



LEGISLATIVE SUPPORT AGENDA THURSDAY, FEBRUARY 9, 2023

MINUTES

- Approval of January 5, 2023 minutes

FINANCIAL

- Year to Date Budget Report

OLD BUSINESS

- 2022 Journal of Proceedings
- January 2023 Meetings
- Local Law No. 4 of 2022
- Local Law Introductory No. A of 2023
- Legislator Fund

NEW BUSINESS

- 2023 NYSAC Directory Changes
- 2022 Legislative Clerk Annual Report
- IT Steering Committee Participation
- Board of Ethics Vacancy

PERSONNEL:

- None

RESOLUTIONS

- B06 – Adopt Local Law No. 1 of 2023
- B08 – Amend Employee Handbook: Section I. RULES OF THE LEGISLATURE; Subsection IV. ORDER OF BUSINESS, Section 2. – COMMITTEES and Section 4. – APPOINTMENTS
- B24 – Amend Employee Handbook: Subsection III. Financial Rules, Subsection A. Budget Transfers
- B46 – Calling on the State of New York to Continue to Pass-Through Federal Affordable Care Act Enhanced Federal Medicaid Assistance Percentage Funds

PROCLAMATIONS

- None

ADJOURNMENT



Legislative Support Minutes

January 5, 2023

1:00 p.m.

ATTENDANCE

Legislators: Legislators Brown, Ciotoli, Mullen, Roberts, Sauerbrey, Standing, and Weston were present.

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Personnel Officer Parke

Guests: None

APPROVAL OF MINUTES

Legislator Standing made the motion, seconded by Legislator Brown to approve the December 8, 2022 Legislative Support minutes, as written. Motion carried.

FINANCIAL

2022 YTD Budget Report: Legislative Clerk Haskell reported 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 the Legislative Office expended 92.5% of their budget to date, which includes encumbrances for anticipated 2022 year-end expenses.

OLD BUSINESS

December 2022 Meetings:

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

- Public Hearing: Local Law Introductory No. D of 2022 – December 8, 2022
 - Twelfth Regular Legislature Meeting – December 13, 2022

The Legislative Clerk attended the following meetings in December 2022:

- E911 Surcharge Meeting w/Finance and Budget – December 5, 2022
- Legislative Standing Committees – December 6 and 8, 2022
- Legislative Worksession – December 8, 2022
- Public Hearing: LL Introductory No. D of 2022 – December 8, 2022
- Finance/Legal Committee – December 13, 2022
- Twelfth Regular Legislature Meeting – December 13, 2022

Journal of Proceedings: Ms. Haskell reported the 2022 Journal of Proceedings has been compiled and following the approval of the December 8 and 13, 2022 Legislative minutes, the Journal will be given to the Director of Records Management for microfilming.

Office of the Legislative Clerk

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Cathy Haskell Legislative Clerk Amy Eiklor Deputy Legislative Clerk

NEW BUSINESS

GSA Per-Diem Rate Discussion – Ms. Haskell reported she wanted to discuss the current policy related to per-diem meal reimbursement allowances prior to the Chief Accountant issuing the 2023 General Services Administration (GSA) per-diem rates. Ms. Haskell researched the historical trend of how the County has established these rates noting the following methodology; flat daily rate, GSA established rates, and currently since 2011 using GSA established rates less 30%. Ms. Haskell reported staff is beginning to resume travel and she is receiving feedback that the current GSA chart using the less 30% rates are not adequate for some travel locations. In addition, the 2022 GSA chart provides a link for out-of-state travel, however, this is contradictory to current practice of the County using the standard rate less 30% for areas not listed on the chart for a total daily rate of \$41.00.

The Legislators decided to set a standard daily rate of \$65.00 for all travel within New York State and an out-of-state GSA rate based on the specific travel location via <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/>, in accordance with the time of travel and the meal reimbursement allowances breakdown rates per meal.

ACTION: Ms. Haskell will prepare a resolution for Legislature consideration at the January 10, 2023 Legislature meeting to amend the Employee Handbook Travel Policy and Procedures and the Purchasing and Payment Policy to reflect the standard daily per-diem rate of \$65.00 for all travel within New York State, in accordance with the time of travel and the Meal Reimbursement Allowances Breakdown Rates of \$14.00 for breakfast, \$16.00 for lunch, \$30.00 for dinner, and \$5.00 for incidentals. Out-of-state travel will be based on the provided GSA link, in accordance with the time of travel and the established Meal & Incidental Rates. Ms. Haskell will request the Chief Accountant establish a 2023 Meal Reimbursement Allowances Chart based on the newly adopted policies for distribution to the Departments following the January 10th Legislature meeting.

