



## **Legislative Support Minutes**

*November 4, 2021*

**Legislator Attendance:** Legislators Balliet, Hollenbeck, Monell, Sauerbrey, Sullivan, and Weston were present.

**Staff Attendance:** Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Personnel Officer O'Rourke, Commissioner of Public Works Hammond, County Treasurer McFadden, ED&P Director Tinney were present.

### **MINUTES:**

#### **Approval of October 7, 2021 Legislative Support Minutes:**

Legislator Sullivan made the motion, seconded by Legislator Balliet to approve the October 7, 2021 Legislative Support minutes, as written. Motion carried.

### **FINANCIAL:**

#### **2021 YTD Budget and Fringe Reports:**

Financial reports for October 2021 were emailed to all Legislators with no issues of concern noted.

### **OLD BUSINESS:**

**October Legislative Meetings:** Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following meeting:

- **Tenth Regular Legislature Meeting – October 12, 2021**

#### **Meetings Attended:**

- Legislative Worksessions – October 7 and 21, 2021
- Finance/Legal Committee – October 12, 2021
- Tenth Regular Legislature Meeting – October 12, 2021
- Executive Team Meeting – October 14, 2021
- Shared Services Zoom Meeting – October 20, 2021
- Shared Services In-person Public Hearings – October 25, 2021
- NYS Association of Clerks of Co. Legislative Boards Conference – October 27-29, 2021

**Board of Ethics Vacancy:** As of January 2022, there will be two Board of Ethics vacancies, as newly elected Legislator Ciotoli will need to resign from the Board of Ethics prior to taking office in January 2022.

Legislator Balliet expressed willingness to serve as a Board of Ethics member as of January 2022 to fill one of the vacancies, as he will no longer be serving as a Legislator.

# 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

**911 Surcharge Bill** – Ms. Haskell reported we received notification that Governor Hochul signed our 911 Surcharge Bill on November 3, 2021. Ms. Haskell reported the Bill is written to allow a 45-day grace period to allow cell phone carriers and retail establishments to be notified and prepared. Ms. Haskell reported she is currently researching the process for implementation and what needs to transpire during this time period.

## **NEW BUSINESS:**

**NYS Association of Clerks of County Legislative Boards (NYSACCLB) Conference & Training School** – Ms. Haskell reported she attended the conference in Bolton Landing, NY from October 27-29, 2021 noting the Association was pleased to have Tioga County represented after more than 25 years. Ms. Haskell reported this was a very informative conference with sessions including Open Meetings Law, NYS Retirement for Elected and Appointed Officials, Records Retention, Ethics Law/Ethics Board, Agricultural District Updates, and Active Shooter. Ms. Haskell reported the timing was on point for the session with the Committee on Open Government with the recent law that when in effect on November 1, 2021 regarding Open Meetings Law. Ms. Haskell reported she received half of the credits required to become certified by attending this conference. The next conference is scheduled for May 2022 in Cattaraugus County.

**Munis Training Update** – Ms. Haskell reported she has resumed working with our Tyler Technologies Project Manager to schedule additional training sessions. Ms. Haskell reported our Payroll Supervisor utilized two training sessions in October and November in regards to the new NYS Retirement Enhanced Reporting Program and how this interfaces with Munis payroll. Ms. Haskell reported Contract Entry is scheduled for November 5, 2021 and Project Ledger and Grant Accounting is scheduled for November 10, 2021. Ms. Haskell reported the County has days left on our contract, but clarified that the County has always and continues to be charged a daily training rate as part of the contract. Ms. Haskell reported funds are available in the FMAS Reserve Account and a resolution is in the meeting packet for Legislature consideration at the November 9, 2021 Legislature meeting to draw down the necessary funds from this reserve account to offset these training expenses.

Ms. Haskell reported in-house Munis trainings continue to be scheduled with Accounts Receivable/General Billing scheduled for November 12, 2021. Ms. Haskell reported it is anticipated that Payroll/ESS will be the last training of 2021 with the intent to resume in 2022 with ITCS providing a training on Tyler Content Manager EE (TCM EE) once it has been fully reconfigured. Moving in 2022, the Munis Development Training Team will assess and determine if there is enough interest with new staff to repeat the training programs.

**Eleventh Regular Legislature Meeting – November 9, 2021** – Ms. Haskell reported the November Legislature meeting is scheduled for November 9, 2021 at 12:00 p.m. with Finance, Legal & Safety Committee meeting just prior at 10:30 a.m. In addition, Budget Officer Bailey will be presenting the 2022 Tentative Budget Brief on this date at 9:30 a.m.

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**Cathy Haskell** Legislative Clerk **Amy Eiklor** Deputy Legislative Clerk

- **Prayer, Pledge, Voting Process:** Chair Sauerbrey will lead the Legislature in the prayer, pledge, and the voting process at the November 9, 2021 Legislature meeting.
- **Recognition Resolutions:** Ms. Haskell reported there are three (3) recognition resolutions honoring employees who are retiring for their years of dedicated service. One of the resolutions will be read and presented to the employee whereas the other two will just be noted in the minutes of the November 9, 2021 Legislature meeting:
  - ✓ **Resolution Recognizing Beth Bailey's 23 Years of Dedicated Service to Tioga County-** Ms. Bailey will be attending the November 9, 2021 Legislature meeting, therefore, Legislator Standinger will be asked to read and present.
  - ✓ **Resolution Recognizing Maryanne Malec's 22 Years of Dedicated Service to Tioga County -** Ms. Malec will not be attending the November 9, 2021 Legislature meeting, therefore, this resolution will just be noted in the minutes.
  - ✓ **Resolution Recognizing Robert Spallone's 25 Years of Dedicated Services to Tioga County -** Mr. Spallone will not be attending the November 9, 2021 Legislature meeting, therefore, this resolution will just be noted in the minutes.
- **Proclamations:** Ms. Haskell reported there are two (2) proclamations; one that will be read and presented and one that will just be noted in the minutes of the November 9, 2021 Legislature meeting:
  - ✓ **Salute to Tioga County Employee Veterans and Active Military Day -** Chair Sauerbrey will read and present this resolution at the November 9, 2021 Legislature meeting. In addition, all 44 honorees have been invited to attend the meeting and certificates of appreciation will be given to each one, as well as a green lightbulb in recognition of Operation Green Light.
  - ✓ **Adoption Awareness Month -** This resolution has been read in year's past, therefore, will just be noted in the minutes of the November 9, 2021 Legislature meeting.
- **Resolutions:** All resolutions presented through the Department's respective committees were reviewed for the November 9, 2021 Legislature meeting. Upon review and discussion, the Legislature decided to pull one resolution for possible late-file re-consideration at the Finance/Legal Committee on November 9, 2021.

## **PERSONNEL:**

None

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk