



Tioga County Worksession Minutes **February 10, 2022 – 1:00 p.m.**

Legislators Present:

Legislator Brown
Legislator Ciotoli
Legislator Hollenbeck
Legislator Monell
Legislator Mullen
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger (*Arrived at 1:10 p.m.*)
Legislator Weston (*Arrived at 1:10 p.m.*)

Legislators Absent:

None

Guests:

Matt Freeze, Morning Times Reporter

Staff Present:

Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Amy Eiklor, Deputy Legislative Clerk
Gary Howard, Sheriff
Bethany O'Rourke, Personnel Officer

Call Meeting to Order: Chair Sauerbrey opened the meeting at 1:02 p.m.

NYSAC Legislative Conference Discussion – March 14th – March 16th: Chair Sauerbrey reported the New York State Association of Counties (NYSAC) Legislative Conference will take place March 14 – March 16, 2022 in Albany. Chair Sauerbrey is NYSAC's current President and will be attending the conference. She encouraged her fellow Legislators, specifically the three new Legislators, to attend the informative sessions.

Approval of Worksession Minutes: On motion of Legislator Monell, seconded by Legislator Hollenbeck, the January 20, 2022 minutes were unanimously approved.

Action Items: Currently, we have none.

Legislative Support: Legislative Clerk Haskell asked for approval of the January 6, 2022 Legislative Support committee minutes. On motion of Legislator Mullen, seconded by Legislator Monell and unanimously carried, the minutes were approved.

Legislative Clerk Haskell reported the following:

- ***Administrative 101 Meeting:*** Ms. Haskell reported she conducted a meeting along with County Attorney DeWind and Chair Sauerbrey. The purpose was to make all departments aware of the changes to the Open Meetings Law and what that means for them. Also, Ms. Haskell reviewed the process for agendas, minutes, resolutions, and proclamations. She reiterated that all standing committee agendas should be concise and consistent. The agendas are to be in a bullet style format with specific headings as previously recommended by the Legislature in 2017.
- ***Munis Development Team Meeting & Trainings:*** Ms. Haskell explained that the Munis Super Users group has been renamed to Munis Users group. There is someone in every department that uses Munis and they should be able to answer inter-departmental Munis questions. Ms. Haskell hopes that all departments will have someone to represent them at the quarterly meetings. She reported there will be Munis in-house trainings conducted throughout 2022. Topics include Payroll, Fixed Assets & Records Management, and Purging of Records.
- ***Board of Ethics:*** Ms. Haskell reported a resolution will be presented at the February 15, 2022 Legislative Meeting appointing a member to the Board of Ethics. There is an anticipated vacant seat as of March 31, 2022. County Attorney DeWind stated he is reviewing resumes of potential candidates.
- ***Mailing of Local Laws No. 1 & No. 2 of 2022:*** Ms. Haskell mailed both Local Laws and received verification they were received by the intended recipients. She has not received the Acknowledgement of Filing from New York State yet. However, in regards to Local Law No. 1 of 2022, County Attorney DeWind has had correspondence with a State agency who expressed concerns about the collection start date and ten-year sunset date for the Local Law Imposing Additional Surcharges for Telephonic Communication. Ms. Haskell explained that Local Law No.1 of 2022 will be repealed and replaced.
- ***Financial Disclosures & Policy Review Attestations:*** Ms. Haskell stated Financial Disclosures are required to be completed by May 15, 2022. Also, required Policy Review Attestations are to be completed on the County Intranet.

Resolutions: Ms. Haskell reviewed the agenda and resolutions for the February 15, 2022 Legislature meeting with discussion occurring on the following:

- ***LOCAL LAW TO BE INTRODUCED – A Local Law Repealing and Replacing Local Law No. 1 of the Year 2022 Imposing Additional Surcharges for Telephonic Communication:*** A Legislator will need to introduce Local Law No. C of 2022. County Attorney DeWind explained that the New York Department of Taxation informed him that the Local Law must include a very specific quarterly date. As a result, the Local Law will need to be

repealed and replaced with the inclusion of the quarterly date. He reported the collection of additional surcharges cannot begin until June 1, 2022 and must end August 31, 2031. Ms. Haskell explained the Local Law itself will be in effect until November 3, 2031, but collection must stop as of August 31, 2031.

- **Schedule Public Hearing Local Law Introductory No. C of 2022:** Ms. Haskell reported the Public Hearing on Local Law Introductory No. C of 2022 will take place on Thursday, February 24, 2022 at 10:00 a.m., just before the second Legislative Worksession.
- **Amend Employee Handbook: Section I. Rules of the Legislature; Subsection 2 – Committees (11) and Subsection 4 – Appointments:** Ms. Haskell explained this resolution is for housekeeping purposes. Tioga County's Sustainability Manager position was transferred from the Department of Public Works to the Department of Economic Development & Planning, effective January 1, 2022. This Departmental transfer warrants changes to the Rules of the Legislature Policy, SECTION 2 – COMMITTEES (11) in regards to the Economic Development/Planning/Tourism/Agriculture (AKA Economic Development) and Public Works & Capital Projects Legislative Standing Committees.
Also, Section 4- APPOINTMENTS references committees and boards that were previously abolished but never removed from the policy listing. Ms. Haskell anticipates more discussion on Boards and Oaths of Office at a later date.
- **Amend Employee Handbook: Section IV. Personnel Rules; Subsection P – Social Media Use:** Ms. Haskell reported this resolution replaces the existing Social Media Policy in its entirety. Input was gathered from Department Heads at Leaders Meetings. The Executive Team, in conjunction with the Chief Information Officer, determined the policy needs to be updated.
- **Donation of Time – Sheriff's Office:** Ms. Haskell received this resolution this morning and it has not gone through any committees. On a straw poll vote, all nine Legislators were in favor of adding the resolution to the agenda packet for the February 15, 2022 Legislative Meeting.

Other:

- **Mask Mandate Lifted:** Chair Sauerbrey reported Governor Hochul lifted the mask mandate for businesses, effective February 10, 2022. Aside from the Sheriff's Office, masks are not required in Tioga County buildings, though individuals are welcome to continue wearing one if they feel more comfortable. Masks in schools are still required, though the Governor will re-assess that decision in the coming weeks.
- **COVID-19 Test Kits:** Chair Sauerbrey reported Tioga County will receive a large number of COVID-19 test kits next week. The test kits are expected to be distributed to entities around the County. Tioga County already distributed a shipment of kits to Towns and Villages around the County.

- **Institute for Advancement (IAA) 2022:** Chair Sauerbrey stated 2022 is the year of education and communication. She reported there will be twenty-seven participants in the 2022 IAA program, which is the largest number to date.
- **Legislator Vacation Reminder:** Chair Sauerbrey reminded the Legislators that they must notify the Legislative Clerk's Office if they intend on going on vacation or will be absent. That way, if there are any issues or questions, a backup person can be contacted in their absence.

Executive Session: Nine Legislators were present. County Attorney DeWind, Personnel Officer O'Rourke, Sheriff Howard, and Legislative Clerk Haskell remained in attendance. Motion by Legislator Monell, seconded by Legislator Hollenbeck to move into Executive Session to discuss an employee benefit and negotiation matters at 1:29 p.m. Motion carried. Legislator Monell motioned to adjourn Executive Session at 2:00 p.m.

Meeting adjourned at 2:00 p.m.

Next Worksession scheduled for Thursday, February 24, 2022, at 10:00 a.m.

Respectfully submitted,

Amy Eiklor

Deputy Legislative Clerk