



Legislative Support Minutes

January 9, 2025

1:00 p.m.

ATTENDANCE

Legislators: Legislators Brown, Bunce, Ciotoli, Flesher, Monell, Mullen Roberts, Sauerbrey, and Standing were present.

Staff: Legislative Clerk Haskell, County Administrator Bailey, County Attorney DeWind, Personnel Officer Parke.

Guests: None

APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Flesher to approve the January 9, 2025 Legislative Support minutes, as written. Motion carried.

FINANCIAL

2025 YTD Budget Reports: Ms. Haskell reported 7.5% utilization to date.

County Auditor Accounts Payable Report: Ms. Haskell reported the following accounts payable report for the month of December 2024, Q4 2024, and YTD 2024. This report is included in today's committee agenda packet.

Table with 5 columns: Month, AP Invoices, AP Total, P-Card Transactions, P-Card Total. Rows include December, Q4 2024, and YTD 2024.

OLD BUSINESS

December 2024 Meetings:

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

- Twelfth Regular Legislature Meeting – December 10, 2024

The 2024 Journal of Proceedings is completed and will be posted after the December minutes are approved at the January 14, 2025 Legislature meeting. At that time, arrangements will be made with the Director of Records Management for microfilming.

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

The Legislative Clerk attended or facilitated the following meetings/trainings in December 2024:

- Conducted Accounts Payable Training w/Personnel staff – December 2, 2024
- Legislative Committees – December 3 and 5, 2024
- Legislative Worksession – December 5, 2024
- Waverly Mental Hygiene Grand Opening – December 4, 2024
- 56 Main Street HVAC Project Construction Meeting – December 9, 2024
- Finance, Legal & Safety Committee – December 10, 2024
- Twelfth Regular Legislature Meeting – December 10, 2024
- Executive Team Meeting – December 12, 2024

HVAC Construction Project Status:

- **Legislative Office** – The project is on schedule and staff will be able to return to the Legislative Office on Monday, January 13, 2025.
- **No Staff Access – 56 Main Street** – There will be no one allowed to access the building over the Martin Luther King, Jr. holiday, as the contractors will be installing an air curtain at the entrance of the building. Staff have been notified via email.

NEW BUSINESS

56 Main Street Building Update – A new timer system was installed this week for the lights in County Office building. The timer is set for lights to be on from 3:30 a.m. – 8:30 p.m. Ms. Haskell reported the Legislative Office has been given a key to override the timer should the need occur.

Local Law Introductory No. A of 2025 – Establish the Salary for the Office of the County Treasurer Effective January 1, 2026 – Ms. Haskell reported the local law is done early due to the early voting so that candidates are aware of the salary at time of petition carrying. Ms. Haskell reported a Legislator will need to introduce the local law at the January 14, 2025 Legislature meeting.

Public Hearing: Local Law Introductory No. A of 2025 – Ms. Haskell reported there is a resolution for Legislature consideration to set the public hearing for January 23, 2025 at 10:00 a.m. at the Legislative Worksession.

2025 Legislator Mileage Rate Change – Ms. Haskell reported the County follows the IRS standard, which has increased to .70 cents per mile for 2025.

Legislative Office Renovation – The HVAC project is nearing completion. Discussion has occurred with Buildings & Grounds Supervisor for the installation of new carpeting, desks/countertops in the Legislative Office. County Administrator Bailey reported he

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would like to renovate the office with the installation of a door to increase the level of privacy and confidentiality for anyone who may be standing in the front office area. Mr. Bailey will work with Buildings & Grounds on an RFP. Legislators will have access through their access badge. Legislator Monell suggested including a noise cancelling system in the RFP.

Public Hearing Dates:

- **Northern Tioga Ag District 8 Year Review** – Ms. Haskell reported a Legislative quorum is required for the public hearing to be held at the Berkshire Town Hall on February 18, 2025 at 1:00 p.m.
- **Annual Ag District Inclusions** – This public hearing is tentative based on receiving any new requests or changes. Tentatively, this hearing will be held on February 20, 2025 at 10:00 a.m. at the Legislative Worksession. Ms. Haskell reported a Legislative quorum is required to conduct the public hearing.

Sales Tax Extender: Ms. Haskell reported the sales tax extender provides the County with an additional 1% sales tax. At present, we have been informed to plan for another 2-year process. The sales tax extender is done by way of resolution whereas in the past this was done by local law. Ms. Haskell reported she will begin the process by February through the request of Bill numbers from the Assemblyman and Senator. A resolution must be adopted and postmarked by September 1, 2025 otherwise the County will need to request a waiver.

January 2025 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Flesher will lead us in the prayer, pledge and voting process for the January 14, 2025 Legislature meeting.
- **Moment of Silence:** Chair Sauerbrey will request a moment of silence for former District #3 Legislator Jim Woodruff. Mr. Woodruff served on the Legislature from April 8, 1991 – December 31, 2025. Mr. Woodruff passed away on December 25, 2024.
- **Recognition Resolution:** We have one recognition resolution that Legislator Standinger will read and present:

***Recognition of Albert Knapp's 18 Years of Dedicated Service to
Tioga County Public Health***

Mr. Knapp will be attending the meeting along with Director of Public Vroman.

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- **Introduction of Local Law Introductory No. A of 2025** – Legislator Ciotoli will introduce the local law establishing the salary for the Office of the County Treasurer for the term of office commencing January 1, 2026. The public hearing will be held on January 23, 2025 at 10:00 a.m. in the Legislative Conference Room.
- **2025 Legislative Standing Committees:** Chair Sauerbrey will announce the 2025 committees have been established noting changes have been made. The new committees will go into effect February 2025.
- **Appointments:** Chair Sauerbrey will announce the following appointments:
 - **Director of Veterans' Services Agency Search Committee:** Chair Sauerbrey, County Administrator Bailey, Legislator Brown, Legislator Standing, Personnel Officer Parke, and Director of Administrative Services (MH) Korba will serve on this committee.
 - **Coroner's Search Committee:** Chair Sauerbrey, County Administrator Bailey, Legislator Standing, Legislator Flesher, and Personnel Officer Parke will serve on this committee.
- **Proclamations:** None.
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the January 14, 2025 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.

PERSONNEL

- **Deputy Legislative Clerk Vacancy:** Ms. Haskell updated the Legislature on the vacancy status and will continue to actively interview until such time the position is filled.

Ms. Haskell reported that the Legislative Clerk does not have a Strategic Plan, however, would like to add one. Due to the status of the current vacancy, Ms. Haskell reported she would like to add the long-term goal of hiring a 2nd Deputy possibly in 2026. Legislators were in favor of adding this to the County's Strategic Plan.

RESOLUTIONS

- A09- Set Public Hearing for Local Law Introductory No. A of 2025

TIOGA COUNTY, NEW YORK

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OTHER

- None

EXECUTIVE SESSION

- None

ADJOURNMENT

Meeting adjourned at 2:25 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk