



## LEGISLATIVE SUPPORT AGENDA THURSDAY, JULY 9, 2026

### MINUTES

- Approval of June 4, 2026 minutes

### FINANCIAL

- 2026 Year to Date Budget Report
- 2026 Year to Date Capital Budget Report
- 2026 County Auditor Accounts Payable Update
- AP Munis Workflow Rejection Report

### OLD BUSINESS

- June 2026 Meeting

### NEW BUSINESS

- 2027 Budget Discussion
- Strategic Plan Update
- Remote Work Update
- 2026 Fall NYSAC Seminar – 9/28-9/30/26 (Syracuse, NY)
- Legislative Clerk Vacation – 8/12 – 8/17/26
- July 2026 Legislative Meeting

### PERSONNEL

- None

### RESOLUTIONS

- G06 – Amend Employee Handbook: Abolish Section III. Financial Rules, Subsection f. Suggestion Plan Policy and Rescind Resolution No. 205-91

### PROCLAMATIONS

- None

### ADJOURNMENT

# 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 **Breige Graven** Deputy Legislative Clerk

## Legislative Support Minutes

June 4, 2026

1:00 p.m.

### ATTENDANCE

**Legislators:** Legislators Aronstam, Brown, Bunce, Cantella, Ciotoli, Flesher, Monell, Rose, and Standinger were present.

**Staff:** Legislative Clerk Haskell, Deputy Legislative Clerk Graven, County Administrator Bailey, County Attorney DeWind, and Personnel Officer Parke.

### Guests:

Matt Freeze, Morning Times Reporter

### APPROVAL OF MINUTES

Legislator Brown made the motion, seconded by Legislator Rose to approve the May 7, 2026 Legislative Support minutes, as written. Motion carried.

### FINANCIAL

**2026 YTD Budget Reports:** Legislative Clerk Haskell reported 41.1% utilization noting no budgetary issues or concerns.

**County Auditor Accounts Payable Report:** Ms. Haskell reported the following accounts payable report for May. This report is included in today's committee agenda packet.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
May	710	\$5,208,575.55	194	\$41,744.70
4 Rejected AP Invoices	All four (4) rejected invoices were recognized at the department level.			

### OLD BUSINESS

#### May 2026 Meetings:

Minutes were taken, typed, copied, recorded, distributed, and indexed for the Legislature and Journal of Proceedings for the following Legislature meetings in May 2026:

- Fifth Regular Legislature Meeting – May 12, 2026

The Legislative Clerk attended the following meetings in May 2026:

- Legislative Standing Committee Meetings – May 5 and 7, 2026
  - Legislative Worksessions – May 7 and 21, 2026
- Finance, Legal & Safety Committee – May 12, 2026
- Fifth Regular Legislature Meeting – May 12, 2026
  - Executive Team Meeting – May 12, 2026
  - NYSACCLB Conference – May 13 – 15, 2026

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**Legislative Clerk Conference Update:** Legislative Clerk Haskell reported she attended the NYS Association of Clerks of County Legislative Boards (NYSACCLB) annual conference in Syracuse, NY on May 13 – 15, 2026. Ms. Haskell thanked the Legislators for allowing her to attend this three-day conference.

Ms. Haskell informed the Legislature of the following highlights garnered from this year's conference:

- **Cooperative Purchase “Piggybacking”** – Ms. Haskell reported some of our departments, including Public Works and the Sheriff's Office use this procurement method to purchase commodities and equipment versus doing our own competitive bidding process. This is only allowable when the other municipality's contract stipulates that others can use their bid. This method of procurement is set to expire on June 30, 2026 if the State Legislature does not extend it. If this legislation expires, Ms. Haskell reported it would require every County to do their own competitive bidding process.  
**UPDATE: The State Legislature adopted a one-year extension of this procurement method until June 30, 2027.**
- **AI Technology** – This session discussed how counties are going to govern and regulate the use of AI technology. This was more of a brainstorming session, as there were no directives set or recommendations suggested on how we should proceed.
- **NYSAC Update** – Ms. Haskell reported NYSAC Executive Director Stephen Acquario, and NYSAC Counsel Patrick Cummings were in attendance to provide information on local laws, Home Rule, and conduct a Q&A session.
- **NYSACCLB Recertification** – Ms. Haskell reported she received her 2-year recertification as a Certified Legislative Board Clerk by attending the continuing education classes offered at the annual conferences. This recertification program is endorsed through New York State Association of Counties (NYSAC) with the objective of encouraging continuing education and promoting excellence in local governance.

