

# 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.com](http://www.TiogaCountyNY.com)

Cathy Haskell Legislative Clerk



## LEGISLATIVE SUPPORT AGENDA THURSDAY, JANUARY 8, 2026

### MINUTES

- Approval of December 4, 2025 minutes

### FINANCIAL

- 2025 Year to Date Budget Reports
- 2025 County Auditor Accounts Payable Update
- 2026 Year to Date Budget

### OLD BUSINESS

- December 2025 Meetings
- 2025 Journal of Proceedings
- Legislator Wall Plaques
- NYSAC Conference – March 16-18, 2026

### NEW BUSINESS

- Official Newspaper Designations – Mailed to Secretary of State 1/2/2026
- 2026 Legislator Mileage Rate Change
- Legislature Photo
- Legislator Sunshine Fund
- January 2026 Legislative Meeting

### PERSONNEL

- Deputy Legislative Clerk Vacancy

### RESOLUTIONS

- A65- Appoint County Auditor and Deputy County Auditor
- A69 - Authorize Appointment of Deputy Clerk to the Legislature – Legislative Office

### PROCLAMATIONS

- None

### ADJOURNMENT

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**Legislative Support Minutes**

December 4, 2025

1:00 p.m.

**ATTENDANCE**

**Legislators:** Legislators Aronstam, Bunce, Ciotoli, Flesher, Monell, Roberts, Sauerbrey, and Standinger were present.

**Staff:** Legislative Clerk Haskell, County Administrator Bailey, Personnel Officer Parke, County Attorney DeWind, Commissioner of Public Works Hammond,

**Guests:**

Matt Freeze, Reporter, Morning Times  
JoEllen Rose, Legislator-Elect, District #2

**APPROVAL OF MINUTES**

Legislator Standinger made the motion, seconded by Legislator Monell to approve the November 6, 2025 Legislative Support minutes, as written. Motion carried.

**FINANCIAL**

**2025 YTD Budget Reports:** Legislative Clerk Haskell reported 85.1% utilization noting no budgetary issues or concerns. Ms. Haskell reported she will be doing some internal transfers to encumber funds for year-end expenses.

**County Auditor Accounts Payable Report:** Ms. Haskell reported the following accounts payable report for the month of November and YTD 2025. This report is included in today's committee agenda packet.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
November	613	\$1,833,507.85	177	\$39,493.57
YTD	8,351	\$26,305,085.06	2,180	\$509,549.82

**OLD BUSINESS****November 2025 Meetings:**

Minutes were taken, typed, copied, recorded, distributed, and indexed for the Legislature and Journal of Proceedings for the following Legislature meetings in November 2025:

- Eleventh Regular Legislature Meeting – November 12, 2025
- 2026 Tentative Budget Public Hearing – November 12, 2025

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The Legislative Clerk attended the following meetings in November 2025:

- Legislative Standing Committee Meetings – November 4 and 6, 2025
  - Legislative Worksessions – November 6 and 20, 2025
  - Finance, Legal & Safety Committee – November 12, 2025
  - 2026 Tentative Budget Public Hearing – November 12, 2025
  - Eleventh Regular Legislature Meeting – November 12, 2025
- North Wing HVAC Construction Meeting – November 18, 2025

**Legislative Service Name Plates:** Ms. Haskell reported the order was placed on October 14, 2025 for Legislators Roberts and Sauerbrey's service name plates for the bronze wall outside the Hubbard Auditorium. Ms. Haskell reported she signed off on the proof and is awaiting delivery/installation.

**Local Law No. 3 of 2025:** Ms. Haskell reported she filed this local law with the State and the County Clerk to opt-out of the establishment of a Short-Term Registry. Ms. Haskell reported legal notices were sent and the fully executed local law is posted in the Local Law Library on the County website.

**Strategic Plan Update:** Ms. Haskell reported the only Legislative Office objective listed for 2025 was for the recruitment and hiring of a second Deputy Legislative Clerk. Ms. Haskell reported she plans to carry this forward as a long-term objective for 2027, as she continues to work on the recruitment and hiring of a Deputy Legislative Clerk.

**Security Awareness Training (ITCS):** Ms. Haskell reminded the Legislators that this training is on the KnowB4 platform and the deadline is 12/15/25. Chief Information Officer Clark will do in-person training following this meeting for anyone interested in this option.

**Annual County Trainings (Law/Safety):** Ms. Haskell reminded the Legislators that this training is on the Neogov platform and the deadline is 12/31/25.

## NEW BUSINESS

**District #3 Legislator Vacancy:** Ms. Haskell reported a press release was sent to the media and the Town of Owego Clerk for posting with a submission deadline of December 4, 2025.

**2025 Legislator Mileage Submission:** Ms. Haskell requested any outstanding mileage be submitted to her by the 12/18/25 Worksession. Ms. Haskell reported she will need to encumber funds by the end of the month.

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**Review of the 2026 First Special & Organization Meeting:** Ms. Haskell reviewed the agenda and the standard annual resolutions for the January 2, 2026 meeting.

Ms. Haskell reported that the Legislative Clerk presides over this meeting until such time the Chair of the Legislature is nominated and sworn in.

Ms. Haskell contacted County Clerk Klett to request her attendance to swear in the following elected and appointed officials for their new terms:

- District #1 Legislator Cirotoli
- District #2 Legislator Rose
- District #4 Legislator Brown
- District #4 Legislator Monell
- District #5 Legislator Aronstam
- District Attorney Martin
- County Treasurer Roberts
- County Coroner Lewis
- County Coroner Olsen
- Chair of the Legislature
- Deputy Chair of the Legislature
- County Administrator/Budget Officer
- County Attorney
- Clerk of the Legislature
- Public Defender
- Public Information Officer
- Republican Majority Leader
- Democratic Minority Leader

Ms. Haskell requested Chief Information Officer Clark to attend and take the Legislature photos.

## **December Legislature Meeting:**

- **Prayer, Pledge, Voting:** Legislator Monell will lead us in the prayer, pledge and voting process for the December 9, 2025 Legislature meeting.
- **Recognition Resolutions:** There are five (5) recognition resolutions that will be read and presented at the December 9, 2025 Legislature meeting:
  - **Resolution Recognizing Martha C. Sauerbrey's 20 Years of Dedicated Service -** Deputy Legislative Chair Monell will read and present.
  - **Resolution Recognizing Barbara J. Roberts 4 Years of Dedicated Service -** Chair Sauerbrey will read and present.

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- **Recognize James P. McFadden's 32 Years of Dedicated Service -**  
As Chair of Finance, Legal & Safety, Legislator Monell will read and present this resolution.
- **Recognize Shawn L. Yetter's 35 Years of Cumulative Dedicated Service to the Department of Social Services**  
As Chair of Health and Human Services, Legislator Standinger will read and present this resolution.
- **Recognition of Thomas R. Cline's 12 Years of Dedicated Service -**  
As Chair of Finance, Legal & Safety, Legislator Monell will read and present this resolution.
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the December 9, 2025 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is aware of one late-file at this time.

## PERSONNEL

- **Deputy Legislative Clerk Vacancy:** Ms. Haskell reported that the County Administrator and I conducted an interview yesterday with another one scheduled for the next couple of weeks.

## RESOLUTIONS

- L01- Appoint Directors Soil & Water Conservation District
- L02 – Fix Date and Time of Organizational Meeting
- L03 – Adopt County Budget
- L04 – Year End Transfers
- L05 – Authorize Treasurer to Encumber Funds
- L06 – Recognition of Barbara J. Roberts 4 Years of Service
- L28 – Recognition of Martha C. Sauerbrey's 20 Years of Service
- L51 – Appoint Member to the Tioga County IDA (Legislator Ciotoli)

