



## LEGISLATIVE SUPPORT AGENDA THURSDAY, JUNE 8, 2023

### MINUTES

- Approval of May 4, 2023 minutes

### FINANCIAL

- Year to Date Budget Report
- County Auditor Accounts Payable Update

### OLD BUSINESS

- May 2023 Meetings
- Sales Tax Extender
- Legislative Clerk Conference/Certified Legislative Board Clerk Program

### NEW BUSINESS

- June 2023 Legislative Meeting
- July 2023 HHS, ITCS, Administrative Services, ED&P, & Public Safety Legislative Standing Committees – DATE CHANGE TO WEDNESDAY, JULY 5<sup>th</sup>

### PERSONNEL

- Legislative Clerk Vacation – June 26<sup>th</sup> – 30<sup>th</sup>

### RESOLUTIONS

- None

### PROCLAMATIONS

- None

### ADJOURNMENT

# Office of the Legislative Clerk



## Legislative Support Minutes

May 4, 2023

1:00 p.m.

### ATTENDANCE

**Legislators:** Legislators Brown, Ciotoli, Flesher, Mullen, Sauerbrey, and Standing were present with Legislators Monell, Roberts, and Weston being absent.

**Staff:** Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Personnel Officer Parke, Sheriff Howard, Probation Director Cain, and ED&P Director Tinney.

**Guests:** None

### APPROVAL OF MINUTES

Legislator Brown made the motion, seconded by Legislator Mullen to approve the April 6, 2023 Legislative Support minutes, as written. Motion carried.

### FINANCIAL

**2023 YTD Budget Report:** The 2023 Legislative Office YTD Budget Report is included in today's committee agenda packet that was emailed to all Legislators prior to this meeting. To date, budget utilization is 27.9%, which is slightly less than last year at this time. Ms. Haskell reported there is nothing significant of note.

**County Auditor Accounts Payable Report:** Legislative Clerk Haskell reported the following accounts payable report for the month of April and 1<sup>st</sup> Quarter 2023:

Month/Quarter	AP Invoices	AP Total	P-Card Transactions	P-Card Total
April	734	\$2,007,879.69	189	\$36,928.47
1 <sup>st</sup> Quarter	2,258	\$7,947,799.07	455	132,852.54

Legislator Standing inquired as to whether there has been any pushback regarding compliance. Ms. Haskell reported we are getting some resistance; however, we are explaining that our job is to ensure that the purchases are in line with the policies, and we are holding employees accountable. Ms. Haskell reported it is important that everyone follows the policy.

Chair Sauerbrey reported the Legislature is responsible for the fiduciary duties of the County, therefore, we are reviewing policies to determine whether additional changes are warranted. Chair Sauerbrey reported, in addition to our County policies, we are required to also follow the finance rules and regulations set forth by the State Comptroller's Office.

Legislator Standing commended Ms. Haskell and Ms. Eiklor for their efforts.

# Office of the Legislative Clerk

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



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

## OLD BUSINESS

### **April 2023 Meetings:**

Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following Legislature meetings in April 2023:

- Fourth Regular Meeting – April 11, 2023

The Legislative Clerk attended the following meetings & trainings in April 2023:

- Legislative Standing Committees – April 4 and 6, 2023
- Legislative Worksessions – April 6 and 20, 2023
- Finance, Legal & Safety Committee – April 11, 2023
- Fourth Regular Legislature Meeting – April 11, 2023
- Executive Team Meeting – April 13, 2023
- Microsoft 365 Outlook Training – April 19, 2023
- Leaders Meeting – April 25, 2023
- Countywide Shared Services Meeting – April 26, 2023
- Microsoft 365 Teams Training – April 27, 2023

**Sales Tax Extender Bill:** Ms. Haskell reported the Home Rule Request resolution in support of the Senate and Assembly Bills extending the current and imposing additional sales and compensating use taxes has been prepared, sent to the Legislators, and is in the agenda packet for Legislature consideration at the May 9, 2023 Legislature meeting. Ms. Haskell reported we are currently operating on a three-year extender that will expire as of November 30, 2023, however the Governor has advised all counties to proceed with a two-year extender effective December 1, 2023 through November 30, 2025. Following the adoption of this resolution, Ms. Haskell will prepare and mail the Home Rule Request forms with the certified resolution to the Assemblyman's Office for proper distribution.

Ms. Haskell reported the next step in the process is the preparation of the resolution to adopt the enactment, which will need to be reviewed by both the County Attorney and NYS Taxation & Finance Attorney. Ms. Haskell reported she has already drafted the resolution and sent it to County Attorney DeWind for his review before forwarding it to the NYS Taxation & Finance Attorney. The County Legislature should adopt this resolution no later than the August 15, 2023 Legislature meeting and postmarked no later than September 2, 2023 to be in compliance with the minimum 90-day requirement prior to the December 1, 2023 effective date.

**Board of Ethics Vacancies:** The Legislature received correspondence from two interested residents and the resolutions are in the agenda packet for Legislature consideration at the May 9, 2023 Legislature meeting. Thank you to Legislators Ciotoli

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and Standinger for their recruitment efforts. With the adoption of these two resolutions, the Board of Ethics will have full membership.

**Cybersecurity Awareness Training:** The first mandatory quarterly cybersecurity training is on USB Security. Legislators that have not yet completed this training should do so as soon as possible. This training is through the KnowBe4 platform, and everyone should have received a training link via email. Failure to comply will result in ITCS restricting access, which includes email.

**Annual Financial Disclosure Forms:** The Financial Disclosure forms must be completed and submitted to the County Attorney's Office no later than May 15, 2023.

