

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

Legislative Support Minutes

December 8, 2022

1:00 p.m.

ATTENDANCE

Legislators: Legislators Brown, Ciotoli, Monell, Mullen, Roberts, Sauerbrey, Standinger, and Weston were present.

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Personnel Officer Parke, Chief Accountant Jerzak, Commissioner of Public Works Hammond, Director of Administrative Services (PH) McCann

Guests: None

APPROVAL OF MINUTES

Legislator Mullen made the motion, seconded by Legislator Brown to approve the November 10, 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 84.7% of their budget to date, which is slightly lower than this time last year. Ms. Haskell reported she will be encumbering funds for year-end purchase orders to cover anticipated invoices for December expenses.

OLD BUSINESS

Cybersecurity Training – Ms. Haskell reported all Legislators have completed the required cybersecurity training.

Annual Trainings – Ms. Haskell reminded Legislators of the December 9, 2022 deadline for completion of the required trainings.

November 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 November 2022:

- Eleventh Regular Legislature Meeting – November 15, 2022
- Tenth Special Legislature Meeting – November 22, 2022

The Legislative Clerk attended the following meetings in November 2022:

- NYSAC Webinar: Moving Past the Great Resignation – November 4, 2022
- Legislative Standing Committees – November 8 and 10, 2022
- Leadership Tioga Graduation – November 9, 2022

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- Legislative Worksessions – November 10 and 22, 2022
- Finance/Legal Committee – November 15, 2022
- Eleventh Regular Legislature Meeting – November 15, 2022
- Tenth Special Legislature Meeting – November 22, 2022
- Executive Team Meeting – November 28, 2022
- Leaders Meeting – November 29, 2022
- Year-End 2022 Finance Meeting – November 29, 2022

NEW BUSINESS

December 22, 2022 2nd Legislative Worksession – Ms. Haskell reported the December 22, 2022 Legislative Worksession will be cancelled. Notification will be sent to Legislators, Directors, Administrative Assistants, and media, as well as posting on the designated bulletin boards and County website.

2023 Organizational Meeting Agenda Review – Due to the cancellation of the December 22, 2022 Legislative Worksession, Ms. Haskell reviewed the 2023 Organizational Meeting agenda for the January 3, 2023 meeting at 9:00 a.m. in the Hubbard Auditorium.

Ms. Haskell reported nominations and elections of the following one-year term positions will occur: Chair of the Legislature, Deputy Chair of the Legislature, Public Information Officer, and Republican Majority Leader. County Clerk Klett will attend to swear-in the Chair and Deputy Chair of the Legislature, as well as two appointed officials; Republican and Democratic Election Commissioners and one elected official; County Coroner. Legislators will be required to go on the record and disclose any conflicts with your position as a Legislator. The annual standard resolutions were reviewed. We will not be taking a Legislature photo this year.

Due to the timing of the Organizational Meeting, the Legislative Standing Committees start time for January 3, 2023 will be pushed back one hour. Legislators, Directors, and media have been notified of the time change.

December 2022 Legislature Meeting - The Twelfth Regular Legislature meeting will be held on Tuesday, December 13, 2022, at 12:00 p.m. with Finance, Legal, and Safety Committee meeting held just prior at 10:30 a.m. Legislator Ciotoli will lead the Legislature in the prayer, pledge, and voting process.

MOMENT OF SILENCE

- **Legislator Eddie J. Hollenbeck** - Chair Sauerbrey will ask for a Moment of Silence to remember our dear colleague and friend, Legislator Eddie J. Hollenbeck. The Legislature will recognize Legislator Hollenbeck posthumously at the January 10, 2023 Legislature meeting.

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INSTITUTE FOR ADVANCEMENT (I4A) GRADUATION CEREMONY

Ms. Haskell reported the Institute for Advancement (I4A) is the County's Leadership Program. Steve Palinosky, I4A member, will MC the graduation ceremony at the December 13, 2022 Legislature meeting recognizing this year's graduates.

RECOGNITION RESOLUTION

- **Recognizing Joseph Picco's 11 Years of Dedicated Service to Tioga County Board of Health** – Dr. Picco will not be attending the December 13, 2022 Legislature meeting, therefore, this resolution will be noted in the minutes.

PROCLAMATIONS

- **Stress Management and Seasonal Affective Disorder Month** – This is a new proclamation from the Public Health Department. Legislator Standinger will read and present to Public Health Educator, Katie Wait at the December 13, 2022 Legislature meeting.

RESOLUTIONS

Reso L47: 2023 Staff Changes – Legislative Office: The Part-Time Information Security Officer position in the Legislative Office will be abolished effective January 1, 2023.

All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the December 13, 2022.

PERSONNEL

N/A

EXECUTIVE SESSION

N/A

ADJOURNMENT

Legislator Monell motioned to adjourn at 2:15 p.m., seconded by Legislator Brown.

Respectfully submitted,

Cathy Haskell

Legislative Clerk