



LEGISLATIVE SUPPORT AGENDA THURSDAY, MARCH 6, 2025

MINUTES

- Approval of February 6, 2025 minutes

FINANCIAL

- 2025 Year to Date Budget Report
- 2025 County Auditor Accounts Payable Update

OLD BUSINESS

- February 2025 Meetings
- Sales Tax Extender (2-Yr)
- Annual Policy Review and Attestation – Due by 3/31/25
- Annual Statement of Financial Disclosures – Due by 5/15/25

NEW BUSINESS

- 2024 Venesky Legislative Clerk Data Report
- March 2025 Legislative Meeting

PERSONNEL

- Deputy Legislative Clerk – February 24, 2025

RESOLUTIONS

- None

PROCLAMATIONS

- None

ADJOURNMENT



Legislative Support Minutes

February 6, 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, Deputy Commissioner of Social Services Myers, and Director of Administrative Services Andrews.

Guests: None

APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Brown 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 with no issues of concern.

County Auditor Accounts Payable Report: Ms. Haskell reported the following accounts payable report for the month of January 2025. This report is included in today's committee agenda packet.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
January	924	\$3,001,097.19	220	\$47,023.72

OLD BUSINESS

January 2025 Meetings:

Minutes were taken, typed, copied, indexed, and recorded for the Legislature and Journal of Proceedings for the following Legislature meetings in January 2025:

- First Special & Organizational Meeting – January 2, 2025
 - First Regular Legislature Meeting – January 14, 2025
- Public Hearing – Local Law Introductory No. A of 2025 – January 23, 2025

The Legislative Clerk attended the following meetings/trainings in January 2025:

- 1st Special & Organizational Meeting – January 2, 2025
 - Legislative Committees – January 7 and 9, 2025
 - Legislative Worksessions – January 9 and 23, 2025
- Finance, Legal & Safety Committee – January 14, 2025

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- Executive Team Meeting – January 16, 2025
- Public Hearing: Local Law Introductory No. A of 2025 – January 23, 2025
- Newly Elected Legislator Orientation (Legislator Bunce) – January 23, 2025
 - Leaders' Meeting – January 28, 2025

2024 Journal of Proceedings:

The 2024 Journal of Proceedings is completed and was sent to the Director of Records Management for microfilming.

Two-Year Sales Tax Extender: Ms. Haskell reported she contacted Assemblyman Friend's Chief of Staff to begin the process. The first step is for the Legislature to formally request the Assembly and Senate Bill Numbers, which a resolution has been prepared for Legislature consideration for the February 11, 2025 Legislature meeting. The certified resolution will be sent to the Assemblyman's Office who will be coordinating with the Senator's Office for the required Bill Numbers. Once the Bill Numbers are known, I will proceed with completing the Home Rule Requests.

NEW BUSINESS

Public Hearing: Northern Tioga Ag District 8 Year Review – Ms. Haskell reported there is a resolution for Legislature consideration at the February 11, 2025 Legislature meeting to set the public hearing for February 18, 2025 at 1:00 p.m. at the Berkshire Town Hall. A Legislative quorum is required to conduct the hearing. Legislators Brown, Bunce, Flesher, Monell, and Standinger are expected to attend.

Public Hearing: Annual Ag District Inclusions – Ms. Haskell reported there is a request for inclusion, therefore, we are required to conduct this public hearing, which will be on February 20, 2025 at 10:00 a.m. at the beginning of our Legislative Worksession. This public hearing will be in the Legislative Conference Room and a Legislative quorum is required.

Annual Policy Review and Attestation – Ms. Haskell reported this annual policy review can be done either on the Neogov platform or in paper format, which copies were distributed at this meeting. The due date is no later than March 31, 2025.

Annual Statement of Financial Disclosure – Ms. Haskell reported the annual statement of financial disclosure is only available in paper format and copies were distributed at this meeting. The due date is no later than May 15, 2025.

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2025 NYSAC Directory – Ms. Haskell reported she submitted the revisions to NYSAC by the requested deadline including new information for Legislator Bunce and County Administrator Bailey.

2024 Annual Report: Ms. Haskell reported the 2024 Legislative Clerk/County Auditor Annual Report is completed and included in today's meeting agenda packet.

