



LEGISLATIVE SUPPORT AGENDA THURSDAY, JANUARY 9, 2024

MINUTES

- Approval of December 5, 2024 minutes

FINANCIAL

- 2024 Year to Date Budget Reports
- 2025 Year to Date Budget Report
- 2024 County Auditor Accounts Payable Update

OLD BUSINESS

- December 2024 Meetings
- 2024 Journal of Proceedings
- HVAC Construction Project:
 - Return staff to Legislative Office – 1/13/25
 - No Staff Access @ 56 Main Street – MLK, Jr. Holiday Weekend – 1/18-1/20/25

NEW BUSINESS

- Introduction of Local Law No. A of 2025
- Public Hearing: Local Law Introductory No. A of 2025 – 1/23/25 @ 10:00 AM
- 2025 Legislator Mileage Rate Change
- Legislative Office Renovation
- TENTATIVE PUBLIC HEARING DATES:
 - Northern Tioga Ag District 8 Yr Review – 2/18 or 2/19/25 – Berkshire Town Hall
 - Annual Ag District Inclusions – 2/20/25 – Legislative Worksession
- January 2025 Legislative Meeting

PERSONNEL

- Deputy Legislative Clerk Vacancy

RESOLUTIONS

- A09- Schedule Public Hearing Local Law Introductory No. A of 2025

PROCLAMATIONS

- None

ADJOURNMENT

Office of the Legislative Clerk



Legislative Support Minutes

December 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, and Personnel Officer Parke.

Guests: None

APPROVAL OF MINUTES

Legislator Ciotoli made the motion, seconded by Legislator Monell to approve the November 7, 2024 Legislative Support minutes, as written. Motion carried.

FINANCIAL

2024 YTD Budget Reports: 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 88.3% utilization noting no significant issues or concerns at this time.

Ms. Haskell reported 94.5% utilization of the Legislative Office YTD Capital Budget Report noting \$7,558.00 has been expended for the payment of the Legislative Bronze Wall Plaque leaving a balance of \$442.00. No further expenditure is expected from this budget.

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

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
November	663	\$1,325,048.43	194	\$42,729.24

OLD BUSINESS

November 2024 Meetings:

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

- 2025 Tentative Budget Public Hearing – November 12, 2024
- Eleventh Regular Legislature Meeting – November 12, 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 in November 2024:

- Legislative Standing Committees – November 5 and 7, 2024
- Legislative Worksessions – November 7 and 21, 2024
- 2025 Tentative Budget Public Hearing – November 12, 2024
- Finance, Legal & Safety Committee – November 12, 2024
- Eleventh Regular Legislature Meeting – November 12, 2024
- Executive Team Meeting – November 15, 2024
- HVAC Construction Project Meetings – November 18 and 25, 2024
- Leaders Meeting – November 19, 2024

Local Law No. 2 of 2024 – Establish Schedule of Fees for Public Health

Ms. Haskell reported she received notification from the Department of State that Local Law No. 2 of 2024 was filed on November 21, 2024.

HVAC Construction Project – Legislative Office Temporary Relocation

Ms. Haskell reported that the HVAC Construction Project is on schedule and the Legislative Office will be moving to temporary office locations on Friday, December 13, 2024, as construction is slated to commence Monday, December 16, 2024. Legislative Clerk Haskell and County Administrator Bailey will temporarily relocate to the Legislative Conference Room, therefore, the December 19, 2024 Worksession and all January 2025 Legislative meetings will be conducted in the Hubbard Auditorium. Chair Sauerbrey will temporarily relocate to a vacant office in ED&P. At present, the estimated construction time and temporary relocation will be 5-6 weeks. Ms. Haskell reported she made arrangements with Chief Information Loveland to move phone and computer equipment and install any temporary lines, as needed.

Annual Safety Training – Due by December 31, 2024

Ms. Haskell reminded the Legislators that the annual safety training is due by December 31, 2024. In-person training through the Law Office will be held on December 10, 2024 for anyone interested.

Legislative Bronze Wall Plaque -

Ms. Haskell reported the new Legislative Bronze Wall Plaque has been delivered, installed, and paid for in full.

NEW BUSINESS

December 2024 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Ciotoli will lead us in the prayer, pledge and voting process for the December 10, 2024 Legislature meeting.

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- **Institute for Advancement (I4A) Graduation Ceremony** – The graduation ceremony for nineteen (19) County employees will be held at the Twelfth Regular Legislature Meeting on December 10, 2024.
- **Proclamations:** We have one (1) proclamation for the month of December:
 - **Centennial Year of the New York State Association of Counties (NYSAC):** This proclamation will be read by Chair Sauerbrey and a certified copy will be mailed to NYSAC.
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the December 10, 2024 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time. ***UPDATE: Following the meeting, Ms. Haskell received two (2) late-file resolutions that have been emailed to the Legislators for their consideration at the December 10, 2024 Legislature meeting.**

2024 Legislator Mileage: Ms. Haskell reported all 2024 funds for anticipated expenditures need to be encumbered by December 20, 2024, therefore, requested Legislators submit their remaining 2024 mileage by this date.

