



Tioga County Worksession Minutes **March 9, 2023 – 1:00 p.m.**

Legislators Present:

Legislator Ciotoli
Legislator Flesher
Legislator Monell
Legislator Mullen
Legislator Roberts
Chair/Legislator Sauerbrey
Legislator Standinger

Legislators Absent:

Legislator Brown
Legislator Weston

Guests:

None

Staff present:

Peter DeWind, County Attorney
Cathy Haskell, Legislative Clerk
Amy Eiklor, Deputy Legislative Clerk
Linda Parke, Personnel Officer

Call Meeting to Order: Chair Sauerbrey opened the meeting at 1:04 p.m.

CCE Kitchen Lease Renewal: Chair Sauerbrey reported that the Cornell Cooperative Extension (CCE) kitchen lease will expire on May 31, 2023. Legislative Clerk Haskell was approached by CCE staff inquiring if the lease can be renewed for an additional year, as indicated in the original lease. The CCE nutritionist utilizes the kitchen in the basement of 56 Main Street to prepare food for farmers markets or program events. County Attorney DeWind stated CCE is responsible for sanitizing and cleaning the kitchen after each use. There were no objections to extending CCE's use of the kitchen space at 56 Main Street. County Attorney DeWind will send written correspondence to CCE informing them that the lease will be extended for an additional year.

Approval of Worksession Minutes: On motion of Legislator Monell, seconded by Legislator Ciotoli, the February 23, 2023 minutes were unanimously approved.

Action Items: Currently we have none.

Legislative Support: Legislative Clerk Haskell reported the following:

- **Approval of Minutes:** On motion of Legislator Roberts, seconded by Legislator Flesher and unanimously carried, the February 9, 2023 Legislative Support minutes were approved.
- **Financial:**
 - The Legislative Office has expended 13.1% of their 2023 budget to date.
- **Old Business:**
 - Local Law No. 1 of 2023 establishing the salaries of County Clerk and Sheriff was adopted on February 14, 2023 and sent to the Secretary of State.
 - Ms. Haskell was notified that there will be another vacancy on the Board of Ethics, bringing the total number of vacancies to two. The Legislature will need to appoint two members to fill the vacancies.
- **New Business:**
 - Ms. Haskell reported that IT has implemented mandatory quarterly trainings. The first training is on USB security and must be completed within 60 days.
 - Annual Policy Review and Training Attestation Forms must be completed by March 31.
 - Annual Financial Disclosure Forms were distributed and must be completed and submitted to the County Attorney's Office by May 15.

Resolutions: Ms. Haskell reviewed the agenda and resolutions for the March 14, 2023 Legislature meeting with discussion occurring on the following:

- **Urging Governor Hochul to Reconsider Ban of Gas Stoves and Other New Fossil Fuel Heating Equipment:** Ms. Haskell reported other counties throughout New York State are passing similar resolutions. Governor Hochul proposed banning the sale of gas stoves and other new fossil fuel heating equipment.
- **Resolution Calling on Governor Hochul to Remove Part M of Article VII Revenue Bills from the 2024 Executive Budget:** County Attorney DeWind explained that the Governor's Executive Budget included a new section 989 of the Real Property Law. That section seeks to require municipalities governed by Article 11 of the Real Property Tax Law to determine for each parcel whether the excess auction funds of the prior owner's indebtedness and then attempt to return those funds to the prior owner of record. If a prior owner cannot be located, the excess funds go to New York State as unclaimed funds.

- **Designate Calculation to Determine Disbursement of Occupancy Tax:** Ms. Haskell reported the calculation included in the resolution is the current formula being utilized to determine the occupancy tax allocation. Before this resolution, there was no formal designation of disbursement, it was only mentioned in prior worksession minutes. The current Local Law for Hotel/Motel Tax will expire in November 2023.
- **Amend Employee Handbook: Section III. Financial Rules Subsection E. Grants Procedure:** Ms. Haskell explained that this policy has never been changed. The most important update to the policy is that all grants applied for must be presented via resolution to the Legislature. The change allows for more clarity and transparency as to what departments are applying for. The Legislature should be aware of the potential impact to Tioga County. Legislator Monell emphasized that the Legislature has fiduciary responsibility for the funds of Tioga County. Ms. Haskell stated that the updates require resolutions for grants written for other organizations, non-profits, and all entities. The resolution includes language permitting retroactive resolutions in the event a grant must be submitted due to a deadline occurring before the next Legislative meeting. In those instances, a resolution must be presented at the next Legislative meeting.
- **Amend Employee Handbook: Add New Policy to New Section XIII. Entitled Fair Housing Plan:** County Attorney DeWind commended his secretary, Christine Freyvogel, on the hard work she put in to develop this policy. He explained certain grants require the adoption of a Fair Housing Plan before funds can be received.

Other: Currently, we have none.

Executive Session: Seven Legislators were in attendance. Legislative Clerk Haskell, Personnel Officer Parke, and County Attorney DeWind remained in attendance. Motion by Legislator Mullen, seconded by Legislator Ciotoli, to move into Executive Session to discuss a personnel matter at 1:35 p.m. Motion carried. Motion by Legislator Monell to adjourn, seconded by Legislator Mullen. Executive Session adjourned at 1:39 p.m.

Meeting adjourned at 1:39 p.m.

Next Worksession scheduled for Thursday, March 23, 2023, at 10:00 a.m.

Respectfully submitted,

Amy Eiklor

Deputy Legislative Clerk