Ms. Haskell reported some of the other topics included minutes and agendas, local laws and Home Rule. Ms. Haskell reported attendance at the conferences are very informative and it is beneficial to network with the other Legislative Clerks to learn what they do in their counties, as it is not standardized.

Legislator Standinger commended Ms. Haskell for going to these conferences and bringing back good, usable information.

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- **Treasurer's Office Relocation/Legislative Office Refresh** – Ms. Haskell reported the Treasurer's Office staff temporarily housed in the Legislative Office relocated back to their own office on May 18, 2026. Ms. Haskell reported they were a joy to have in our office. It was interesting to listen, watch, and learn from them as they dealt with the public daily either in person or on the phone. They were very knowledgeable, professional and helpful. Chair Monell reported some of the people were unsure what they needed to do or pay, and the staff took care of them, and I was amazed time after time. Ms. Haskell reported it was great to witness how another department interacts with the public and staff.

Ms. Haskell reported the final piece to the office refresh was the installation of the 2<sup>nd</sup> desk in the front office and that is now completed.

Ms. Haskell thanked the Legislature for granting permission to do the office refresh and to make the space more habitable.

## NEW BUSINESS

### **May Legislature Meeting:**

- **Prayer, Pledge, Voting:** Legislative Chair Monell will lead us in the prayer, pledge and voting process for the June 9, 2026 Legislature meeting.
- **Recognition Resolution:** We have the following one (1) recognition resolution from the Sheriff's Office that will be noted in the minutes of the June 9, 2026 Legislative meeting, as Corrections Officer Russell will not be attending.

### ***Resolution Recognizing David Russell's 25 Years of Dedicated Service to Tioga County***

- **Proclamations:** There is one (1) proclamation; **Elder Abuse Awareness Month** that has been read in previous years, therefore will just be noted in the minutes of the June 9, 2026 Legislature meeting.
- **Chair Appointments:** As discussed earlier today, Chair Monell will be appointing the following staff to the new Consolidated County Office Building Committee and Subcommittees:

**Executive Committee:** Legislative Chair Monell, County Administrator Bailey, Finance, Legal, & Safety Legislative Standing Committee Chair Bunce, County Attorney DeWind, Treasurer Roberts, and Legislative Clerk Haskell.

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**Design & Construction Sub-Committee:** Commissioner of Public Works Hammond, Chief Information Officer Clark, Public Works Project Technician Anderson, Buildings & Grounds Working Supervisor Bidwell, Building & Grounds Lead Maintenance Mechanic Morley. The Lead on this subcommittee will be the Engineer/Architect firm once hired.

**Regulatory & Financial Oversight Subcommittee:** Safety Officer Holbrook, County Code Enforcement Officer Morgan, Director of ED&P Woodburn, Chief Accountant Schurter, Director of Real Property Palinosky, and County Clerk Klett.

- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the June 9, 2026 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is aware of one late-file resolution from the Department of Public Works for the June 9, 2026 Legislature meeting at this time.

## PERSONNEL

- None.

## RESOLUTIONS

- None.

## PROCLAMATIONS

- None

**ADJOURNMENT** - Meeting adjourned at 2:30 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2026 07

ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A1010	510010	Full Time	0	302,384	135,862.95	.00	166,521.05	44.9%
A1010	510050	All other(On Call,	0	9,894	8,052.55	.00	1,841.10	81.4%
A1010	520070	Chairs	0	500	192.87	.00	307.13	38.6%
A1010	540010	Advertising	0	700	311.62	.00	388.38	44.5%
A1010	540180	Dues	0	300	300.00	.00	.00	100.0%
A1010	540210	Garbage Disposal	0	100	.00	.00	100.00	.0%
A1010	540320	Leased/Service Equ	0	1,000	.00	.00	1,000.00	.0%
A1010	540340	Literature	0	595	142.17	.00	452.83	23.9%
A1010	540390	Mileage Expense	0	2,850	1,329.75	1,218.80	301.45	89.4%
A1010	540420	Office Supplies	0	700	277.53	.00	422.47	39.6%
A1010	540480	Postage	0	215	23.18	.00	191.82	10.8%
A1010	540485	Printing/Paper	0	1,250	726.29	520.00	3.71	99.7%
A1010	540520	Recording/Microfil	0	500	475.00	.00	25.00	95.0%
A1010	540640	Supplies (Not offi	0	400	170.00	.00	230.00	42.5%
A1010	540660	Telephone	0	605	64.94	.00	540.06	10.7%
A1010	540732	Training/County Re	0	8,950	1,515.74	.00	7,434.26	16.9%
A1010	581088	State Retirement F	0	44,489	19,553.85	.00	24,935.15	44.0%
A1010	583088	Social Security Fr	0	23,889	10,648.64	.00	13,240.36	44.6%
A1010	584088	Workers Compensati	0	5,634	6,591.08	.00	-957.08	117.0%
A1010	585588	Disability Insuran	0	270	48.84	.00	221.16	18.1%
A1010	586088	Health Insurance F	0	89,921	55,318.13	.00	34,602.87	61.5%
A1010	588988	Eap Fringe	0	72	84.06	.00	-12.06	116.8%
TOTAL General Fund		495,218	0	495,218	241,689.19	1,738.80	251,789.66	49.2%
TOTAL EXPENSES		495,218	0	495,218	241,689.19	1,738.80	251,789.66	



