

# 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

## Legislative Support Minutes

July 3, 2024

1:00 p.m.

### ATTENDANCE

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

**Staff:** Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, County Administrator Bailey, and Probation Director Cain.

**Guests:** None

### APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Ciotoli to approve the June 6, 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. Legislative Clerk Haskell reported 51.9% utilization with nothing significant to note at this time.

Ms. Haskell reported there have been no expenses to date related to the newly created Legislative Capital Budget. The capital budget was exclusively created for the specific purchase of the Legislator Service Wall plaque that has been ordered.

**County Auditor Accounts Payable Report:** Ms. Haskell reported the following accounts payable report for the month of June 2024, 2<sup>nd</sup> Quarter, and YTD January – June. This report is included in today's committee agenda packet.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
June	713	\$1,567,077.14	174	\$46,213.80
2 <sup>nd</sup> Quarter	2162	\$4,859,463.28	524	\$120,493.63
YTD January – June	4,377	\$12,065,318.48	1,082	\$251,675.91

Ms. Haskell reported Deputy Legislative Clerk Eiklor sent a memo last week to the Directors, Administrative Assistants, and Procurement staff reminding them of guidelines for accounts payable processing based on her observations over the last few months during the auditing process.

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**2025 Budget:** Ms. Haskell reported she has begun working on the 2025 budget and reported the Legislative Office budget primarily consists of salaries and fringe. Ms. Haskell reported she is aware of the zero-based increase directive, but due to known and anticipated increased costs in training and dues at this time, Ms. Haskell reported she will need to increase these specific budget lines for 2025 and that it will be difficult to reduce other budgetary lines to offset said increases. Ms. Haskell reported she believes increasing the training budgetary line is important as this is for the NYSAC Conferences and annual Legislative Clerk conference and she wants to ensure she has enough funds for any Legislator interested in attending.

Additionally, the training budget line (540733) of \$1,000 was transferred from the County Administrator budget to the Legislative Office budget to manage the Government Services Expo event expenses. Ms. Haskell reported she would like to keep this budget line in the Legislative Office budget in the event the Legislature wants to do this again next year, but also stated that Chair Sauerbrey would like this line increased to \$1,500 to ensure all costs are covered.

Ms. Haskell reported she will be ready to present the Legislative Office budget at the August 8, 2024 Legislative Worksession.

## OLD BUSINESS

### **June 2024 Meetings:**

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

- Sixth Regular Legislature Meeting – June 11, 2024
- NYS CDBG Public Facilities Grant Application Public Hearing – June 20, 2024

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

- Legislative Standing Committees – June 4 and 6, 2024
- Legislative Worksessions – June 6 and 20, 2024
- Finance, Legal & Safety Committee – June 11, 2024
- Sixth Regular Legislature Meeting – June 11, 2024
- NYS CDBG Public Facilities Grant Application Public Hearing – June 20, 2024
- Government Services Expo – June 21, 2024
- Leaders Meeting – June 25, 2024

## NEW BUSINESS

**NYSAC Fall Conference** – Ms. Haskell reported Legislators Flesher, Roberts, Sauerbrey and County Administrator Bailey are registered to attend the upcoming NYSAC Fall Conference in Monticello, NY from September 9-11, 2024.

# Office of the Legislative Clerk



## July 2024 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Mullen will lead us in the prayer, pledge and voting process for the July 9, 2024 Legislature meeting.
- **Recognition Resolutions:** We have one recognition resolution for the July Legislative meeting:

**Resolution Recognizing Jessica Williams' 27 Years of Dedicated Service to Tioga County** – Ms. Haskell reported Legislator Flesher will read and present this resolution to Corrections Officer Williams at the July 9, 2024 Legislature meeting. Sheriff Howard will also be in attendance to speak on behalf of this employee.

- **Proclamations:** We have no proclamations for the month of July.
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the July 9, 2024 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.

## PERSONNEL

- **Legislative Clerk** – Ms. Haskell reported she has five (5) vacation days that need to be used prior to her August anniversary date, therefore, will be out of the office on July 5<sup>th</sup>, 8<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>, and 29<sup>th</sup>.

## RESOLUTIONS

- None

## OTHER

- None

## EXECUTIVE SESSION

- None

## ADJOURNMENT

Meeting adjourned at 1:45 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk