



*2021 Annual Report  
Legislative Clerk/County Auditor*

*YEAR 2021 – A NOTABLE YEAR*

***2021 was a year of gains and losses for the Tioga County Legislature.***

Although the COVID-19 pandemic continued to bring, and does so currently, ever-changing State guidance and mandates in 2021, the Legislative Office was able to continue with daily operations and kept the public informed through daily press releases.

We started out the year welcoming Amy Eiklor as our new Deputy Legislative Clerk, as this position had been vacant from March 16, 2020. We ended the year recognizing, honoring, and bidding farewell to our three departing Legislators; Clifford Balliet, Jr., Michael Roberts, and Loretta Sullivan who retired on December 31, 2021 with a cumulative 33 years of steadfast and dedicated service to the residents and employees of Tioga County.

Sadly, the Legislature mourned the loss of two former Legislators:

- **Richard Huttleston** passed away on April 21, 2021 faithfully serving as the 2<sup>nd</sup> longest running Legislator with 26 years of service. The County posthumously recognized Mr. Huttleston at the June 15, 2021 Legislature meeting with his daughter receiving the resolution.
- **Ronald E. Dougherty** passed away on November 23, 2021 with eight years of dedicated service; six of which were as the Chair of the Legislature. Mr. Dougherty will be most notably remembered for his role in County government and the dedication and re-naming of the County Office Building as the Ronald E. Dougherty County Office Building in 2014.

***New opportunities and growth:***

- In March 2021, the Legislative Chair developed an Executive Team of the Legislative Clerk, Personnel Officer, County Attorney, and herself to conduct monthly meetings to discuss current issues, review County policies, and plan for the County's future.
- The Legislative Chair, Legislative Clerk, County Attorney, Personnel Officer, and Budget Officer conducted two (2) New Department Head Orientations welcoming Brian Cain, Probation Director, in February and Jeremy Loveland, Chief Information Officer in September.

# 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 **Amy Eiklor** Deputy Legislative Clerk

- Legislative Chair Sauerbrey was sworn-in as the President of the New York State Association of Counties (NYSAC) on September 14, 2021 for a one-year term.
- Legislative Clerk Haskell attended her first New York State Association of Clerks of County Legislative Boards conference in Bolton Landing, NY from October 27-29, 2021. This is the first-time in decades that Tioga County has been represented at a conference with this organization.

## ***Giving Back to our Community:***

In the spirit of social connection and giving back during a time when social distancing and COVID-19 was at the forefront, the Legislative Office organized a Soap for Hope Challenge in May with the employees at the Ronald E. Dougherty County Office Building collecting over 575 items to support one of Tioga County's long-standing not-for-profit organizations.

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## *CHAIR AND DEPUTY CHAIR APPOINTMENTS*

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The Legislature held their First Special and Organizational Meeting of 2021 on January 4, 2021 and the following Legislators were sworn-in for their Chair and Deputy Chair appointments:

Legislator/Chair Sauerbrey was re-elected by the Legislature as Chairwoman for 2021 serving her eighth one-year Chair term.

Legislator Hollenbeck was re-elected by the Legislature as the 1<sup>st</sup> Deputy Legislative Chair for 2021 serving his fifth one-year term.

Legislator Weston was re-elected by the Legislature as the 2<sup>nd</sup> Deputy Legislative Chair for 2021 serving his sixth one-year term.

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## *LEGISLATIVE MEETINGS - CONDUCTING THE BUSINESS OF THE COUNTY*

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The Legislature convened 12 regular meetings, six special meetings, and six public hearings. Minutes scribed, typed, indexed, and copied for the official Journal of Proceedings.

The Legislature adopted 322 resolutions, including 17 Recognition Resolutions honoring the dedicated service of long-term employees retiring with 20 - 39 years of County employment.

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The Legislature acknowledged 21 proclamations in 2021. Most notably were **Salute to Tioga County Employee Veterans and Active Military Day, Green Light for Military Service, Employee Recognition, and World Immunization Month.**

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## FINANCIAL/BUDGET

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The County's 911 Surcharge Bill was signed by New York State Governor Hochul on November 3, 2021 following a two-year process. This Bill allows for Tioga County to impose additional surcharges on telephone equipment of an additional \$1.00 for the purpose of upgrading and maintaining the E911 operations and equipment. The County will proceed with adoption of this local law in 2022.

