



Legislative Support Minutes

April 4, 2024

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Personnel Officer Parke, ED&P Director Tinney, and Director of Community Services Morgan

Guests: None

APPROVAL OF MINUTES

Legislator Brown made the motion, seconded by Legislator Monell to approve the March 7, 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 mailed to all Legislators and posted on the County website prior to this meeting. Ms. Haskell reported 27.7% utilization, noting no cause for concern.

County Auditor Accounts Payable Report: Legislative Clerk Haskell reported the following accounts payable report for the month of March 2024 and 1st Quarter 2024 and noted this report is included in today’s committee agenda packet.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
March	666	\$2,245,518.98	196	\$39,257.18
1 st Quarter	2215	\$7,205,855.20	558	\$131,182.28

OLD BUSINESS

March 2024 Meetings:

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

- Third Regular Legislature Meeting – March 12, 2024
- Public Hearing: Local Law Introductory No. A of 2024 – March 21, 2024

The Legislative Clerk attended the following meetings/events in March 2024:

- Legislative Standing Committees – March 5 and 7, 2024
- Legislative Worksessions – March 7 and 21, 2024
- Finance, Legal & Safety Committee – March 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 **Amy Eiklor** Deputy Legislative Clerk

- Third Regular Legislature Meeting – March 12, 2024
- Bell of Sessions/Emma Sedore Day Press Event – March 12, 2024
- Executive Team Meeting – March 14, 2024
- Public Hearing: Local Law Introductory No. A of 2024 – March 21, 2024
- IT Steering Committee Meeting – March 21, 2024
- Leaders Meeting – March 26, 2024
- New Department Head Orientation – March 28, 2024

Fixed Assets Inventory/Tagging of Chairs: Ms. Haskell reported she worked with County Clerk Klett and Director of Records Management & Fixed Assets and received fixed asset tags for the Legislative Conference Room chairs.

Annual Policy Review/Attestation: Ms. Haskell reported she sent an email reminder with copies of the policies to the Legislators on March 27, 2024.

NEW BUSINESS

Venesky & Company Annual 2023 Data Packet Request – Ms. Haskell reported the annual information is required to be uploaded by 4/12/24 and she completed and uploaded the Legislative Office information on 3/25/24. This report includes the 2023 Legislative budget and verifies the 2023 Legislators, Legislative Clerk, and County Auditor and the percentage of time spent on auditing, budgeting, personnel, and Board activities as related to their positions.

New Department Head Orientation – Ms. Haskell reported the Chair of the Legislature, Clerk of the Legislature, County Attorney, Personnel Officer, and Budget Officer conducted an orientation for the following new Department Heads: Public Health Director Vroman, Emergency Services Director Cornelius, Board of Elections Republican Commissioner Johnson, and Public Defender Cline on March 28, 2024. Ms. Haskell noted that although the Public Health Director has been in her new role for a while, it is believed that all new Department Heads should be afforded this orientation/training. Ms. Haskell reported all in attendance noted the orientation was informative.

Annual May Legislative Clerk Conference - Ms. Haskell reported due to the timing of this year's conference, she is unable to attend due to a conflict with the date.

April 2024 Legislative Meeting:

- **Prayer, Pledge, Voting:** In memory of Legislator Weston's recent passing, Chair/Legislator Sauerbrey requested to lead us in the prayer, pledge and voting process at the April 9, 2024 Legislature meeting. Legislator Flesher will be added back into the rotation for the May 14, 2024 Legislature meeting.

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- **Recognition Resolutions:** We have one recognition resolution for the April Legislative meeting that Legislator Flesher will read and present. Mr. Schreiner and Undersheriff Hallett will be in attendance.

- ✓ **Resolution Recognizing Roy Schreiner's Nearly 30 Years of Dedicated Service to Tioga County**

- **Proclamations:** We have two (2) proclamations; **Fair Housing Month** and **Child Abuse Prevention Month**. These proclamations have been read and presented in previous years, therefore, will just be noted for the minutes.
- **2023 State of the County Address** – Chair Sauerbrey will deliver the 2023 State of the County Address at the April 9, 2024 Legislature meeting.
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the April 9, 2024 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.

Ms. Haskell reported the following information and noted due to timing these topics were not included on the agenda:

- **Formal Notification/Certificate of Vacancy:** Pursuant to Public Officers Law §37, County Clerk Klett has sent formal notification to the Governor's Office and NYS Board of Elections of Legislator Weston's passing. Additionally, Ms. Klett sent the Certificate of Vacancy to the Tioga County Board of Elections, as required within 3 days of a vacancy.
- **Legislator Weston Service Plaque:** Ms. Haskell reported she ordered Legislator Weston's service plaque to go on the wall display outside of the Hubbard Auditorium. This order and installation could take several weeks. Ms. Haskell reported Legislator Weston's plaque will complete this wall display, therefore, she requested a quote for a new wall display and installation for future needs.

PERSONNEL

- None

RESOLUTIONS

- **D01 – Adopt Local Law No. 1 of 2024** – 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.

TIOGA COUNTY, NEW YORK

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OTHER

None

EXECUTIVE SESSION

None

ADJOURNMENT

Meeting adjourned at 1:39 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk

DRAFT