this resolution would allow the Budget Officer to place these funds in contingency accounts. Mr. Bailey reported four new contingency accounts would be established representing each Fund and by doing so would ease transference of funds back to the appropriate lines by resolution, if necessary. Mr. Bailey reported these four newly established contingency accounts would close out at year-end.

Chair Sauerbrey further acknowledged that every Department contributed.

- ✓ **Authorize Continuance of Full-Time Highway Worker (Seasonal) Position – Public Works** – Legislator Sullivan requested clarification from Legislator Roberts on the seasonal position. Legislator Roberts reported Public Works has a vacant MEO II position. Public Works needs to move the seasonal employee into the MEO I position that is anticipated becoming vacant when the



individual passes the test and moves into the vacant MEO II position. In the meantime, the seasonal position is finished and the funds are expended in this line. Legislator Roberts reported Public Works needs the seasonal employee to fill the gap of two employees.

**Other –**

- **Department Head Evaluations:** Chair Sauerbrey reported Legislators should have received an email from Personnel regarding Department Head evaluations. Chair Sauerbrey reported Legislators need to complete the evaluations and meet with their respective Department Heads to review prior to the deadline of September 11, 2020.
- **Election Inspectors:** Legislator Sullivan reported the Board of Elections stated this week that due to the Coronavirus they only have 50 out of 162 inspectors committed for the November general election. Legislator Sullivan reported this is a large gap to fill and could be problematic.

Chair Sauerbrey reported the Legislative Office would be willing to send out a press release and post on Facebook in an attempt to recruit, however, the Board of Elections needs to provide the information.

Legislator Roberts inquired as to whether there is a minimum age requirement and if the individuals need to be registered voters. Legislator Sullivan reported the age requirement is 18 years and older. Legislator Balliet reported individuals must be a registered voter.

Legislator Sullivan reported election inspectors require training and must be available one week prior to the general election.

Legislator Sullivan reported the Legislative Committee informed the Board of Elections Commissioners at this week's committee meeting to notify the Legislature well in advance if they believe this is going to be problematic in hopes of remedying a solution sooner than later.

Legislator Sullivan reported discussion occurred at this week's committee meeting about contacting local businesses to see if they would be willing to allow their employees to do their civic duty for one day, as well as possibly recruiting current County employees.

Chair Sauerbrey inquired as to whether County employees can serve as election inspectors for the day and would they do this for their normal daily pay or



receive additional compensation if the employee were to use their accrued leave time for the day.

Currently, County Attorney DeWind reported employees would have to use their accrued leave time to serve as an election inspector. However, the question would be whether we can reallocate employees on a voluntary basis from their current job duties to act as an election inspector for the day.

Legislator Standinger reported the issue with County employees is that election inspectors work more than a 7-hour day and there is an additional one-day training requirement.

Legislator Sullivan reported she is unsure what the alternative is if the Board of Elections is unable to secure enough election inspectors.

Legislator Mullen reported the solution might be consolidation of polling locations, however it is unknown as to whether State approval is required.

Legislator Roberts reported he believes there is still a requirement for a minimum number of election inspectors, as they are responsible for the Districts.

Legislator Sullivan reported there are many unanswered questions that need to be known sooner than later.

Legislator Balliet reported he is scheduled to meet with the Board of Elections on Friday, August 7, 2020, to determine their plan.

## **Executive Session -**

Motion by Legislator Sullivan, seconded by Legislator Mullen to move into Executive Session to discuss a personnel matter. Motion carried to go into Executive Session at 1:23 p.m. with Personnel Officer O'Rourke and Public Health Director of Administrative Services McCann remaining in attendance.

Executive Session adjourned at 1:48 p.m.

Meeting adjourned at 1:48 p.m.

Next Worksession scheduled for Thursday, August 20, 2020, at 10:00 a.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk