

# 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

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

## Legislative Support Minutes

February 8, 2024

1:00 p.m.

### ATTENDANCE

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

**Staff:** Legislative Clerk Haskell, County Attorney DeWind, Personnel Officer Parke, ED&P Deputy Director Woodburn, Sustainability Manager Pratt, and Commissioner of Public Works Hammond

**Guests:** None

### APPROVAL OF MINUTES

Legislator Brown made the motion, seconded by Legislator Monell to approve the January 4, 2024 Legislative Support minutes, as written. Motion carried.

### FINANCIAL

**2024 YTD Budget Report:** The 2024 Legislative Office YTD Budget Report is included in today’s committee agenda packet and was mailed to all Legislators and posted on the County website prior to this meeting. Ms. Haskell reported 9.1% utilization.

**County Auditor Accounts Payable Report:** Legislative Clerk Haskell reported the following accounts payable report for the month of January 2024 and noted this report is included in today’s committee agenda packet. Ms. Haskell reported we are continuing to audit and process 2023 invoices based on year-end encumbered purchase orders.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
January	669	\$2,071,464.07	175	\$50,277.67

### OLD BUSINESS

#### January 2024 Meetings:

Minutes were taken, typed, copied, indexed, and recorded for the Legislature and Journal of Proceedings for the following Legislature meetings in January 2024:

- First Special and Organizational Meeting – January 2, 2024
  - First Regular Legislature Meeting – January 9, 2024

The Legislative Clerk attended the following meetings/events in January 2024:

- First Special and Organizational Meeting – January 2, 2024
- Legislative Standing Committees – January 2 and 4, 2024
- Legislative Worksessions – January 4 and 18, 2024

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- Finance, Legal & Safety Committee – January 9, 2024
- First Regular Legislature Meeting – January 9, 2024
- Strategic Plan Draft Review w/Legislators Roberts & Sauerbrey
- W-2, 1099, & 1095 Processing Meeting w/Personnel & Finance – January 19, 2024
- Leaders Meeting – January 23, 2024

**Annual Safety Trainings:** Ms. Haskell reminded the Legislature to complete the Annual Safety Trainings.

## NEW BUSINESS

**Legislative Office Reconfiguration** – Ms. Haskell reported the office area where the Legislator mailboxes were previously located has been cleared out to create office space for the County Administrator. Buildings and Grounds built and installed new Legislator mailboxes in the office area next to the Legislative Chair's office.

**Public Hearing: Ag District Land Inclusions** - Ms. Haskell reported a Public Hearing is scheduled for February 22, 2024 at 10:00 a.m. in the Legislative Conference Room. County Planning Director Jardine will be presenting.

**Public Hearing: NYS CDBG Microenterprise Grant Application** – Ms. Haskell reported a second Public Hearing is scheduled for February 22, 2024 at 10:05 a.m. in the Legislative Conference Room. Economic Development Specialist Schnabl will be presenting. Ms. Haskell reported legal notices will be published in the designated newspapers and meeting notices posted on the County website and Legislative bulletin board. Ms. Haskell reported a quorum is required to conduct the hearing. The Legislative Worksession will commence immediately following this public hearing.

Ms. Haskell reported legal notices will be published in the designated newspapers and meeting notices posted on the County website and Legislative bulletin board for both public hearings. Ms. Haskell reported a quorum is required to conduct the hearings. The Legislative Worksession will commence immediately following the second public hearing.

**Cyber Security Training:** Ms. Haskell reminded the Legislature the ITCS Department emailed notification for the required cyber security training to be completed no later than March 29, 2024.

**Annual Review of County Policies/Attestation:** Ms. Haskell reminded the Legislature the Law Department emailed notification for the required annual review of County policies/attestation to be completed no later than March 31, 2024.

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**Financial Disclosures:** Ms. Haskell reminded the Legislature the Law Department emailed notification for the required Financial Disclosures to be completed no later than May 15, 2024. Ms. Haskell distributed hard copies at today's meeting.

**Legislative Office 2023 Annual Report:** Ms. Haskell reported she completed the annual report for the Legislative Clerk/County Auditor, and it is included in today's meeting packet and posted to the County website.

## **February 2024 Legislative Meeting:**

- **Prayer, Pledge, Voting:** Legislator Brown will lead us in the prayer, pledge and voting process at the February 13, 2024 Legislature meeting.
- **Recognition Resolutions:** We have no recognition resolutions for the February Legislative meeting.
- **Proclamations:** We have no proclamations for the February Legislative meeting.
- **Appointments:** Chair Sauerbrey will make the following appointments at the February 13, 2024 Legislature meeting:
  - **CSEA Contract Negotiations Committee:**
    - Legislator Ciotoli
    - Legislator Standing
    - Personnel Officer Parke
    - Commissioner of Public Works Hammond
    - Deputy Commissioner of Social Services Myers
  - **ED&P Legislative Standing Committee:**
    - Legislator Ciotoli – 2/13/24 – 12/31/24
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the February 13, 2024 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is expecting a late-file resolution to be presented at the Finance, Legal & Safety Committee on February 13, 2024.

## **PERSONNEL**

- Deputy Legislative Clerk returns from Family Medical Leave on February 20, 2024.

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## RESOLUTIONS

- Authorizing Chair of the Tioga County Legislature to Sign Dean Creek Pelto and Pylkas Dam Rehabilitation Plans

## OTHER

None

## EXECUTIVE SESSION

None

## ADJOURNMENT

Meeting adjourned at 1:48 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk