



LEGISLATIVE SUPPORT AGENDA THURSDAY, SEPTEMBER 5, 2024

MINUTES

- Approval of August 8, 2024 minutes

FINANCIAL

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

OLD BUSINESS

- August 2024 Meetings
- Department Head Evaluations – Due by September 9, 2024

NEW BUSINESS

- Finance, Legal & Safety Committee Date Change – Thursday, 9/12
- Ninth Regular Legislature Meeting Date Change – Thursday, 9/12
- ERC Pin Ceremonies and Luncheon -
- September 2024 Legislative Meeting

PERSONNEL

- Deputy Legislative Clerk Vacancy
- NYS Association of Clerks of County Legislative Boards Executive Committee September Meeting – Syracuse, NY

RESOLUTIONS

- I25 – Recognize Tioga County Chamber of Commerce as the County's Official Chamber of Commerce

PROCLAMATIONS

- None

ADJOURNMENT

Office of the Legislative Clerk



Legislative Support Minutes

August 8, 2024

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, County Administrator Bailey, County Attorney DeWind, County Clerk Klett, Personnel Officer Parke, and Public Health Director of Administrator Services MCann.

Guests: None

APPROVAL OF MINUTES

Legislator Mullen made the motion, seconded by Legislator Monell to approve the July 3, 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 emailed to all Legislators and posted on the County website prior to this meeting. Legislative Clerk Haskell reported 63% utilization with nothing significant of note.

Ms. Haskell reported there have been no expenses to date related to the 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 July 2024. This report is included in today’s committee agenda packet.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
July	595	\$2,072,889.79	202	\$40,403.85

2025 Budget: Ms. Haskell presented the Legislative Office 2025 Budget noting she was able to comply with the zero-based directive except for increasing the training line by \$4,000 for Legislators and Legislative Clerk to attend annual conferences. Ms. Haskell increased the advertising, dues, and literature lines to a total of \$700.00 and decreased the leased/service equipment and mileage to offset the \$700.00 increase.

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Cathy Haskell Legislative Clerk

OLD BUSINESS

July 2024 Meetings:

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

- Seventh Regular Legislature Meeting – July 9, 2024

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

- Legislative Standing Committees – July 2 and 3, 2024
- Legislative Worksession – July 3, 2024 (**July 18th Worksession was cancelled**)
- Finance, Legal & Safety Committee – July 9, 2024
- Seventh Regular Legislature Meeting – July 9, 2024
- Executive Team Meeting – July 11, 2024
- Courthouse, Probation, DA, and Public Defender Office Tour – July 15, 2024
- Leaders Meeting – July 23, 2024
- New Department Head Orientation (ED&P Director & County Administrator) – July 31, 2024

NEW BUSINESS

Finance, Legal & Safety Committee Time Change – August 13th @ 10:00 AM Ms. Haskell reported the time of the August Finance, Legal & Safety Committee was changed from 10:30 a.m. to 10:00 a.m. to allow additional time for departmental budget presentations from County Attorney, Treasurer, District Attorney, Public Defender, and Assigned Counsel. Proper notification of the meeting time change was distributed and posted.

Department Head Evaluations: Ms. Haskell reminded the Legislators of the September 9, 2024 deadline for Department Head evaluations.

Legislative Support Minutes: Ms. Haskell reported Legislative Support is a standing agenda topic on the 1st monthly Legislative Worksession agenda. In 2017, the Legislative Support minutes became a separate document and removed from the Worksession minutes. Ms. Haskell inquired as to whether the Legislature wanted to continue with this practice or move to incorporate all minutes into one Legislative Worksession document. Based on discussion, Ms. Haskell will continue with the current practice.

Strategic Plan: Ms. Haskell reported the Legislative Office has eight (8) Workplan Objectives for official quarterly reporting starting in October 2024.

August 2024 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Roberts will lead us in the prayer, pledge and voting process for the August 13, 2024 Legislature meeting.
- **Recognition Resolutions:** We have two recognition resolutions for the August Legislative meeting:

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Recognize Katherine E. Garrison's 32 Years of Dedicated Service – Department of Social Services – Ms. Garrison will not be attending the August 13, 2024 Legislative meeting, therefore, the resolution will just be noted for the minutes. Ms. Garrison's resolution and service plaque were given to Commissioner of Social Services Yetter for distribution.

Recognize Karen L. Northup's 11 Years of Dedicated Service – Department of Social Services – Ms. Northup will not be attending the August 13, 2024 Legislative meeting, therefore, the resolution will just be noted for the minutes. Ms. Northup's resolution was given to Commissioner of Social Services Yetter for distribution.

- **Proclamations:** We have two proclamations for the month of August that will just be noted for the minutes:

National Recovery Month in Tioga County
National Suicide Prevention Awareness Month in Tioga County

- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the August 13, 2024 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.

PERSONNEL

- **Deputy Legislative Clerk Resignation** – Ms. Haskell reported the Deputy Legislative Clerk resigned and her last day was August 2, 2024. The position has been posted on the County website and most recently on Indeed. Currently, three applications have been received.
- **Legislative Office Coverage** – Due to the current Deputy Clerk vacancy, Ms. Haskell emailed six departments at 56 Main Street and five responded with four departments able to assist in covering the office for meetings and vacation. The staff covering the office are not doing Legislative work but will answer phones and be a presence in the office. Ms. Haskell thanked the Department Heads and staff for their assistance.
- **Legislative Clerk Vacation** – Ms. Haskell reported she has a planned vacation for the week of August 19, 2024. Ms. Haskell thanked the Veterans Office for providing coverage with two of their staff during this time. Ms. Haskell also thanked County Administrator Bailey for his willingness to assist as needed. Ms. Haskell reported she will have access to email and phone during this time.