The County Auditor and Deputy Auditor reviewed and processed \$374,545.56 in credit card purchases, down by \$54,878.57 from 2021.

The County Auditor and Deputy Auditor reviewed and processed 7,811 accounts payable invoices equating over \$19 million dollars in 2021.

Tioga County received the first of two allocations of the Federal American Rescue Plan Act (ARPA) funds in 2021. The Legislature hired Budget Officer Bailey to take on the additional role of facilitator, as well as hiring an outside consultant for guidance. Based on the funding parameters outlined in the guidance, the Legislature identified several key agencies/departments as funding recipients.

2021 Tentative Budget Public Hearing was held on November 9, 2021 and was adopted at the Twelfth Regular Legislature Meeting on December 14, 2021.

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## MUNIS TRAININGS

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The Legislative Clerk convened a Munis Development Team of key personnel in the 2<sup>nd</sup> Quarter of 2021 for the purpose of developing in-house trainings, brainstorming, and resurrecting the Munis Super Users Network Group. A Super Users kick-off meeting was held on April 30<sup>th</sup> with a follow-up meeting held on July 20<sup>th</sup>.

The Legislative Clerk organized a Munis Training Program and the following in-house trainings were conducted: Contract Management (6/16), Budget (7/20), Accounts Payable (9/28), and Accounts Receivable/General Billing (11/12). In addition, the Munis Development Team participated in three webinar trainings with a Tyler



Technologies implementer for additional training on Fixed Assets (9/24), Contract Management (11/5) and Project Ledger & Grant Accounting (11/10).

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### STATE MANDATED PLANS

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The **Tioga County Police Reform and Reinvention Collaborative** started in 2020 and was finalized with the Tioga County Legislature adopting the Plan on February 18, 2021. The Legislative Chair convened a committee, issued a community-wide survey available to all residents, and conducted a community-wide Zoom call with key County personnel including the Sheriff, District Attorney, Public Defender, Director of Community Services, Probation Director, and a committee member.

The **Countywide Shared Services Initiative** started in 2017 and Tioga County has participated and complied every year since. In 2021, the Shared Services Panel convened for all required meetings and public hearings and welcomed new member, Owego-Apalachin Central School District in October. The Shared Services Panel was approached with two projects in October 2021 from Tioga County and the Owego-Apalachin Central School District, both relating to health insurance/prescription drug management, which the Panel approved and included in their Plan. The Shared Services Panel developed and submitted a Plan to New York State Department of Budget on December 20, 2021 with an effective date of January 1, 2022.

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### 2021 LOCAL LAWS

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- Local Law No. 1 of the Year 2021 – A Local Law to establish the staggered terms of Tioga County Legislators as established in Local Law No. 2 of 1994 and Local Law No. 2 of 2011;
- Local Law No. 2 of the Year 2021 – A Local Law establishing the salary for the Office of County Treasurer for the four-year term of office commencing January 1, 2022 and continuing through and including December 31, 2025;
- Local Law No. 3 of the Year 2021 – A Local Law authorizing twelve (12) and thirteen (13) year-old licensed hunters to hunt deer with a firearm or crossbow during hunting season with the supervision of an adult licensed hunter.

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## PERSONNEL

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Susan Haskett was re-appointed as the Information Security Officer for another one-year term for 2021.

Amy Eiklor was hired on January 4, 2021 as Deputy Legislative Clerk.

Jackson Bailey was issued a stipend for the additional role of ARPA Facilitator, in conjunction to his role as Budget Officer.

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## 2022 GOALS

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As we begin the New Year, I am looking forward to accomplishing the following:

- ❖ Legislative Clerk's participation in 2022 Leadership Tioga Program.
- ❖ Legislative Clerk's attendance at the annual NYS Association of Clerks of County Legislative Boards conference in May and working towards my certification.
- ❖ Legislative Clerk's continued facilitation and coordination of the annual Munis trainings.
- ❖ Deputy Legislative Clerk's participation in the Institute for Advancement Program.
- ❖ Continued training for Deputy Legislative Clerk.

Dated: January 21, 2022

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk/County Auditor