



Legislative Support Minutes

September 5, 2024

1:00 p.m.

ATTENDANCE

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

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

Guests: None

APPROVAL OF MINUTES

Legislator Ciotoli made the motion, seconded by Legislator Monell to approve the August 8, 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 71.8% utilization noting no 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. Ms. Haskell reported she spoke with the vendor just prior to this meeting and the order is in the process of being finalized with an estimated six-to-ten-week turnaround time once the order is placed.

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

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
August	865	\$1,757,262.61	238	\$51,685.23

OLD BUSINESS

August 2024 Meetings:

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

- Eighth Regular Legislature Meeting – August 13, 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 August 2024:

- Legislative Standing Committees – August 6 and 8, 2024
- Legislative Worksession – August 8, 2024
- Finance, Legal & Safety Committee – August 13, 2024
- Eighth Regular Legislature Meeting – August 13, 2024
- Executive Team Meeting – August 15, 2024
- Leaders Meeting – August 27, 2024

Department Head Evaluations: Ms. Haskell reminded the Legislators of the September 9, 2024 deadline for Department Head evaluations.

NEW BUSINESS

Finance, Legal & Safety Committee Date Change – Thursday, September 12, 2024

Ninth Regular Legislature Meeting Date Change – Thursday, September 12, 2024

Ms. Haskell reported the date of the September Finance, Legal & Safety Committee and the Ninth Regular Legislature Meeting was changed from September 10, 2024 to September 12, 2024 due to Legislator attendance at the NYSAC Fall Conference from September 9-11, 2024. Ms. Haskell reported notification was sent to the Legislators and media, as well as posted on the County's website.

Employee Recognition Committee (ERC) Pin Ceremonies and Luncheon: Ms. Haskell reminded the Legislators of the upcoming ERC pin ceremonies for employees who have attained five (5) or more years of service the week of September 16-20, 2024. Additionally, the annual ERC Luncheon for those who have attained 25 or more years of service will be held on September 26, 2024 at Donoli's Restaurant. The cost of attendance is \$20.00 and should be given to the Personnel Office.

September 2024 Legislative Meeting:

- **Prayer, Pledge, Voting:** Chair Sauerbrey will lead us in the prayer, pledge and voting process for the September 12, 2024 Legislature meeting.
- **Proclamation:** We have one (1) proclamation for the month of September that will be read and presented to the honorees who have attained 25 or more years of service by Steven Palinosky, ERC Committee member:

Employee Recognition and Appreciation Week

- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the September 12, 2024 Legislature meeting.

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- **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 is in the process of reviewing applications and anticipates scheduling interviews soon. Ms. Haskell and County Administrator Bailey will be conducting the first round of interviews with Chair Sauerbrey participating in the second round.
- **NYS Association of Clerks of County Legislative Boards Executive Committee –**
Ms. Haskell previously reported in June 2024 that she was appointed for a three-year term to the Executive Committee of the NYS Association of Clerks of County Legislative Boards. Ms. Haskell reported she will be attending the Executive Committee meeting in Syracuse, NY on September 30, 2024 from 12:00 – 2:00 p.m. and will arrange the necessary office coverage in her absence.

RESOLUTIONS

- I25 – Recognize Tioga County Chamber of Commerce as the County's Official Chamber of Commerce

OTHER

- None

EXECUTIVE SESSION

- None

ADJOURNMENT

Meeting adjourned at 2:30 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk