



Legislative Support Minutes

October 10, 2024

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, County Administrator Bailey, County Attorney DeWind, Personnel Officer Parke, Treasurer McFadden.

Guests: None

APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Brown to approve the September 5, 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 81% utilization noting no significant 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.

County Auditor Accounts Payable Report: Ms. Haskell reported the following accounts payable report for the month of September 2024 and 3rd Quarter. This report is included in today's committee agenda packet.

Table with 5 columns: Month, AP Invoices, AP Total, P-Card Transactions, P-Card Total. Rows for September and 3rd Quarter.

OLD BUSINESS

September 2024 Meetings:

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

- Ninth Regular Legislature Meeting – September 12, 2024
Second Special Legislature Meeting – September 19, 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 September 2024:

- Legislative Standing Committees – September 3 and 5, 2024
- Legislative Worksessions – September 5 and 19, 2024
- Finance, Legal & Safety Committee – September 12, 2024
- Ninth Regular Legislature Meeting – September 12, 2024
- Strategic Plan Meeting – September 12, 2024
- Employee Recognition Pin Ceremony – September 16, 2024
- Second Special Legislature Meeting – September 19, 2024
- Employee Recognition Annual Luncheon – September 26, 2024

NEW BUSINESS

Public Hearing: CDBG Neighborhood Depot Project – October 24, 2024 10:00 AM

Ms. Haskell reported the public hearing for the CDBG Neighborhood Depot Project will be held on October 24, 2024 at 10:00 a.m. in the Legislative Conference Room. Economic Development Specialist Casey Yelverton and ED&P Director Woodburn will provide a brief presentation. Legal Notice was sent to the designated newspapers on Monday, October 7, 2024.

Public Hearing: Local Law Introductory No. B of 2024 – A Local Law Establishing a Schedule of Fees for Permits Issued by the Tioga County Department of Public Health – October 24, 2024 10:05 AM

Ms. Haskell reported the public hearing on Local Law Introductory No. B of 2024 will be held on October 24, 2024 at 10:05 a.m. in the Legislative Conference Room. Director of Public Health Vroman will provide a brief presentation. Legal Notice was sent to the designated newspapers on Monday, October 7, 2024.

Ms. Haskell reported a quorum is required to conduct these public hearings.

October 2024 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Standinger will lead us in the prayer, pledge and voting process for the October 15, 2024 Legislature meeting.
- **Recognition Resolution:** We have one (1) Recognition Resolution for the month of October that will be read and presented by Legislator Flesher:

Resolution Recognizing Shawn Kemmery's 27 Years of Dedicated Service to Tioga County

Deputy Kemmery and Sheriff Howard will be attending the October 15, 2024 Legislature meeting.

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- **Proclamation:** We have one (1) proclamation for the month of October that will be noted for the record, as this resolution has been read in previous years:

Lead Poisoning Prevention Week (October 20 – 26, 2024)

- **Local Law Introductory No. B of 2024:** Health & Human Services Legislative Chair Standinger will introduce Local Law Introductory No. B of 2024 at the October 15, 2024 Legislature meeting.
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at October 15, 2024 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.

PERSONNEL

- **Deputy Legislative Clerk Vacancy –** Ms. Haskell reported she and County Administrator Bailey have commenced the interview process for the Deputy Legislative Clerk vacant position. Ms. Haskell further reported the application process is still open, and applications are being received.

RESOLUTIONS

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

OTHER

- None

EXECUTIVE SESSION

- None

ADJOURNMENT

Meeting adjourned at 3:11 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk