



LEGISLATIVE SUPPORT AGENDA THURSDAY, OCTOBER 10, 2024

MINUTES

- Approval of September 5, 2024 minutes

FINANCIAL

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

OLD BUSINESS

- September 2024 Meetings

NEW BUSINESS

- Public Hearing: CDBG Neighborhood Depot Project – October 24th @ 10:00 AM
- Public Hearing: LL Introductory No. B of 2024 – October 24th @ 10:05 AM
- October 2024 Legislative Meeting

PERSONNEL

- Deputy Legislative Clerk Vacancy

RESOLUTIONS

- J01– Set Public Hearing 2025 Budget
- J33 – Appoint Director at Large – Soil & Water Conservation District

PROCLAMATIONS

- None

ADJOURNMENT

Office of the Legislative Clerk



Legislative Support Minutes

September 5, 2024

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, County Administrator Bailey, County Attorney DeWind, Commissioner of Public Works Hammond, Deputy Commissioner of Public Works Ruggiero, and Personnel Officer Parke.

Guests: None

APPROVAL OF MINUTES

Legislator Ciotoli made the motion, seconded by Legislator Monell to approve the August 8, 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 71.8% utilization noting no issues or concerns 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. Ms. Haskell reported she spoke with the vendor just prior to this meeting and the order is in the process of being finalized with an estimated six-to-ten-week turnaround time once the order is placed.

County Auditor Accounts Payable Report: Ms. Haskell reported the following accounts payable report for the month of August 2024. This report is included in today’s committee agenda packet.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
August	865	\$1,757,262.61	238	\$51,685.23

OLD BUSINESS

August 2024 Meetings:

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

- Eighth Regular Legislature Meeting – August 13, 2024

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 the following meetings/events in August 2024:

- Legislative Standing Committees – August 6 and 8, 2024
- Legislative Worksession – August 8, 2024
- Finance, Legal & Safety Committee – August 13, 2024
- Eighth Regular Legislature Meeting – August 13, 2024
- Executive Team Meeting – August 15, 2024
- Leaders Meeting – August 27, 2024

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

NEW BUSINESS

Finance, Legal & Safety Committee Date Change – Thursday, September 12, 2024

Ninth Regular Legislature Meeting Date Change – Thursday, September 12, 2024

Ms. Haskell reported the date of the September Finance, Legal & Safety Committee and the Ninth Regular Legislature Meeting was changed from September 10, 2024 to September 12, 2024 due to Legislator attendance at the NYSAC Fall Conference from September 9-11, 2024. Ms. Haskell reported notification was sent to the Legislators and media, as well as posted on the County's website.

Employee Recognition Committee (ERC) Pin Ceremonies and Luncheon: Ms. Haskell reminded the Legislators of the upcoming ERC pin ceremonies for employees who have attained five (5) or more years of service the week of September 16-20, 2024. Additionally, the annual ERC Luncheon for those who have attained 25 or more years of service will be held on September 26, 2024 at Donoli's Restaurant. The cost of attendance is \$20.00 and should be given to the Personnel Office.

September 2024 Legislative Meeting:

- **Prayer, Pledge, Voting:** Chair Sauerbrey will lead us in the prayer, pledge and voting process for the September 12, 2024 Legislature meeting.
- **Proclamation:** We have one (1) proclamation for the month of September that will be read and presented to the honorees who have attained 25 or more years of service by Steven Palinosky, ERC Committee member:

Employee Recognition and Appreciation Week

- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the September 12, 2024 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.

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Cathy Haskell Legislative Clerk

PERSONNEL

- **Deputy Legislative Clerk Vacancy** – Ms. Haskell reported she is in the process of reviewing applications and anticipates scheduling interviews soon. Ms. Haskell and County Administrator Bailey will be conducting the first round of interviews with Chair Sauerbrey participating in the second round.
- **NYS Association of Clerks of County Legislative Boards Executive Committee** – Ms. Haskell previously reported in June 2024 that she was appointed for a three-year term to the Executive Committee of the NYS Association of Clerks of County Legislative Boards. Ms. Haskell reported she will be attending the Executive Committee meeting in Syracuse, NY on September 30, 2024 from 12:00 – 2:00 p.m. and will arrange the necessary office coverage in her absence.