Local Law Introductory No. A of 2023 – Ms. Haskell reported due to the timing of the 2023 election cycle process and the need to establish the salaries for the County Clerk and Sheriff prior to petition carrying the first week in March, Ms. Haskell asked Personnel Officer Parke to attend today's meeting to provide salary recommendations for these two offices. Ms. Parke provided salary recommendations for both offices based on using the historical methodology from the former Personnel Officer. Ms. Haskell reminded Legislators these are recommendations, and that the Legislature can propose their own recommendations.

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Ms. Haskell further reported the following timeline for adoption of the Local Law:

Date	Action	Meeting
1/5/23	Establish Salaries	Legislative Worksession
1/10/23	Legislator to Introduce Local Law Adopt Resolution to Set Public Hearing	Legislative Meeting
1/19/23	Conduct Public Hearing	Legislative Worksession
2/14/23	Adopt Local Law No. 1 of 2023 (Effective 1/1/24)	Legislative Meeting

Legislator Fund – Legislators were in favor of continuing the Legislator Fund for 2023. Ms. Haskell reported she will be responsible for collecting money and monitoring the fund, in accordance with, how Legislators wish to use the fund.

January 2023 Legislature Meeting - The First Regular Legislature meeting will be held on Tuesday, January 10, 2023, at 12:00 p.m. with Finance, Legal, and Safety Committee meeting held just prior at 10:30 a.m. Legislator Monell will lead the Legislature in the prayer, pledge, and voting process.

RECOGNITION RESOLUTIONS:

- **Recognition Resolution Recognizing Legislator Hollenbeck Posthumously** – Chair Sauerbrey will read and present this resolution to the family of Legislator Eddie J. Hollenbeck.
- **Recognition Resolution Recognizing Aaron Gowan’s 30 Years of Dedicated Service to Tioga County Industrial Development Agency (IDA)** – Legislator Monell will read and present this resolution.
- **Recognition Resolution Recognizing Christine Fay’s 19 Years of Dedicated Service to Tioga County and Tioga County Department of Mental Hygiene** – This resolution will just be noted in the minutes, as Ms. Fay will not be attending the meeting.
- **Recognition of The Honorable Gerald A. Keene’s 41 Years of Dedicated Service to Tioga County** – Legislator Monell will read and present this resolution.

PROCLAMATION

- **Human Trafficking Awareness Month** – This proclamation will just be noted in the minutes, as this resolution has been read and presented in year’s past.

LEGISLATOR VACANCY COMMITTEE: Chair Sauerbrey will appoint the following Legislators to the Legislator Vacancy Committee: Chair Sauerbrey, Legislator Monell, Legislator Roberts, and Legislator Standingier.

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2023 LEGISLATIVE STANDING COMMITTEES - Chair Sauerbrey will announce the establishment of the 2023 Legislative Standing Committees that will take effect in February.

RESOLUTIONS

All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the January 10, 2023.

PERSONNEL

N/A

EXECUTIVE SESSION

N/A

ADJOURNMENT

Legislator Brown motioned to adjourn at 3:01 p.m., seconded by Legislator Mullen.

Respectfully submitted,

Cathy Haskell

Legislative Clerk

DRAFT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A1010 Legislative Board								
A1010	510010 Full Time	269,807	0	269,807	13,790.70	.00	256,016.30	5.1%
A1010	510050 All other(On Call,	9,894	0	9,894	1,470.04	.00	8,423.61	14.9%
A1010	540010 Advertising	350	0	350	11.88	.00	338.12	3.4%
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	84.01	.00	2,515.99	3.2%
A1010	540340 Literature	545	0	545	282.02	.00	262.98	51.7%
A1010	540390 Mileage Expense	4,650	0	4,650	.00	.00	4,650.00	.0%
A1010	540420 Office Supplies	1,000	0	1,000	69.99	.00	930.01	7.0%
A1010	540480 Postage	315	0	315	.00	.00	315.00	.0%
A1010	540485 Printing/Paper	350	0	350	.00	.00	350.00	.0%
A1010	540520 Recording/Microfil	350	0	350	.00	.00	350.00	.0%
A1010	540640 Supplies (Not Offi	400	0	400	.00	.00	400.00	.0%
A1010	540660 Telephone	1,205	0	1,205	.00	.00	1,205.00	.0%
A1010	540732 Training/County Re	2,200	0	2,200	448.00	.00	1,752.00	20.4%
A1010	581088 State Retirement F	35,538	0	35,538	2,428.03	.00	33,110.39	6.8%
A1010	583088 Social Security Fr	19,834	0	19,834	1,560.71	.00	18,272.81	7.9%
A1010	584088 Workers Compensati	15,917	0	15,917	1,127.21	.00	14,790.03	7.1%
A1010	585588 Disability Insuran	204	0	204	10.44	.00	193.28	5.1%
A1010	586088 Health Insurance F	192,221	0	192,221	12,574.74	.00	179,646.46	6.5%
A1010	588988 Eap Fringe	190	0	190	13.51	.00	176.85	7.1%
TOTAL Legislative Board		557,770	0	557,770	33,971.28	.00	523,798.83	6.1%
TOTAL General Fund		557,770	0	557,770	33,971.28	.00	523,798.83	6.1%
TOTAL EXPENSES		557,770	0	557,770	33,971.28	.00	523,798.83	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	557,770	0	557,770	33,971.28	.00	523,798.83	6.1%

