

# Office of the Legislative Clerk

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



☎ 607 687 8240 📠 607 687 8232 🌐 [www.TiogaCountyNY.gov](http://www.TiogaCountyNY.gov)

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

## Legislative Support Minutes

August 4, 2022

1:00 p.m.

### ATTENDANCE

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

**Staff:** Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Director of Community Services Morgan, Deputy Director of Community Services Begeal, Commissioner of Public Works Hammond, Personnel Officer Parke, ED&P Director Tinney, Accountant Schurter, and Director of Emergency Services Simmons.

**Guests:** None

### APPROVAL OF MINUTES

Legislator Brown made the motion, seconded by Legislator Monell to approve the July 7, 2022 Legislative Support minutes, as written. Motion carried.

### FINANCIAL

**2022 YTD Budget Report:** Legislative Clerk Haskell reported the 2022 YTD Budget Report was emailed to all Legislators prior to this meeting and is included in today's committee agenda packet. Ms. Haskell reported the Legislative Office has expended 53.1% of their budget to date, which is slightly less than the percentage expended for last year at this time. There is nothing notable to report at this time.

**2023 Budget Review:** Ms. Haskell reported the Legislative Office 2023 Budget was emailed to Budget Officer Bailey on July 11, 2022 for his review. The budget reports and notes were emailed to all Legislators prior to this meeting. Ms. Haskell reviewed the 2023 Legislative Office budget noting minimal adjustments were made in the following lines to offset known and anticipated increases: Leased/Service Equipment, Literature, Mileage and Supplies (Not Office). Ms. Haskell reported there is an increase in the Salary All Other line, which reflects the Legislative Clerk's Management/Confidential Vacation Sell-Back of five (5) days, allowable per policy. Ms. Haskell reported the Legislative Office budget is in compliance with the zero-based budget directive.

### OLD BUSINESS

#### July 2022 Meetings:

Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following Legislature meetings in July 2022:

- Seventh Regular Legislature Meeting – July 12, 2022
- Seventh Special Legislature Meeting – July 21, 2022

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The Legislative Clerk attended the following meetings in July 2022:

- Legislative Standing Committees – July 5 and 7, 2022
- Legislative Worksessions – July 7 and 21, 2022
- Seventh Regular Legislative Meeting – July 12, 2022
- Leadership Tioga – July 13, 2022
- Executive Team Meeting – July 14, 2022
- New Department Head Orientation – July 19, 2022
- Seventh Special Legislature Meeting – July 21, 2022

Ms. Haskell noted she, Chair Sauerbrey, and County Attorney DeWind conducted a New Department Head Orientation for Republican Commissioner of Elections, Personnel Officer, and Acting Director of Real Property on July 19, 2022.

## **NEW BUSINESS**

**Department Head Evaluations** – Ms. Haskell reported the Department Head evaluations are due no later than September 9, 2022. Evaluations have been placed in every Legislator's mailbox. The evaluations should be completed in time to meet with the respective Department Heads and obtain the necessary Legislator signatures.

**August 2022 Legislative Meeting** - The Eighth Regular Legislature meeting will be held on Tuesday, August 9, 2022, at 12:00 p.m. with Finance, Legal, and Safety Committee meeting held just prior at 10:30 a.m. Legislator/Chair Sauerbrey will lead the Legislature in the prayer, pledge, and voting process.

There is one (1) recognition resolution this month; **Resolution Recognizing Elizabeth Struble's 18 Years of Dedicated Service to Tioga County – Sheriff's Office**. Ms. Struble will not be attending the August 9, 2022 Legislative meeting, however, Legislator Mullen will read and present the resolution to Sheriff Howard who will be accepting on Ms. Struble's behalf.

There is one (1) proclamation; **Immunization Awareness Month**, which will be noted in the minutes, as this proclamation has been read and presented in year's past.

All resolutions presented by the Department's at their respective Legislative Standing Committees were reviewed for Legislature consideration at the August 9, 2022 Legislature Meeting.

## **PERSONNEL**

N/A

## **RESOLUTIONS**

N/A

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## PROCLAMATIONS

N/A

## EXECUTIVE SESSION

N/A

## ADJOURNMENT

Legislator Monell motioned to adjourn at 2:03 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk

DRAFT