



**LEGISLATIVE SUPPORT AGENDA**  
**THURSDAY, APRIL 7, 2022**  
**1:00 P.M.**

APPROVAL OF MINUTES

- Approval of March 10, 2022 minutes

FINANCIAL

- Year to Date Budget Report

OLD BUSINESS

- Local Law No. 3 of 2022
- March 2022 Meetings
- Financial Disclosures – Due by May 15<sup>th</sup>

NEW BUSINESS

- April 2022 Legislative Meetings

PERSONNEL

- Legislative Clerk Conference – May 18 & 19, 2022 – Cattaraugus County

RESOLUTIONS

- N/A

PROCLAMATIONS

- N/A

ADJOURNMENT



## Legislative Support Minutes

March 10, 2022

1:00 p.m.

### ATTENDANCE

Legislators: Legislators Brown, Ciotoli, Hollenbeck, Roberts, Sauerbrey, Standinger, and Weston were present with Legislators Monell and Mullen being absent.

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, and Personnel Officer O'Rourke.

Guests: Matt Freeze, Morning Times Reporter

### APPROVAL OF MINUTES

Legislator Hollenbeck made the motion, seconded by Legislator Standinger to approve the February 10, 2022 Legislative Support minutes, as written. Motion carried.

### FINANCIAL

The 2022 YTD Budget Report was emailed to all Legislators prior to this meeting and is included in today's committee agenda packet. Ms. Haskell reported it is early in the year, therefore, nothing of note to report at this time.

### OLD BUSINESS

Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following Legislature meetings in February 2022:

- Second Regular Legislature Meeting – February 15, 2022
- Public Hearing: Local Law Introductory No. C – February 24, 2022

The Legislative Clerk attended the following meetings in February 2022:

- Newly Elected Legislator Orientations – February 4 and March 2, 2022
- Legislative Standing Committees – February 8 and 10, 2022
- Leadership Tioga – February 9, 2022
- Legislative Worksessions – February 10 and 24, 2022
- Finance/Legal Committee Meeting – February 15, 2022
- Second Regular Legislature Meeting – February 15, 2022
- Munis Users Group – February 16, 2022
- Executive Team Meeting – February 17, 2022
- Munis Virtual Training (Records Purging) – February 18, 2022
- Leaders Meeting – February 22, 2022
- Public Hearing: Local Law Introductory No. C – February 24, 2022

# Office of the Legislative Clerk

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



☎ 607 687 8240 📠 607 687 8232 🌐 [www.TiogaCountyNY.gov](http://www.TiogaCountyNY.gov)

**Cathy Haskell** Legislative Clerk **Amy Eiklor** Deputy Legislative Clerk

Ms. Haskell noted the following in regards to meetings attended:

**Newly Elected Legislator Orientation** – Legislator Orientations were conducted on February 4, 2022 with Legislators Brown and Ciotoli and on March 2, 2022 with Legislator Roberts to give an overview of the County Government structure, organizational chart, Rules of the Legislature, budget, personnel, and legal. An orientation manual was provided to each one as a point of information and reference.

## NEW BUSINESS

**Local Law No. 3 of 2022** – Local Law No. 3 of 2022; a Local Law repealing Local Law No. 1 of the Year 2022 and imposing additional surcharges for telephonic communication pursuant to the authority of Tax Law §186-g and County Law §337 is slated for adoption at the March 15, 2022 Legislature meeting following due diligence of a public hearing on February 24, 2022. The collection start date for this new local law is June 1, 2022 and the 45-day required notification will be sent to all known carriers following the March 15, 2022 Legislature meeting.

**March Legislative Meeting** - The Third Regular Legislature meeting will be held on Tuesday, March 15, at 12:00 p.m. with Finance/Legal Committee meeting just prior at 10:30 a.m. Deputy Chair Hollenbeck will preside over the meeting, as Chair Sauerbrey will be attending the New York State Association of Counties (NYSAC) Conference.

Legislator Ciotoli will lead the Legislature in the prayer, pledge, and voting process.

There are two (2) proclamations for Public Health; National Nutrition Month and Public Health Week (April 4-10, 2022) that have been read and presented in year's past, therefore, will just be noted in the March 15, 2022 Legislature meeting minutes.