**Tioga County**  
**YEAR-TO-DATE BUDGET REPORT**

FOR 2026 07

ACCOUNTS FOR: H	Capital Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
H1010	521130 Equipment (Not Car	0	6,111	6,111	6,011.00	100.00	.00	100.0%
	TOTAL Capital Fund	0	6,111	6,111	6,011.00	100.00	.00	100.0%
	TOTAL EXPENSES	0	6,111	6,111	6,011.00	100.00	.00	

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## COUNTY AUDITOR ACCOUNTS PAYABLE UPDATE – JUNE 2026

<b>MONTH/ QUARTER</b>	<b>AP INVOICES</b>	<b>AP INVOICE TOTALS</b>	<b>P-CARD TRANSACTIONS</b>	<b>P-CARD TOTAL</b>
June	698	\$1,725,663.13	229	\$55,569.48
Q2	2,304	\$9,446,712.94	645	\$144,965.76
YTD	4,518	\$18,608,694.56	1,264	\$267,545.61

## Taxpayer Value Objectives

No Objectives in 2026

## Accessibility to Services Objectives

No Objectives in 2026

## Workforce Objectives

### Hiring/Creation of Additional Legislative Position

Champion: Legislative Clerk

#### Milestone #1

Complete Position Duties Statement w/ Personnel Officer Approval

<b>STATUS:</b>	Pending
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#### Milestone #2

Resolution Authorizing the Creation and Funding of the Position

<b>STATUS:</b>	Pending
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#### Milestone #3

Recruit & Hire Qualified Candidate

<b>STATUS:</b>	Pending
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#### Milestone #4

Complete Successful Evaluation/Probationary Period

<b>STATUS:</b>	Pending
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#### NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:


## Community Partnership Objectives

No Objectives in 2026

**LEGISLATIVE OFFICE APPROVED REMOTE WORK**

<b>Employee Name</b>	<b>Approved Schedule</b>
Cathy Haskell	As Needed (outside of normal business hours)

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -26

AMEND EMPLOYEE HANDBOOK:  
ABOLISH SECTION III. FINANCIAL RULES,  
SUBSECTION F. SUGGESTION PLAN POLICY  
AND RESCIND RESOLUTION NO. 205-91

WHEREAS: The Tioga County Legislature adopted the Suggestion Plan Policy on May 13, 1991 by Resolution No. 205-91, as a requirement of the CSEA Union labor contract; and

WHEREAS: This policy was established to encourage employees to submit ideas to improve County operations, increase productivity, enhance safety, health and security, and reduce or avoid costs; and

WHEREAS: This policy has not been revised or updated since its initial adoption and contains provisions, procedures, and administrative processes that no longer reflect current County operations; and

WHEREAS: Due to the lack of submissions and administrative activity since 2017, the Suggestion Plan Committee has become defunct; and

WHEREAS: The Tioga County Legislature has determined that maintaining the Suggestion Plan Policy is no longer necessary as it is not a current requirement of the CSEA Union labor contract and this outdated policy should be abolished and removed from the County's Employee Handbook; therefore be it

RESOLVED: That the Tioga County Suggestion Plan Policy is hereby abolished effective July 14, 2026; and be it further

RESOLVED: That Resolution No. 205-91 which established the Suggestion Plan Policy is hereby rescinded and repealed effective July 14, 2026; and be it further

RESOLVED: That the Clerk of the Legislature is authorized and directed to remove the Suggestion Plan Policy from the County's Employee Handbook effective July 14, 2026.