



LEGISLATIVE SUPPORT AGENDA THURSDAY, MAY 4, 2023

MINUTES

- Approval of April 6, 2023 minutes

FINANCIAL

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

OLD BUSINESS

- April 2023 Meetings
- Sales Tax Extender
- Board of Ethics Vacancy
- Cyber Security Awareness Training
- Annual Financial Disclosure Forms

NEW BUSINESS

- May 2023 Legislative Meeting

PERSONNEL

- Legislative Clerk Conference – May 17th – 19th – Cortland County
- Legislative Clerk Vacation – May 22nd – 26th

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
- E31 – Appoint Member to Board of Ethics

PROCLAMATIONS

- None

ADJOURNMENT



Legislative Support Minutes

April 6, 2023

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Personnel Officer Parke, Benefits Manager Poff, and Benefits Manager Trainee Freyvogel.

Guests: None

APPROVAL OF MINUTES

Legislator Brown made the motion, seconded by Legislator Roberts to approve the March 9, 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 22.5% with nothing significant of note.

County Auditor Accounts Payable Report: As the County Auditor for Accounts Payable, Ms. Haskell reported she will be giving a monthly report to the Legislators regarding the number of invoices processed each month. In March, Ms. Haskell reported 865 Accounts Payable invoices in the amount of \$2,800,346.28 and 150 Purchase Card transactions in the amount of \$45,277.11 were audited and processed. Legislator Standinger inquired as to whether any issues were noted. Ms. Haskell reported inaccurate invoices are rejected and workflow back to the Department for correction. Ms. Haskell reported Departments are notified by email when an invoice is rejected, and it is the Department's responsibility to correct and re-release for review/approval.

OLD BUSINESS

March 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 March 2023:

- Third Regular Meeting – March 14, 2023

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

- Legislative Standing Committees – March 7 and 9, 2023
- Microsoft 365 One Drive Training – March 8, 2023

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

- Legislative Worksessions – March 9 and 23, 2023
- Finance/Legal Committee – March 14, 2023
- Third Regular Legislature Meeting – March 14, 2023
- Executive Team Meeting – March 16, 2023
- Munis Development Team Meeting – March 21, 2023
- Auditors Interview – March 23, 2023
- Leaders Meeting – March 28, 2023
- IT Steering Committee – March 30, 2023

Local Law No. 1 of 2023: Notification received on March 16, 2023 from the New York State Department of State that Local Law No. 1 of 2023 – Establish Salaries of Office of County Clerk and Sheriff for the four-year term commencing January 1, 2024 and ending December 31, 2027 was filed on February 21, 2023. This local law takes effect on January 1, 2024.

Board of Ethics Vacancies: The Legislature currently has two vacancies to fill on the Board of Ethics. Legislator Standinger reported he may have an interested candidate.

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.

Annual Policy Review/Attestation: The annual policy review and attestation form was due on March 31, 2023.

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

Sales Tax Extender Bill: Ms. Haskell reported she is working with Assemblyman Friend's office to obtain the Bill numbers for both the Assembly and Senate in order to proceed with the Sales Tax Extender Home Rule Request resolution. Ms. Haskell reported that all counties were advised to inform their State delegation to proceed with a 2-year sales tax extender Bill that will expire November 30, 2025 even though we currently have a 3-year sales tax extender in place. Our current sales tax extender expires November 30, 2023.

The Assemblyman's Office is waiting for the State budget to be passed. Depending on the timing, Ms. Haskell reported she may be able to present a late-file resolution at the

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Finance, Legal & Safety Committee on Tuesday, April 11, 2023 or call a Special Meeting at the 2nd Legislative Worksession on Tuesday, April 20, 2023 to present the required Home Rule Request resolution.

April 2023 Legislature Meeting: Ms. Haskell reviewed the agenda for the Fourth Regular Legislature Meeting on April 11, 2023:

- **Recognition Resolutions:** There are no recognition resolutions for April.
- **Proclamations:** There are two (2) Proclamations this month; **Fair Housing Month** that Legislator Ciotoli will read and present to County Attorney DeWind at the April 11, 2023 Legislature meeting and **Child Abuse Prevention Month** that will just be noted in the minutes of the April 11, 2023 Legislature meeting.
- **Appointments/Reappointments:** Chair Sauerbrey will be appointing Legislators Brown, Roberts, Sauerbrey, and Standing to the **County Administrator Committee** at the April 11, 2023 Legislature meeting:
- **Resolutions:**
All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the April 11, 2023 Legislature meeting.

PERSONNEL

None

EXECUTIVE SESSION

None

ADJOURNMENT

Legislator Monell motioned to adjourn at 2:09 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 05

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	77,442.90	.00	192,364.10	28.7%
A1010	510050 All other(On Call,	9,894	0	9,894	2,880.00	.00	7,013.65	29.1%
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	654.60	.00	1,945.40	25.2%
A1010	540340 Literature	545	0	545	282.02	.00	262.98	51.7%
A1010	540390 Mileage Expense	4,650	0	4,650	875.74	.00	3,774.26	18.8%
A1010	540420 Office Supplies	1,000	0	1,000	203.42	.00	796.58	20.3%
A1010	540480 Postage	315	0	315	31.41	.00	283.59	10.0%
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	243	643	319.00	.00	324.00	49.6%
A1010	540660 Telephone	1,205	0	1,205	173.97	.00	1,031.03	14.4%
A1010	540732 Training/County Re	2,200	0	2,200	1,907.00	.00	293.00	86.7%
A1010	581088 State Retirement F	35,538	0	35,538	9,712.12	.00	25,826.30	27.3%
A1010	583088 Social Security Fr	19,834	0	19,834	6,114.20	.00	13,719.32	30.8%
A1010	584088 Workers Compensati	15,917	0	15,917	4,586.05	.00	11,331.19	28.8%
A1010	585588 Disability Insuran	204	0	204	41.76	.00	161.96	20.5%
A1010	586088 Health Insurance F	192,221	0	192,221	50,001.96	.00	142,219.24	26.0%
A1010	588988 Eap Fringe	190	0	190	54.85	.00	135.51	28.8%
TOTAL Legislative Board		557,770	243	558,013	155,477.25	.00	402,535.86	27.9%
TOTAL General Fund		557,770	243	558,013	155,477.25	.00	402,535.86	27.9%
TOTAL EXPENSES		557,770	243	558,013	155,477.25	.00	402,535.86	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	557,770	243	558,013	155,477.25	.00	402,535.86	27.9%

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

REFERRED TO:

LEGISLATIVE WORKSESSION
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -23

APPOINT MEMBER TO
BOARD OF ETHICS

WHEREAS: A vacancy exists on the Board of Ethics due to the prior term of Peter Fitch having expired on March 31, 2023; and

WHEREAS: Wendy Neild, a resident of Tioga County, NY has agreed to serve on the Board of Ethics for the currently vacant three-year term with an additional term being available thereafter subject to Legislative reappointment; therefore be it

RESOLVED: That Wendy Neild be and hereby is appointed to the Board of Ethics for a retroactive term beginning April 1, 2023 through March 31, 2026.

REFERRED TO:

LEGISLATIVE WORKSESSION
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -23

APPOINT MEMBER TO
BOARD OF ETHICS

WHEREAS: A vacancy exists on the Board of Ethics due to the prior term of Joan Case having expired on March 31, 2023; and

WHEREAS: Thomas M. Hall, a resident of Tioga County, NY has agreed to serve on the Board of Ethics for the currently vacant three-year term with an additional term being available thereafter subject to Legislative reappointment; therefore be it

RESOLVED: That Thomas M. Hall be and hereby is appointed to the Board of Ethics for a retroactive term beginning April 1, 2023 through March 31, 2026.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -23

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

WHEREAS: The continuation of previously authorized additional sources of revenue is required to enable counties, such as Tioga County to meet the ever-increasing costs of delivering essential governmental services to their citizens without undue reliance on local property taxes; and

WHEREAS: The New York State Senate and Assembly are in agreement that individual counties should request their State delegation to introduce two-year home rule sales tax extenders expiring as of November 30, 2025; and

WHEREAS: State Legislative authority is needed to extend the current sales and compensating use taxes for the County of Tioga at the same level and upon the same terms and conditions as now currently exist; therefore be it

RESOLVED: That the Tioga County Legislature hereby requests enactment of Senate Bill No. S05804-A and Assembly Bill No. A05775A entitled "An Act to Amend the Tax Law in relation to extending the authorization of the County of Tioga to impose an additional one percent of sales and compensating use taxes through November 30, 2025.