## PROCLAMATIONS

- None

**ADJOURNMENT** - Meeting adjourned at 2:11 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 12									
ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
A1010 510010	Full Time	291,186	-4,000	287,186	263,778.84	.00	23,407.16	91.8%	
A1010 510050	All other(On Call,	9,894	4,000	13,894	11,946.78	.00	1,946.87	86.0%	
A1010 540010	Advertising	700	0	700	448.24	50.00	201.76	71.2%	
A1010 540140	Contracting Servic	100	-100	0	.00	.00	.00	.0%	
A1010 540180	Dues	300	0	300	300.00	.00	.00	100.0%	
A1010 540210	Garbage Disposal	0	24	24	24.30	.00	.00	100.0%	
A1010 540320	Leased/Service Equ	2,100	-1,086	1,014	1,013.71	.00	.29	100.0%	
A1010 540340	Literature	695	0	695	596.03	.00	98.97	85.8%	
A1010 540390	Mileage Expense	3,450	-315	3,135	3,134.74	.00	.26	100.0%	
A1010 540420	Office Supplies	700	0	700	528.79	.00	171.21	75.5%	
A1010 540480	Postage	215	50	265	175.42	.00	89.58	66.2%	
A1010 540485	Printing/Paper	150	891	1,041	509.11	500.00	31.59	97.0%	
A1010 540520	Recording/Microfil	450	-34	416	416.00	.00	.00	100.0%	
A1010 540640	Supplies (Not Offi	400	890	1,290	1,110.00	.00	180.00	86.0%	
A1010 540660	Telephone	955	-320	635	339.78	.00	295.22	53.5%	
A1010 540732	Training/County Re	7,950	3,500	11,450	7,698.64	.00	3,751.36	67.2%	
A1010 581088	State Retirement F	34,691	0	34,691	31,407.99	.00	3,282.69	90.5%	
A1010 583088	Social Security Fr	22,497	0	22,497	20,529.08	.00	1,967.92	91.3%	
A1010 584088	Workers Compensati	13,145	-789	12,356	11,988.22	.00	368.09	97.0%	
A1010 585588	Disability Insuran	136	0	136	77.57	.00	58.15	57.2%	
A1010 586088	Health Insurance F	156,512	1,537	158,049	153,181.69	.00	4,867.80	96.9%	
A1010 588988	Eap Fringe	176	-9	167	161.95	.00	5.00	97.0%	
TOTAL General Fund		546,401	4,240	550,641	509,366.88	550.00	40,723.92	92.6%	
TOTAL EXPENSES		546,401	4,240	550,641	509,366.88	550.00	40,723.92		

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**COUNTY AUDITOR**  
**ACCOUNTS PAYABLE UPDATE – DECEMBER 2025**

MONTH/ QUARTER	AP INVOICES	AP INVOICE TOTALS	P-CARD TRANSACTIONS	P-CARD TOTAL
December	765	\$5,300,099.98	238	\$58,255.07
YTD	9,116	\$31,605,185.04	2,180	\$567,804.89

REFERRED TO:

LEGISLATIVE WORKSESSION  
PERSONNEL COMMITTEE

RESOLUTION NO. -26

APPOINT COUNTY AUDITOR AND  
DEPUTY COUNTY AUDITOR

WHEREAS: The County is required to appoint a County Auditor and Deputy County Auditor to process and review the Accounts Payable transactions through Purchase Orders and Purchase Cards submitted by County Departments for payment of a variety of bills; and

WHEREAS: The term of these appointments coincides with Legislator Group One and are due for re-appointment as of January 1, 2026; therefore be it

RESOLVED: That Cathy Haskell be and hereby is appointed County Auditor for a three-year term, commencing January 1, 2026 – December 31, 2028; and be it further

RESOLVED: That Breige Graven be and hereby is appointed Deputy County Auditor, to act in the absence of the County Auditor, said term to be January 26, 2026 – December 31, 2028.

REFERRED TO: LEGISLATIVE WORKSESSION  
PERSONNEL COMMITTEE

RESOLUTION NO. -26 AUTHORIZE APPOINTMENT OF  
DEPUTY CLERK TO THE LEGISLATURE  
LEGISLATIVE OFFICE

WHEREAS: Legislative approval is required for any appointments made to a Management/Confidential position within Tioga County; and

WHEREAS: The full-time position of Deputy Clerk to the Legislature has been vacant since June 5, 2025; and

WHEREAS: The Clerk of the Legislature has recruited for a replacement and after interviewing, a qualified candidate has been identified who is willing and eligible for appointment; therefore be it

RESOLVED: That the Clerk of the Legislature is hereby authorized to appoint Breige Graven to the title of Deputy Clerk to the Legislature with a start date of January 26, 2026, at an annual Management/Confidential salary of \$50,000; and be it further

RESOLVED: That this resolution will be null and void if Ms. Graven fails to pass the County mandated criminal background check.