SAVE THE DATE! NYSAC Legislative Conference – February 24-26, 2025: Ms. Haskell reported early registration opened and hotel arrangements for Legislators Sauerbrey, Roberts, Flesher, and Brown along with County Administrator Bailey have been made. Ms. Haskell will complete the conference registrations and accrue the charges to the 2025 Legislative Office budget.

Local Law Salary Discussion: Ms. Haskell presented the following timeline for the County Treasurer local law:

- January 14, 2025 Legislature Meeting – Introduce Local Law and Adopt Resolution to Set Public Hearing
- January 23, 2025 Legislative Worksession – Conduct Public Hearing
- February 11, 2025 Legislature Meeting – Adopt Resolution for Local Law

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Ms. Haskell reported the reason for the early process is so the salary can be known to all interested candidates prior to petition carrying in February 2025. The Local Law will go into effect January 1, 2026.

Review of 2025 First Special & Organizational Meeting Agenda: Ms. Haskell will preside over this meeting until such time the Chair of the Legislature is nominated and sworn in.

Ms. Haskell reviewed the agenda noting she made arrangements with County Clerk Klett to swear in the following elected and appointed officials for their new terms:

- District 3 Legislator Barb Roberts
- District 6 Legislator Ray Bunce
- District 7 Legislator Keith Flesher
- District 7 Legislator Bill Standinger
- BOE Democratic Commissioner James Wahls
- BOE Republican Commissioner Kelly Johnson
- Chair of the Legislature
- Deputy Chair of the Legislature
- Public Information Officer
- Republican Majority Leader

Ms. Haskell sent an email to Chief Information Officer Loveland requesting the services of his Department for an ITCS staff member to be present to take the Legislature photo.

Newly Elected District 6 Legislator Orientation: Ms. Haskell reported the Executive Team is scheduled to conduct the Newly Elected Legislator Orientation for Legislator Ray Bunce on Thursday, December 23, 2025 at 1:00 p.m.

PERSONNEL

- **Deputy Legislative Clerk Vacancy:** Ms. Haskell updated the Legislature on the current status and indicated she and County Administrator Bailey recently conducted another interview and will continue to actively interview until such time the position is filled.

RESOLUTIONS

- L01 – Fix Time of Organizational Meeting
- L02 – Adopt County Budget for 2025, Appropriations & Salary Schedule
- L06 – Appoint Directors Soil & Water Conservation District
- L07 – Appoint Fish & Wildlife Board Members
- L09 – Authorize One-Time Stipend (Legislative Office)

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- L27 – 2025 Staff Changes – Legislative Office
- L32 – Amend Employee Handbook: Subsection S. Remote Work Policy – Pilot Program

OTHER

- None

EXECUTIVE SESSION

- None

ADJOURNMENT

Meeting adjourned at 2:25 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
A General Fund	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
A1010 Legislative Board							
A1010 510010 Full Time	283,946	0	283,946	252,748.00	.00	31,198.00	89.0%
A1010 510050 All other(On Call,	9,894	0	9,894	13,350.13	.00	-3,456.48	134.9%
A1010 540010 Advertising	350	1,000	1,350	1,303.50	37.00	9.50	99.3%
A1010 540140 Contracting Servic	100	-84	16	16.20	.00	.00	100.0%
A1010 540180 Dues	100	0	100	100.00	.00	.00	100.0%
A1010 540320 Leased/Service Equ	2,600	610	3,210	2,261.84	947.15	.78	100.0%
A1010 540340 Literature	545	-57	488	488.03	.00	.00	100.0%
A1010 540390 Mileage Expense	3,650	-1,480	2,170	2,129.40	38.82	1.78	99.9%
A1010 540420 Office Supplies	700	-407	293	292.30	.00	.70	99.8%
A1010 540480 Postage	215	-75	140	144.04	.00	-4.04	102.9%
A1010 540485 Printing/Paper	150	-150	0	.00	.00	.00	.0%
A1010 540520 Recording/Microfil	450	-46	404	404.00	.00	.00	100.0%
A1010 540640 Supplies (Not Offi	400	28	428	428.00	.00	.00	100.0%
A1010 540660 Telephone	955	-160	795	579.90	.00	215.10	72.9%
A1010 540732 Training/County Re	3,950	2,321	6,271	6,139.84	.00	131.16	97.9%
A1010 540733 Training/All Other	0	1,000	1,000	738.80	.00	261.20	73.9%
A1010 581088 State Retirement F	52,514	-20,142	32,372	32,372.24	.00	.00	100.0%
A1010 583088 Social Security Fr	0	19,076	19,076	19,076.28	.00	.00	100.0%
A1010 584088 Workers Compensati	22,853	-10,918	11,935	11,935.16	.00	.00	100.0%
A1010 585588 Disability Insuran	204	-91	112	112.23	.00	.00	100.0%
A1010 586088 Health Insurance F	37,696	133,260	170,956	170,956.05	.00	.00	100.0%
A1010 588988 Eap Fringe	76	82	158	158.25	.00	.00	100.0%
TOTAL Legislative Board	421,348	123,767	545,115	515,734.19	1,022.97	28,357.70	94.8%
TOTAL General Fund	421,348	123,767	545,115	515,734.19	1,022.97	28,357.70	94.8%
TOTAL EXPENSES	421,348	123,767	545,115	515,734.19	1,022.97	28,357.70	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