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



2022 Annual Report
Legislative Clerk/County Auditor

2022 – A NOTABLE YEAR

2022 was a bittersweet year for the Tioga County Legislature.

We started out the year welcoming three new Legislators: District #1 – Ron Ciotoli; District #3 – Barbara Roberts; and District #4 – William Jake Brown. All three Legislators were sworn in at the First Special and Organizational Meeting of 2022 on January 3, 2022.

Sadly, the Legislature mourned the loss of current Legislator Eddie J. Hollenbeck and former Legislator Frank John “Bud” Waite.

- **Frank John “Bud” Waite** passed away on October 21, 2022. Mr. Waite served 16 years on the Legislature from January 1, 1986 – December 31, 2002. The County posthumously recognized Mr. Waite at the November 15, 2022 Legislature meeting with his wife, children, and grandchildren receiving the resolution.
- **Eddie J. Hollenbeck** passed away on November 23, 2022 while currently serving his 12th year as District #7 Legislator. Legislator Hollenbeck was appointed to the position on August 10, 2011, to fill the unexpired term of Legislator William Oberbeck and was successfully re-elected every term thereafter. Legislator Hollenbeck was appointed Deputy Chair on April 11, 2017; a position he was appointed every year thereafter. Legislator Hollenbeck will be most notably remembered for his leadership, steady even-keeled demeanor, willingness to serve wherever needed, and being a great man his fellow Legislators, staff and community respected. A moment of silence was held at the December 13, 2022 Legislature meeting.

The Legislature also mourned the loss of one former and one current employee in 2022.

- **Ken Del Bianco, former Commissioner of Public Works**, passed away on Christmas Day 2021 and a moment of silence was held at the January 11, 2022 Legislature meeting. Mr. Del Bianco was an employee of Tioga County for 14 years and retired on March 23, 2015.
- **Jay Wilber, Assistant Public Defender**, passed away while in service on October 14, 2022 and a moment of silence was held at the November 15, 2022 Legislature meeting. Mr. Wilber was an employee of Tioga County since February 12, 2020.

The Legislature recognized and congratulated 12 employees on their retirements; three of whom were Department Heads, and the Legislature welcomed their successors:

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Cathy Haskell Legislative Clerk Amy Eiklor Deputy Legislative Clerk

- **Bernadette Toombs, Board of Elections Republican Commissioner**, retired on February 26, 2022 with 23 years of service. The Legislature appointed Deputy Republican Commissioner Vera Lin Layman on February 28, 2022 to fill the unexpired term through December 31, 2022.
- **Bethany O'Rourke, Personnel Officer**, retired on March 18, 2022 with 24 years of service. The Legislature appointed Linda Parke on June 6, 2022 as the new Personnel Officer to fill the unexpired term through March 20, 2028.
- **Terie Huseby, Real Property Director**, retired on April 15, 2022 with 8.5 years of service. The Legislature appointed Steven Palinosky as Acting Real Property Director on April 18, 2022 and appointed him as Director of Real Property on November 16, 2022 to fill the unexpired six-year term through September 30, 2025.

New Legislator/Department Head Orientations were conducted on February 4, March 2, and July 19, 2022 by the Legislative Chair, Legislative Clerk, County Attorney, Personnel Officer, and Budget Officer for our newly elected Legislators and appointed Department Heads.

LEGISLATURE APPOINTMENTS

Legislator/Chair Sauerbrey was re-elected by the Legislature as Chairwoman for 2022 serving her ninth one-year Chair term.

Legislator Hollenbeck was re-elected by the Legislature as the 1st Deputy Legislative Chair for 2022 serving his sixth one-year term.

Legislator Weston was re-elected by the Legislature as the 2nd Deputy Legislative Chair for 2022 serving his seventh one-year term.

Chair Sauerbrey announced the 2022 Legislative Standing Committees.