RESOLUTIONS

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

OTHER

- None

EXECUTIVE SESSION

- 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 2024 10

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	198,891.58	.00	85,054.42	70.0%
A1010 510050 All other(On Call,	9,894	0	9,894	7,146.41	.00	2,747.24	72.2%
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	-215	2,385	1,716.43	.00	668.57	72.0%
A1010 540340 Literature	545	0	545	338.03	.00	206.97	62.0%
A1010 540390 Mileage Expense	3,650	-1,480	2,170	1,315.88	.00	854.12	60.6%
A1010 540420 Office Supplies	700	0	700	292.30	.00	407.70	41.8%
A1010 540480 Postage	215	0	215	93.70	.00	121.30	43.6%
A1010 540485 Printing/Paper	150	-100	50	.00	.00	50.00	.0%
A1010 540520 Recording/Microfil	450	-46	404	404.00	.00	.00	100.0%
A1010 540640 Supplies (Not Offi	400	80	480	378.00	.00	102.00	78.8%
A1010 540660 Telephone	955	-60	895	463.92	.00	431.08	51.8%
A1010 540732 Training/County Re	3,950	821	4,771	4,708.84	.00	62.16	98.7%
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	25,647.56	.00	-118.49	100.5%
A1010 583088 Social Security Fr	0	16,672	16,672	14,876.99	.00	1,795.06	89.2%
A1010 584088 Workers Compensati	22,853	-10,626	12,227	9,292.25	.00	2,934.89	76.0%
A1010 585588 Disability Insuran	204	-85	119	96.57	.00	22.22	81.3%
A1010 586088 Health Insurance F	37,696	94,487	132,183	133,897.80	.00	-1,715.01	101.3%
A1010 588988 Eap Fringe	76	77	153	123.21	.00	30.11	80.4%
TOTAL Legislative Board	421,348	74,540	495,888	401,608.25	.00	94,279.56	81.0%
TOTAL General Fund	421,348	74,540	495,888	401,608.25	.00	94,279.56	81.0%
TOTAL EXPENSES	421,348	74,540	495,888	401,608.25	.00	94,279.56	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 10

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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Cathy Haskell Legislative Clerk

COUNTY AUDITOR ACCOUNTS PAYABLE UPDATE – SEPTEMBER 2024

MONTH/ QUARTER	AP INVOICES	AP INVOICE TOTALS	P-CARD TRANSACTIONS	P-CARD TOTAL
September	587	\$1,417,370.63	208	\$62,051.68
3 rd Quarter	2,047	\$5,247,523.03	648	\$154,140.76

REFERRED TO:

FINANCE/LEGAL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -24

SET PUBLIC HEARING
2025 BUDGET

RESOLVED: That the public hearing on the tentative Tioga County Budget for 2025 be held at 10:00 A.M., Tuesday, November 12, 2024, in the Edward D. Hubbard Auditorium of the Ronald E. Dougherty County Office Building, 56 Main Street, Owego, New York 13827.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -24

APPOINT DIRECTOR AT LARGE
SOIL & WATER CONSERVATION DISTRICT

WHEREAS: A Director at Large vacancy exists on the Tioga County Soil & Water Conservation District Board due to the recent resignation of Eileen Selnekovic; and

WHEREAS: The Tioga County Soil & Water Conservation District has found a candidate who is willing and able to fill this vacancy for the unexpired term of January 1, 2024 – December 31, 2026; therefore be it

RESOLVED: That the Tioga County Legislature hereby appoints Debra Standinger as the Director at Large to the Tioga County Soil & Water Conservation District Board to fill the remainder of Eileen Selnekovic's unexpired term of January 1, 2024 – December 31, 2026, effective October 16, 2024.