

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 AGENDA THURSDAY, FEBRUARY 5, 2026

MINUTES

- Approval of January 8, 2026 minutes

FINANCIAL

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

OLD BUSINESS

- January 2026 Meetings
- Legislature Photo – February 5, 2026 (*immediately following Worksession*)

NEW BUSINESS

- 2026 NYSAC Directory
- 2026 Annual Policy Review and Attestation – Due March 31, 2026
- 2026 Annual Financial Disclosure Statements – Due May 15, 2026
- Public Hearing: Annual Ag District Inclusions – 2/19/26 – Legislative Worksession
- February 2026 Legislative Meeting

PERSONNEL

- New Deputy Legislative Clerk – 1/26/26

RESOLUTIONS

- B44 – Amend Employee Handbook: Section 1 Rules of the Legislature and Section III. Financial Rules - Resolutions

PROCLAMATIONS

- None

ADJOURNMENT

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Legislative Support Minutes

December 4, 2025

1:00 p.m.

ATTENDANCE

Legislators: Legislators Aronstam, Bunce, Ciotoli, Flesher, Monell, Roberts, Sauerbrey, and Standinger were present.

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

Guests:

Matt Freeze, Reporter, Morning Times
JoEllen Rose, Legislator-Elect, District #2

APPROVAL OF MINUTES

Legislator Standinger made the motion, seconded by Legislator Monell to approve the November 6, 2025 Legislative Support minutes, as written. Motion carried.

FINANCIAL

2025 YTD Budget Reports: Legislative Clerk Haskell reported 85.1% utilization noting no budgetary issues or concerns. Ms. Haskell reported she will be doing some internal transfers to encumber funds for year-end expenses.

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

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
November	613	\$1,833,507.85	177	\$39,493.57
YTD	8,351	\$26,305,085.06	2,180	\$509,549.82

OLD BUSINESS

November 2025 Meetings:

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

- Eleventh Regular Legislature Meeting – November 12, 2025
- 2026 Tentative Budget Public Hearing – November 12, 2025

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The Legislative Clerk attended the following meetings in November 2025:

- Legislative Standing Committee Meetings – November 4 and 6, 2025
 - Legislative Worksessions – November 6 and 20, 2025
 - Finance, Legal & Safety Committee – November 12, 2025
 - 2026 Tentative Budget Public Hearing – November 12, 2025
 - Eleventh Regular Legislature Meeting – November 12, 2025
- North Wing HVAC Construction Meeting – November 18, 2025

Legislative Service Name Plates: Ms. Haskell reported the order was placed on October 14, 2025 for Legislators Roberts and Sauerbrey's service name plates for the bronze wall outside the Hubbard Auditorium. Ms. Haskell reported she signed off on the proof and is awaiting delivery/installation.

Local Law No. 3 of 2025: Ms. Haskell reported she filed this local law with the State and the County Clerk to opt-out of the establishment of a Short-Term Registry. Ms. Haskell reported legal notices were sent and the fully executed local law is posted in the Local Law Library on the County website.

Strategic Plan Update: Ms. Haskell reported the only Legislative Office objective listed for 2025 was for the recruitment and hiring of a second Deputy Legislative Clerk. Ms. Haskell reported she plans to carry this forward as a long-term objective for 2027, as she continues to work on the recruitment and hiring of a Deputy Legislative Clerk.

Security Awareness Training (ITCS): Ms. Haskell reminded the Legislators that this training is on the KnowB4 platform and the deadline is 12/15/25. Chief Information Officer Clark will do in-person training following this meeting for anyone interested in this option.

Annual County Trainings (Law/Safety): Ms. Haskell reminded the Legislators that this training is on the Neogov platform and the deadline is 12/31/25.

NEW BUSINESS

District #3 Legislator Vacancy: Ms. Haskell reported a press release was sent to the media and the Town of Owego Clerk for posting with a submission deadline of December 4, 2025.

2025 Legislator Mileage Submission: Ms. Haskell requested any outstanding mileage be submitted to her by the 12/18/25 Worksession. Ms. Haskell reported she will need to encumber funds by the end of the month.

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Review of the 2026 First Special & Organization Meeting: Ms. Haskell reviewed the agenda and the standard annual resolutions for the January 2, 2026 meeting.

Ms. Haskell reported that the Legislative Clerk presides over this meeting until such time the Chair of the Legislature is nominated and sworn in.

Ms. Haskell contacted County Clerk Klett to request her attendance to swear in the following elected and appointed officials for their new terms:

- District #1 Legislator Cirotoli
- District #2 Legislator Rose
- District #4 Legislator Brown
- District #4 Legislator Monell
- District #5 Legislator Aronstam
- District Attorney Martin
- County Treasurer Roberts
- County Coroner Lewis
- County Coroner Olsen
- Chair of the Legislature
- Deputy Chair of the Legislature
- County Administrator/Budget Officer
- County Attorney
- Clerk of the Legislature
- Public Defender
- Public Information Officer
- Republican Majority Leader
- Democratic Minority Leader

Ms. Haskell requested Chief Information Officer Clark to attend and take the Legislature photos.

