



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

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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 Standinger 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