## NEW BUSINESS

**May 2023 Legislature Meeting:** Ms. Haskell reviewed the agenda for the Fifth Regular Legislature Meeting on May 9, 2023:

- **Prayer, Pledge, Voting:** Legislator Standinger will lead us in the prayer, pledge and voting process at the May 9, 2023 Legislature meeting.
- **Recognition Resolutions:** There are no recognition resolutions for May.
- **Proclamations:** There are four (4) Proclamations this month; **American Stroke Month in Tioga County** that Legislator Standinger will read and present to Public Health Educator, Laura Bennett at the May 9, 2023 Legislature meeting and **Mental Health Awareness Month & Children's Mental Health Week, Elder Abuse Prevention Month, and Foster Care Recognition Month** that will just be noted in the minutes of the May 9, 2023 Legislature meeting.
- **Resolutions:**  
All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the May 9, 2023 Legislature meeting. However, Ms. Haskell noted the following committees did not have a quorum due to planned vacations and illness: ED&P, Personnel, Public Safety, and Public Works. Ms. Haskell requested approval from the Legislators in attendance today to move the resolutions forward to the May 9, 2023 Legislature meeting for further consideration and all were approved.

Ms. Haskell reported the following resolution did not go through the Public Safety Committee; however, Probation Director Cain discussed it and inquired whether the Legislature would be in favor of supporting such resolution. Mr. Cain was advised to prepare a resolution for today's Legislative Worksession for further discussion. Ms. Haskell reported other counties have or are in the process of adopting the same resolution.

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- **Resolution E34 – Opposing Senate Bill 6282 which would Prohibit Probation Departments from Collecting Fees Associated with Probation**

Probation Director Cain presented information on this resolution and the fiscal impact this would have on Tioga County Probation going forward. Last year, Tioga County Probation collected fees in the amount of \$8,000 and statewide with all the Probation Departments this would result in a loss of over \$10 million dollars. The Legislature was in favor of including this resolution in the meeting agenda packet for Legislature consideration at the May 9, 2023 Legislature meeting.

## PERSONNEL

- **Legislative Clerk Conference:** Ms. Haskell reported she will be attending the 70th Annual NYS Association of Clerks of County Legislative Boards Conference in Cortland, NY from May 17- 19, 2023. Ms. Haskell reported by attending these conferences and obtaining the necessary credits, she will join seventeen other Legislative Clerks in receiving certification from this educational/training program sponsored by NYSAC. The continuing education program focuses on professional development aimed at the topics associated with the role of Legislative Clerk.
- **Legislative Clerk Vacation:** Ms. Haskell reported she will be on vacation the week of May 22 – 26, 2023 and will have access to email during this time.

## RESOLUTIONS:

- E01 – Appoint Member to Board of Ethics
- E16 – Home Rule Request in Support of S05804-A/A05775A: Extending the Current and Imposing Additional Sales and Compensating Use Taxes by the County of Tioga County
- E31 – Appoint Member to Board of Ethics

All Legislators in attendance were in favor of moving these three resolutions forward for Legislature consideration at the May 9, 2023 Legislature meeting.

## EXECUTIVE SESSION

None

## ADJOURNMENT

Legislator Mullen motioned to adjourn at 2:41 p.m., seconded by Legislator Brown.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

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	269,807	0	269,807	105,399.00	.00	164,408.00	39.1%
A1010	510050 All other(On Call,	9,894	0	9,894	3,441.34	.00	6,452.31	34.8%
A1010	540010 Advertising	350	0	350	96.25	.00	253.75	27.5%
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	2,600	0	2,600	893.81	.00	1,706.19	34.4%
A1010	540340 Literature	545	0	545	282.02	.00	262.98	51.7%
A1010	540390 Mileage Expense	4,650	-40	4,610	1,060.46	.00	3,549.54	23.0%
A1010	540420 Office Supplies	1,000	0	1,000	203.42	.00	796.58	20.3%
A1010	540480 Postage	315	0	315	49.02	.00	265.98	15.6%
A1010	540485 Printing/Paper	350	0	350	.00	.00	350.00	.0%
A1010	540520 Recording/Microfil	350	40	390	388.00	.00	2.00	99.5%
A1010	540640 Supplies (Not Offi	400	243	643	319.00	.00	324.00	49.6%
A1010	540660 Telephone	1,205	0	1,205	231.96	.00	973.04	19.2%
A1010	540732 Training/County Re	2,200	0	2,200	1,930.80	.00	269.20	87.8%
A1010	581088 State Retirement F	35,538	0	35,538	12,860.80	.00	22,677.62	36.2%
A1010	583088 Social Security Fr	19,834	0	19,834	8,134.60	.00	11,698.92	41.0%
A1010	584088 Workers Compensati	15,917	0	15,917	5,923.26	.00	9,993.98	37.2%
A1010	585588 Disability Insuran	204	0	204	57.42	.00	146.30	28.2%
A1010	586088 Health Insurance F	192,221	0	192,221	64,883.67	.00	127,337.53	33.8%
A1010	588988 Eap Fringe	190	0	190	70.90	.00	119.46	37.2%
TOTAL Legislative Board		557,770	243	558,013	206,325.73	.00	351,687.38	37.0%
TOTAL General Fund		557,770	243	558,013	206,325.73	.00	351,687.38	37.0%
TOTAL EXPENSES		557,770	243	558,013	206,325.73	.00	351,687.38	



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

FOR 2023 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	557,770	243	558,013	206,325.73	.00	351,687.38	37.0%

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