Chair Sauerbrey made the following Legislative appointments in 2022:

Committee	Legislator
Cornell Cooperative Extension (CCE)	Legislator Brown
Binghamton Metropolitan Transportation Study (BMTS) Policy Committee	Legislator Ciotoli
Southern Tier 8 (ST8) Regional Board	Legislator Roberts
Council of Governments (COG)	Legislator Standinger
Employee Retention & Incentive Committee	Legislators Brown, Mullen, and Sauerbrey Personnel Officer Parke Commissioner of Social Services Yetter



LEGISLATIVE MEETINGS - CONDUCTING THE BUSINESS OF THE COUNTY

The Legislature convened 12 regular meetings, 10 special meetings, and 10 public hearings. Minutes scribed, typed, indexed, and copied for the official Journal of Proceedings.

The Legislature adopted 420 resolutions, including 12 Recognition Resolutions honoring the dedicated service of long-term employees retiring with 20 - 34 years of County employment.

The Legislature adopted several policy revisions, including reference change from Non-Union to Management/Confidential, as part of the County's Employee Handbook: Rules of the Legislature, Social Media Use, Assignment & Use of County Vehicles, Tioga County Fund Balance, Comprehensive Information Security, County Hours of Operation, and Purchasing & Payment Policy. Two new policies were adopted: Records Management Policy and Rights of Nursing Employees to Express Breast Milk.

The Legislature acknowledged 27 proclamations in 2022. Most notably were **Employee Recognition, Military Caregiver Month, Hunting Safety Month, Human Trafficking Awareness Month and Stress Management & Seasonal Affective Disorder.**

The Chair of the Legislature gave the State of the County Address at the Fourth Regular Legislature Meeting on April 12, 2022.

COUNTY AUDITOR/BUDGET OFFICER

The County Auditor and Deputy Auditor reviewed and processed \$450,879.68 in purchaser card transactions.

The County Auditor and Deputy Auditor reviewed and processed 8,614 accounts payable invoices equating over \$22.5 million dollars.

The Budget Officer presented the 2023 Tentative Budget at a Public Hearing on November 15, 2022. The 2023 County Budget was adopted at the Twelfth Regular Legislature Meeting on December 13, 2022.

TRAININGS

The Legislative Clerk conducted an Administrative 101 Training on January 19, 2022 with 100% participation from all Departments. Topics included: Open Meetings Law, resolutions, proclamations, agendas, and minutes. Reference guide was developed.

The Legislative Clerk completed the task of implementing a Munis Training Development Team for the purpose of scheduling and conducting in-house trainings.



STATE MANDATED PLANS

On May 18, 2022, Governor Hochul signed **Executive Order 18 – Preventing and Responding to Domestic Terrorism**. This Executive Order mandated every county to develop and maintain a Domestic Terrorism Plan for submission on or before December 31, 2022. The County’s Office of Emergency Services developed and submitted the required plan on time.

The **Countywide Shared Services Initiative** started in 2017 and Tioga County has participated and complied every year since. The Shared Services Panel developed and submitted a Plan to New York State Department of Budget on December 20, 2021 with an effective date of January 1, 2022. The 2022 Plan includes two projects from Tioga County and the Owego-Apalachin Central School District both relating to health insurance/prescription drug management.

2022 LOCAL LAWS

- Local Law No. 1 of the Year 2022 – A Local Law imposing additional surcharges for telephonic communication pursuant to the authority of Tax Law §186-g and County Law §337 was adopted on January 20, 2022.
- Local Law No. 2 of the Year 2022 – A Local Law reapportioning the Tioga County Legislature was adopted on January 20, 2022.
- Local Law No. 3 of the Year 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 was adopted on March 15, 2022.
- Local Law No. 4 of the Year 2022 – Repeal of Local Law No. 5 of the Year 2006 and the enactment of a replacement law providing for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code was adopted on December 13, 2022.

PERSONNEL

Legislative Clerk Haskell attended the New York State Association of Clerks of County Legislative Boards conference in Ellicottville, NY (Cattaraugus County) from May 18-20, 2022.

Legislative Clerk Haskell graduated from Leadership Tioga on November 19, 2022.

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Deputy Legislative Clerk Eiklor graduated from Institute for Advancement (I4A) on December 13, 2022.

The Information Security Officer position in the Legislative Office was abolished effective December 31, 2022, as the duties and responsibilities of this position were assumed by the Deputy Director of Information Technology and Communications Services.

2023 GOALS

As we begin the New Year, I am looking forward to accomplishing the following:

- ❖ Legislative Clerk's attendance at the annual NYS Association of Clerks of County Legislative Boards conference May 17 – 19, 2023 in Cortland, NY (Cortland County) and obtaining the necessary credits for certification.
- ❖ Working with the Munis Development Team, ITCS, and Director of Records Management for additional training through Tyler Technologies on records purging in Munis.
- ❖ Continued training for Deputy Legislative Clerk.
- ❖ Continued training through Institute for Advancement for both the Legislative Clerk and Deputy Legislative Clerk.

Dated: January 27, 2023

Respectfully submitted,

Cathy Haskell

Legislative Clerk/County Auditor