December Legislature Meeting:

- **Prayer, Pledge, Voting:** Legislator Monell will lead us in the prayer, pledge and voting process for the December 9, 2025 Legislature meeting.
- **Recognition Resolutions:** There are five (5) recognition resolutions that will be read and presented at the December 9, 2025 Legislature meeting:
 - **Resolution Recognizing Martha C. Sauerbrey's 20 Years of Dedicated Service -** Deputy Legislative Chair Monell will read and present.
 - **Resolution Recognizing Barbara J. Roberts 4 Years of Dedicated Service -** Chair Sauerbrey will read and present.

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- **Recognize James P. McFadden's 32 Years of Dedicated Service -**
As Chair of Finance, Legal & Safety, Legislator Monell will read and present this resolution.
- **Recognize Shawn L. Yetter's 35 Years of Cumulative Dedicated Service to the Department of Social Services**
As Chair of Health and Human Services, Legislator Standinger will read and present this resolution.
- **Recognition of Thomas R. Cline's 12 Years of Dedicated Service -**
As Chair of Finance, Legal & Safety, Legislator Monell will read and present this resolution.
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the December 9, 2025 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is aware of one late-file at this time.

PERSONNEL

- **Deputy Legislative Clerk Vacancy:** Ms. Haskell reported that the County Administrator and I conducted an interview yesterday with another one scheduled for the next couple of weeks.

RESOLUTIONS

- L01- Appoint Directors Soil & Water Conservation District
- L02 – Fix Date and Time of Organizational Meeting
- L03 – Adopt County Budget
- L04 – Year End Transfers
- L05 – Authorize Treasurer to Encumber Funds
- L06 – Recognition of Barbara J. Roberts 4 Years of Service
- L28 – Recognition of Martha C. Sauerbrey's 20 Years of Service
- L51 – Appoint Member to the Tioga County IDA (Legislator Ciotoli)

PROCLAMATIONS

- None

ADJOURNMENT - Meeting adjourned at 2:11 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A1010 510010	Full Time	302,384	0	302,384	18,142.15	.00	284,241.85	6.0%
A1010 510050	All other(On Call,	9,894	0	9,894	2,285.59	.00	7,608.06	23.1%
A1010 520070	Chairs	500	0	500	.00	.00	500.00	.0%
A1010 540010	Advertising	700	0	700	.00	.00	700.00	.0%
A1010 540180	Dues	300	0	300	300.00	.00	.00	100.0%
A1010 540210	Garbage Disposal	100	0	100	.00	.00	100.00	.0%
A1010 540320	Leased/Service Equ	1,000	0	1,000	.00	.00	1,000.00	.0%
A1010 540340	Literature	595	0	595	.00	.00	595.00	.0%
A1010 540390	Mileage Expense	2,850	0	2,850	33.35	.00	2,816.65	1.2%
A1010 540420	Office Supplies	700	0	700	.00	.00	700.00	.0%
A1010 540480	Postage	215	0	215	.00	.00	215.00	.0%
A1010 540485	Printing/Paper	1,250	0	1,250	.00	.00	1,250.00	.0%
A1010 540520	Recording/Microfil	500	0	500	.00	.00	500.00	.0%
A1010 540640	Supplies (Not Offi	400	0	400	.00	.00	400.00	.0%
A1010 540660	Telephone	605	0	605	.00	.00	605.00	.0%
A1010 540732	Training/County Re	8,950	0	8,950	.00	.00	8,950.00	.0%
A1010 581088	State Retirement F	44,489	0	44,489	2,585.65	.00	41,903.35	5.8%
A1010 583088	Social Security Fr	23,889	0	23,889	1,652.44	.00	22,236.56	6.9%
A1010 584088	Workers Compensati	5,634	0	5,634	1,062.58	.00	4,571.42	18.9%
A1010 585588	Disability Insuran	270	0	270	4.44	.00	265.56	1.6%
A1010 586088	Health Insurance F	89,921	0	89,921	8,477.48	.00	81,443.52	9.4%
A1010 588988	Eap Fringe	72	0	72	13.56	.00	58.44	18.8%
TOTAL General Fund		495,218	0	495,218	34,557.24	.00	460,660.41	7.0%
TOTAL EXPENSES		495,218	0	495,218	34,557.24	.00	460,660.41	

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COUNTY AUDITOR ACCOUNTS PAYABLE UPDATE – JANUARY 2026

MONTH/ QUARTER	AP INVOICES	AP INVOICE TOTALS	P-CARD TRANSACTIONS	P-CARD TOTAL
January	765	\$2,840,135.36	233	\$44,474.98