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	7,558.00	.00	442.00	94.5%
TOTAL Capital Legislative	0	8,000	8,000	7,558.00	.00	442.00	94.5%
TOTAL Capital Fund	0	8,000	8,000	7,558.00	.00	442.00	94.5%
TOTAL EXPENSES	0	8,000	8,000	7,558.00	.00	442.00	



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 01

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	291,186	0	291,186	.00	.00	291,186.00	.0%
A1010	510050	All other(On Call,	9,894	0	9,894	.00	.00	9,893.65	.0%
A1010	540010	Advertising	700	0	700	.00	.00	700.00	.0%
A1010	540140	Contracting Servic	100	0	100	.00	.00	100.00	.0%
A1010	540180	Dues	300	0	300	.00	.00	300.00	.0%
A1010	540320	Leased/Service Equ	2,100	0	2,100	.00	.00	2,100.00	.0%
A1010	540340	Literature	695	0	695	.00	.00	695.00	.0%
A1010	540390	Mileage Expense	3,450	0	3,450	.00	.00	3,450.00	.0%
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	150	0	150	.00	.00	150.00	.0%
A1010	540520	Recording/Microfil	450	0	450	.00	.00	450.00	.0%
A1010	540640	Supplies (Not Offi	400	0	400	.00	.00	400.00	.0%
A1010	540660	Telephone	955	0	955	.00	.00	955.00	.0%
A1010	540732	Training/County Re	7,950	0	7,950	.00	.00	7,950.00	.0%
A1010	581088	State Retirement F	34,691	0	34,691	.00	.00	34,690.68	.0%
A1010	583088	Social Security Fr	22,497	0	22,497	.00	.00	22,497.00	.0%
A1010	584088	Workers Compensati	13,145	0	13,145	.00	.00	13,145.00	.0%
A1010	585588	Disability Insuran	136	0	136	.00	.00	135.72	.0%
A1010	586088	Health Insurance F	156,512	0	156,512	.00	.00	156,512.00	.0%
A1010	588988	Eap Fringe	176	0	176	.00	.00	176.00	.0%
TOTAL Legislative Board			546,401	0	546,401	.00	.00	546,401.05	.0%
TOTAL General Fund			546,401	0	546,401	.00	.00	546,401.05	.0%
TOTAL EXPENSES			546,401	0	546,401	.00	.00	546,401.05	

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COUNTY AUDITOR ACCOUNTS PAYABLE UPDATE – DECEMBER 2024

MONTH/ QUARTER	AP INVOICES	AP INVOICE TOTALS	P-CARD TRANSACTIONS	P-CARD TOTAL
December	738	\$1,858,882.10	237	\$69,560.20
4 th Quarter	2,301	\$8,513,740.98	717	\$192,093.07
2024	8,725	\$25,826,582.49	2,447	\$597,909.74

TO BE INTRODUCED

Local Law Filing

New York State Department of State
41 State Street, Albany, NY 12231

County of Tioga

Local Law No. **X** of the Year 2025.

A Local Law establishing the salary for the Office of County Treasurer for the term of office set forth by New York State legislation commencing on January 1, 2026.

Be It Enacted by the Legislature of the County of Tioga as follows:

SECTION 1: PURPOSE

As set forth in Local Law No. 3 of 2003, the annual salary for the elected public office of County Treasurer shall not be increased during a term of office.

Accordingly, it is the purpose and intent of this Local Law to establish the salary for Office of County Treasurer for the term of office set forth by New York State legislation commencing on January 1, 2026.

SECTION 2: ANNUAL SALARY

- A) The annual salary for the Office of County Treasurer for the term of office set forth by New York State legislation commencing January 1, 2026 is hereby established as follows:

1. County Treasurer	\$82,023
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SECTION 3: SEVERABILITY

If any clause, sentence, phrase, paragraph, subdivision, section, rule or part of this ordinance shall be adjudged by any Court or Agency of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, phrase, paragraph, subdivision, section, rule or part thereof directly involved in the controversy in which such judgment shall have been rendered.

TO BE INTRODUCED

SECTION 4: EFFECTIVE DATE

This Local law shall take effect January 1, 2026.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

SCHEDULE PUBLIC HEARING
LOCAL LAW INTRODUCTORY NO. A OF 2025

RESOLVED: That a Public Hearing shall be held on Thursday, January 23, 2025 at 10:00 A.M. in the Hubbard Auditorium of the Ronald E. Dougherty County Office Building, 56 Main Street, Owego, NY 13827 on Local Introductory No. A of 2025, a Local Law establishing the salary for the Office of County Treasurer for the three-year term of office commencing January 1, 2026 and continuing through and including December 31, 2028. All persons desiring to present written or oral comments may do so at said time.