Legislative Clerk Conference: Ms. Haskell reported she will be attending the Legislative Clerk Conference in Wyoming County May 14-16, 2025.

February 2025 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Monell will lead us in the prayer, pledge and voting process for the February 11, 2025 Legislature meeting.
- **Recognition Resolution:** There is one recognition resolution that Legislator Flesher will read and present:
Resolution Recognizing Timothy Agan's 25 Years of Dedicated Service to Tioga County

Mr. Agan will be attending the meeting along with Sheriff Howard.

- **Proclamation:** There is one proclamation that Legislator Standinger will read and present:
Recognizing the 2024 Candor Central High School Volleyball Team

The Candor Central High School Volleyball Team, coaching staff, and officials have been invited to attend the February 11, 2025 Legislature meeting. Ms. Haskell reported she is awaiting confirmation of attendance.

- **Resolutions:**
B08 – Adopt Local Law No. 1 of 2025
B21 – Re-Appointment of County Historian
B48 – Resolution Recognizing State Home Rule Legislation for Two-Year Extension of Additional 1% Sales Tax for Tioga County through November 30, 2027.
- **Late-File Resolutions:** Ms. Haskell reported she is anticipating one late-file resolution for the February 11, 2025 Legislature meeting.

PERSONNEL

- **Deputy Legislative Clerk Vacancy:** This discussion was tabled for Executive Session.

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OTHER

- None

EXECUTIVE SESSION

- As part of the Executive Session of today's Legislative Worksession, Ms. Haskell provided an update on the Deputy Legislative Clerk vacancy and reviewed the resolution she drafted for Legislature consideration.

ADJOURNMENT

Meeting adjourned at 2:00 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A1010 Legislative Board								
A1010	510010	Full Time	0	291,186	38,395.06	.00	252,790.94	13.2%
A1010	510050	All other(On Call,	0	9,894	2,617.88	.00	7,275.77	26.5%
A1010	540010	Advertising	0	700	67.42	.00	632.58	9.6%
A1010	540140	Contracting Servic	0	100	.00	.00	100.00	.0%
A1010	540180	Dues	0	300	300.00	.00	.00	100.0%
A1010	540320	Leased/Service Equ	0	2,100	238.74	.00	1,861.26	11.4%
A1010	540340	Literature	0	695	306.03	.00	388.97	44.0%
A1010	540390	Mileage Expense	0	3,450	91.00	24.50	3,334.50	3.3%
A1010	540420	Office Supplies	0	700	95.77	.00	604.23	13.7%
A1010	540480	Postage	0	215	9.68	.00	205.32	4.5%
A1010	540485	Printing/Paper	0	150	.00	.00	150.00	.0%
A1010	540520	Recording/Microfil	0	450	.00	.00	450.00	.0%
A1010	540640	Supplies (Not Offi	0	400	50.00	.00	350.00	12.5%
A1010	540660	Telephone	0	955	.00	.00	955.00	.0%
A1010	540732	Training/County Re	0	7,950	2,016.00	.00	5,934.00	25.4%
A1010	581088	State Retirement F	0	34,691	5,393.43	.00	29,297.25	15.5%
A1010	583088	Social Security Fr	0	22,497	3,370.02	.00	19,126.98	15.0%
A1010	584088	Workers Compensati	0	13,145	1,997.18	.00	11,147.82	15.2%
A1010	585588	Disability Insuran	0	136	10.97	.00	124.75	8.1%
A1010	586088	Health Insurance F	0	156,512	28,188.89	.00	128,323.11	18.0%
A1010	588988	Eap Fringe	0	176	26.99	.00	149.01	15.3%
TOTAL Legislative Board		546,401	0	546,401	83,175.06	24.50	463,201.49	15.2%
TOTAL General Fund		546,401	0	546,401	83,175.06	24.50	463,201.49	15.2%
TOTAL EXPENSES		546,401	0	546,401	83,175.06	24.50	463,201.49	

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Cathy Haskell Legislative Clerk **Stephanie Baldwin** Deputy Legislative Clerk

COUNTY AUDITOR ACCOUNTS PAYABLE UPDATE – FEBRUARY 2025

MONTH/ QUARTER	AP INVOICES	AP INVOICE TOTALS	P-CARD TRANSACTIONS	P-CARD TOTAL
February	785	\$1,261,356.90	186	\$45,063.62