There are five (5) recognition resolutions that will be read and presented:

- Sheri McCall – Tioga Career Center. Legislator Standinger will read/present.
- Bernadette Toombs – Board of Elections. Legislator Ciotoli will read/present.
- Bethany O'Rourke – Personnel. Legislator Hollenbeck will read/present.
- Sherri Harris – Probation. Legislator Mullen will read/present.
- Lt. William White – Sheriff's Office. Legislator Mullen will read/present.

All resolutions presented by the Department's at their respective Legislative Standing Committees were reviewed for Legislature consideration with no changes noted. At this time, Ms. Haskell reported she is unaware of any late-file resolutions.

**2021 Annual Report** – Ms. Haskell prepared and included the Legislative Office 2021 annual report in today's meeting agenda packet and noted this report is posted on the County's website.

# Office of the Legislative Clerk

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



☎ 607 687 8240 📠 607 687 8232 🌐 [www.TiogaCountyNY.gov](http://www.TiogaCountyNY.gov)

**Cathy Haskell** Legislative Clerk **Amy Eiklor** Deputy Legislative Clerk

## PERSONNEL

**Institute for Advancement (I4A)** – Ms. Haskell reported Deputy Legislative Clerk Eiklor is participating in this year's I4A training class. The kick-off meeting was held on February 24, 2022 with four additional half-day sessions scheduled prior to the December 2022 graduation.

## RESOLUTIONS

N/A

## PROCLAMATIONS

N/A

## EXECUTIVE SESSION

N/A

## ADJOURNMENT

Legislator Weston motioned to adjourn at 1:16 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 03

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>A1010 Legislative Board</b>							
A1010 510010 Full Time	259,191	0	259,191	56,121.92	.00	203,069.08	21.7%
A1010 510020 Part Time/Temporar	2,746	0	2,746	528.10	.00	2,217.90	19.2%
A1010 510050 All Other(On Call,	8,487	0	8,487	2,045.55	.00	6,441.35	24.1%
A1010 540010 Advertising	350	0	350	226.16	.00	123.84	64.6%
A1010 540140 Contracting Servic	100	0	100	.00	.00	100.00	.0%
A1010 540180 Dues	100	0	100	100.00	.00	.00	100.0%
A1010 540320 Leased/Service Equ	2,700	0	2,700	413.77	.00	2,286.23	15.3%
A1010 540340 Literature	445	0	445	280.82	.00	164.18	63.1%
A1010 540390 Mileage Expense	4,800	-125	4,675	587.84	.00	4,087.16	12.6%
A1010 540420 Office Supplies	1,000	0	1,000	61.90	.00	938.10	6.2%
A1010 540480 Postage	315	0	315	96.76	.00	218.24	30.7%
A1010 540485 Printing/Paper	350	0	350	.00	.00	350.00	.0%
A1010 540520 Recording/Microfil	200	125	325	.00	325.00	.00	100.0%
A1010 540640 Supplies (Not offi	400	0	400	164.99	.00	235.01	41.2%
A1010 540660 Telephone	1,205	0	1,205	96.82	.00	1,108.18	8.0%
A1010 540732 Training/County Re	2,200	0	2,200	650.00	.00	1,550.00	29.5%
A1010 581088 State Retirement F	35,538	0	35,538	8,457.78	.00	27,080.64	23.8%
A1010 583088 Social Security Fr	19,834	0	19,834	4,427.37	.00	15,406.15	22.3%
A1010 584088 workers Compensati	15,917	0	15,917	3,721.92	.00	12,195.32	23.4%
A1010 585588 Disability Insuran	204	0	204	31.32	.00	172.40	15.4%
A1010 586088 Health Insurance F	192,221	0	192,221	41,580.26	.00	150,640.94	21.6%
A1010 588988 Eap Fringe	190	0	190	42.72	.00	147.64	22.4%
TOTAL Legislative Board	548,493	0	548,493	119,636.00	325.00	428,532.36	21.9%
TOTAL General Fund	548,493	0	548,493	119,636.00	325.00	428,532.36	21.9%
TOTAL EXPENSES	548,493	0	548,493	119,636.00	325.00	428,532.36	



**Tioga County  
YEAR-TO-DATE BUDGET REPORT**

FOR 2022 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	548,493	0	548,493	119,636.00	325.00	428,532.36	21.9%

\*\* END OF REPORT - Generated by Haskell, Cathy \*\*