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RESOLUTIONS

- H23 – Recognize Tioga County Chamber of Commerce as the County's Official Chamber of Commerce

OTHER

- None

EXECUTIVE SESSION

- None

ADJOURNMENT

Meeting adjourned at 2:04 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
A General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
A1010 Legislative Board							
A1010 510010 Full Time	283,946	0	283,946	175,737.84	.00	108,208.16	61.9%
A1010 510050 All other(On Call,	9,894	0	9,894	6,546.89	.00	3,346.76	66.2%
A1010 540010 Advertising	350	1,000	1,350	1,085.98	.00	264.02	80.4%
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	1,553.97	.00	1,046.03	59.8%
A1010 540340 Literature	545	0	545	338.03	.00	206.97	62.0%
A1010 540390 Mileage Expense	3,650	-1,000	2,650	1,299.93	.00	1,350.07	49.1%
A1010 540420 Office Supplies	700	0	700	292.30	.00	407.70	41.8%
A1010 540480 Postage	215	0	215	87.20	.00	127.80	40.6%
A1010 540485 Printing/Paper	150	0	150	.00	.00	150.00	.0%
A1010 540520 Recording/Microfil	450	0	450	404.00	.00	46.00	89.8%
A1010 540640 Supplies (Not Offi	400	0	400	378.00	.00	22.00	94.5%
A1010 540660 Telephone	955	0	955	347.94	.00	607.06	36.4%
A1010 540732 Training/County Re	3,950	0	3,950	3,334.84	.00	615.16	84.4%
A1010 540733 Training/All Other	0	1,000	1,000	738.80	.00	261.20	73.9%
A1010 581088 State Retirement F	52,514	-26,985	25,529	22,858.84	.00	2,670.23	89.5%
A1010 583088 Social Security Fr	0	16,672	16,672	13,208.61	.00	3,463.44	79.2%
A1010 584088 Workers Compensati	22,853	-10,626	12,227	8,319.36	.00	3,907.78	68.0%
A1010 585588 Disability Insuran	204	-85	119	88.74	.00	30.05	74.7%
A1010 586088 Health Insurance F	37,696	94,487	132,183	119,380.95	.00	12,801.84	90.3%
A1010 588988 Eap Fringe	76	77	153	110.31	.00	43.01	71.9%
TOTAL Legislative Board	421,348	74,540	495,888	356,212.53	.00	139,675.28	71.8%
TOTAL General Fund	421,348	74,540	495,888	356,212.53	.00	139,675.28	71.8%
TOTAL EXPENSES	421,348	74,540	495,888	356,212.53	.00	139,675.28	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR: H	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
Capital Fund							
H1010 Capital Legislative							
H1010 520210 Other Furniture	0	8,000	8,000	.00	.00	8,000.00	.0%
TOTAL Capital Legislative	0	8,000	8,000	.00	.00	8,000.00	.0%
TOTAL Capital Fund	0	8,000	8,000	.00	.00	8,000.00	.0%
TOTAL EXPENSES	0	8,000	8,000	.00	.00	8,000.00	

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COUNTY AUDITOR ACCOUNTS PAYABLE UPDATE – AUGUST 2024

MONTH/ QUARTER	AP INVOICES	AP INVOICE TOTALS	P-CARD TRANSACTIONS	P-CARD TOTAL
August	865	\$1,757,262.61	238	\$51,685.23

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -24

RECOGNIZE TIOGA COUNTY CHAMBER OF
COMMERCE AS THE COUNTY'S OFFICIAL
CHAMBER OF COMMERCE

WHEREAS: The Tioga County Chamber of Commerce, originally incorporated as the Owego Chamber of Commerce on June 4, 1919 has continuously strived to promote a healthy and robust business environment and advocate for its member businesses throughout the community; and

WHEREAS: The Tioga County Chamber of Commerce is the largest and oldest Chamber in the county, serving all sections of Tioga County as well as parts of Broome, Tompkins, and Bradford Counties; and

WHEREAS: The Chamber plays a vital role in promoting business and community involvement, fostering the growth of local businesses, and enhancing the quality of life for every business and individual in the region; and

WHEREAS: The Tioga County Chamber offers valuable services and new opportunities to its members, advancing the local community through outstanding promotion, support, and advocacy for economic development; and

WHEREAS: The Chamber's Junior Chamber program enriches the lives of high school students attending the Owego-Apalachin School District, and its administration of Leadership Tioga supports businesses and nonprofits throughout the Southern Tier; and

WHEREAS: The Tioga County Chamber of Commerce works closely with local and state agencies to provide essential information and support, creating a solid cornerstone for the community; and

WHEREAS: Over its distinguished 100-year history, the Tioga County Chamber of Commerce has demonstrated continuous service to the residents and communities it serves, encouraging and supporting new business opportunities, facilitating partnerships, and promoting the growth of existing businesses; and

WHEREAS: The success of the Tioga County Chamber of Commerce is directly correlated to the dedicated efforts of its Board of Directors, staff,

and members, whose commitment, enthusiasm, and excellence have greatly benefited the organization and community it serves; and

WHEREAS: The Tioga County Chamber of Commerce will continue to be a leading resource for information about tourism, local events, and business education for many years to come; therefore be it

RESOLVED: That the Tioga County Legislature hereby recognizes the Tioga County Chamber of Commerce as the official Chamber of Tioga County, recognizing its invaluable contributions to the business community and its role in fostering economic growth and prosperity throughout the region.