



## LEGISLATIVE SUPPORT AGENDA THURSDAY, MARCH 9, 2023

### MINUTES

- Approval of February 9, 2023 minutes

### FINANCIAL

- Year to Date Budget Report

### OLD BUSINESS

- February 2023 Meetings
- Local Law No. 1 of 2023
- Board of Ethics Vacancies

### NEW BUSINESS

- Cyber Security Awareness Training
- Annual Policy Review & Attestation
- Annual Financial Disclosure Forms
- March 2023 Legislative Meeting

### PERSONNEL

- None

### RESOLUTIONS

- C06 – Amend Employee Handbook: Section VII. Purchasing & Payment Policy; Subsection XII. Procedure to be Used When Competitive Bidding Not Required, Paragraph B. and Addition of New Subsection XVII. Section 3 Procurement Policy
- C11 – Amend Employee Handbook: Section III. Financial Rules, Subsection E. Grants Procedure
- C16 – Amend Employee Handbook: Section IV. Personnel Rules, Subsection V. Leave Time
- C41 – Urging Governor Hochul to Reconsider Ban of Gas Stoves and Other New Fossil Fuel Heating Equipment

### PROCLAMATIONS

- None

### ADJOURNMENT



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>A1010 Legislative Board</b>								
A1010	510010 Full Time	269,807	0	269,807	34,148.10	.00	235,658.90	12.7%
A1010	510050 All other(On Call,	9,894	0	9,894	1,801.47	.00	8,092.18	18.2%
A1010	540010 Advertising	350	0	350	96.25	.00	253.75	27.5%
A1010	540140 Contracting Servic	100	0	100	.00	.00	100.00	.0%
A1010	540180 Dues	100	0	100	100.00	.00	.00	100.0%
A1010	540320 Leased/Service Equ	2,600	0	2,600	220.66	.00	2,379.34	8.5%
A1010	540340 Literature	545	0	545	282.02	.00	262.98	51.7%
A1010	540390 Mileage Expense	4,650	0	4,650	421.17	13.10	4,215.73	9.3%
A1010	540420 Office Supplies	1,000	0	1,000	69.99	.00	930.01	7.0%
A1010	540480 Postage	315	0	315	.00	.00	315.00	.0%
A1010	540485 Printing/Paper	350	0	350	.00	.00	350.00	.0%
A1010	540520 Recording/Microfil	350	0	350	.00	.00	350.00	.0%
A1010	540640 Supplies (Not Offi	400	0	400	243.00	-243.00	400.00	.0%
A1010	540660 Telephone	1,205	0	1,205	57.99	.00	1,147.01	4.8%
A1010	540732 Training/County Re	2,200	0	2,200	468.00	.00	1,732.00	21.3%
A1010	581088 State Retirement F	35,538	0	35,538	4,856.06	.00	30,682.36	13.7%
A1010	583088 Social Security Fr	19,834	0	19,834	3,002.16	.00	16,831.36	15.1%
A1010	584088 Workers Compensati	15,917	0	15,917	2,205.45	.00	13,711.79	13.9%
A1010	585588 Disability Insuran	204	0	204	20.88	.00	182.84	10.2%
A1010	586088 Health Insurance F	192,221	0	192,221	25,149.48	.00	167,071.72	13.1%
A1010	588988 Eap Fringe	190	0	190	26.41	.00	163.95	13.9%
TOTAL Legislative Board		557,770	0	557,770	73,169.09	-229.90	484,830.92	13.1%
TOTAL General Fund		557,770	0	557,770	73,169.09	-229.90	484,830.92	13.1%
TOTAL EXPENSES		557,770	0	557,770	73,169.09	-229.90	484,830.92	



**Tioga County**  
**YEAR-TO-DATE BUDGET REPORT**

FOR 2023 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	557,770	0	557,770	73,169.09	-229.90	484,830.92	13.1%

\*\* END OF REPORT - Generated by Haskell, Cathy \*\*



## Legislative Support Minutes

February 9, 2023

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, and ED&P Director Tinney

**Guests:** Keith Flesher

### APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Brown to approve the January 5, 2023 Legislative Support minutes, as written. Motion carried.

### FINANCIAL

**2022 YTD Budget Update:** Legislative Clerk Haskell reported the final invoice for 2022 was received and paid this week. Ms. Haskell reported budget utilization was approximately 92% and anticipates a \$42,000 return to the County.

**2023 YTD Budget Report:** Ms. Haskell reported the 2023 YTD Budget Report was emailed to all Legislators prior to this meeting and is included in today's committee agenda packet. Of note, the Dues line is fully expended with the payment of the 2023 Legislative Clerk's Association dues. To date, budget utilization is 6.1%.

### OLD BUSINESS

**2022 Journal of Proceedings:** Ms. Haskell reported the 2022 Journal of Proceedings is posted on the County website and has been given to the Director of Records Management, who in turn, has given the records to our vendor for microfilming.

### January 2023 Meetings:

Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following Legislature meetings in January 2023:

- First Special & Organizational Meeting of 2023 – January 3, 2023
  - First Regular Meeting – January 10, 2023
- Public Hearing: Local Law Introductory No. A of 2023 – January 19, 2023

The Legislative Clerk attended the following meetings in January 2023:

- First Special & Organizational Meeting – January 3, 2023
- Legislative Standing Committees – January 3 and 5, 2023
- Legislative Worksession – January 5, 2023

# 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

- Finance/Legal Committee – January 10, 2023
- First Regular Legislature Meeting – January 10, 2023
- Executive Team Meeting – January 17, 2023
- Public Hearing: LL Introductory No. A of 2023 – January 19, 2023
- Leaders Meeting – January 24, 2023
- IT Steering Committee – January 26, 2023

**Local Law No. 4 of 2022:** Ms. Haskell reported she received notification on January 17, 2023 that Local Law No. 4 of 2022 – Repeal and Replacement of NYS Uniform Fire Prevention and Building Code was recorded and filed with the State on December 30, 2022.

**Local Law No. A of 2023:** Ms. Haskell reported Local Law No. A of 2023 – Establish Salaries of Office of County Clerk and Sheriff for the four-year term commencing January 1, 2024 and ending December 31, 2027 was introduced at the January 10, 2023 Legislature meeting and public hearing was held on January 19, 2023 with no opposition. This Local Law will be adopted at the Second Regular Legislature meeting on February 14, 2023 and will be known as Local Law No. 1 of 2023.

**Legislator Fund:** Ms. Haskell reminded the Legislature that she will be collecting for 2023 and will continue to manage the funds at the discretion of the Legislature.

## NEW BUSINESS

**2023 NYSAC Directory Changes:** Ms. Haskell reported she submitted the changes for the 2023 NYSAC Directory prior to the submission deadline of January 16, 2023. During the proof process, Ms. Haskell reported she was able to include newly appointed District 7 Legislator, Keith Flesher's information.

**2022 Legislative Clerk Annual Report:** Ms. Haskell reported the Legislative Clerk's annual report is completed, included in today's committee agenda packet, and posted on the County website.

**IT Steering Committee Participation:** Ms. Haskell reported the Chief Information Officer sent a meeting invitation to all Departments for anyone who was interested in participating on this committee. Ms. Haskell reported she attended the January 26, 2023 IT Steering Committee meeting and will continue to attend their bi-monthly meetings.

**Board of Ethics Vacancy:** Ms. Haskell reported she was notified by the Law Office on February 1, 2023 of an upcoming vacancy on the Board of Ethics as of March 31, 2023. Ms. Haskell reported she sent an email to the Legislators on that date notifying of said vacancy and their responsibility for the recruitment and appointment of Board of Ethics members. Meetings are held annually for approximately 1-2 hours in the evening at the Public Safety Building.

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**Ag & Farmland Protection Board Vacancy:** Ms. Haskell reported she was notified this week of a Legislator vacancy on the Ag & Farmland Protection Board. This Board is affiliated with the ED&P Department. Legislator Roberts agreed to serve on this Board. A late-file resolution will be prepared by ED&P for Legislature consideration at next week's Finance, Legal, and Safety Committee and 2<sup>nd</sup> Regular Legislature meeting on February 14, 2023.

**February 2023 Legislature Meeting -** The Second Regular Legislature meeting will be held on Tuesday, February 14, 2023, at 12:00 p.m. with Finance, Legal, and Safety Committee meeting held just prior at 10:30 a.m. Legislator Mullen will lead the Legislature in the prayer, pledge, and voting process.

**WELCOME NEWLY APPOINTED LEGISLATOR:** Chair Sauerbrey will introduce newly appointed District 7 Legislator, Keith Flesher. Later in the meeting, a resolution will be adopted to appoint Legislator Flesher and County Clerk Klett will be in attendance for the swearing in process.

## RECOGNITION RESOLUTIONS:

- **Recognition Resolution Recognizing Clifford Little's 22 Years of Dedicated Service to the Tioga County Sheriff's Office** – Deputy Little will not be attending the February 14, 2023 Legislature meeting, therefore, this resolution will just be noted in the meeting minutes.

**APPOINTMENTS/REAPPOINTMENTS:** Chair Sauerbrey will be appointing the following committees at the February 14, 2023 Legislature meeting:

- **County Strategic Plan Committee:** Legislator Roberts, Planning Director Jardine, ED&P Director Tinney, Commissioner of Social Services Yetter, and Interim Public Health Director Vroman.
- **Negotiations Mediation Committee:** Legislative Chair Sauerbrey, Legislator Ciotoli, Personnel Officer Parke, and Sheriff Howard.

**REVISED 2023 LEGISLATIVE STANDING COMMITTEES:** Chair Sauerbrey will announce the revised 2023 Legislative Standing Committees to include newly appointed District 7 Legislator Keith Flesher. The revised document will be sent to Legislators, Directors, and Administrative Assistants following the February 14, 2023 Legislature meeting. Ms. Haskell reported only committee members should be engaging in the meetings, however, all Legislators are welcome to attend any committee as a guest.

## RESOLUTIONS

All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the February 14, 2023 Legislature Meeting.

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

The following four (4) resolutions are being presented by the Legislative Clerk for Legislature consideration at the February 14, 2023 Legislature meeting:

- **Adopt Local Law No. 1 of 2023 – Local Law to Establish the Salaries of the Offices of County Clerk and Sheriff for the Four-year Term Commencing January 1, 2024 – December 31, 2027** – Ms. Haskell reported this local law does not go into effect until January 1, 2024, however, due to early voting, the local law needed to be prepared and adopted prior to the designating petitions for primary date of February 28, 2023 so those wishing to run for these elected positions would be aware of the salaries set over the four-year term.
- **Amend Employee Handbook: Section I. Rules of the Legislature; Subsection IV. Order of Business, Section 2. – Committees and Section 4. – Appointments** – Ms. Haskell reported the policy revisions are primarily housekeeping to be in compliance with our current practices.
- **Amend Employee Handbook: Section III. Financial Rules, Subsection a. Budget Transfers** – Ms. Haskell reported this policy was revised to be in compliance with current Munis practices based on the current financial guidelines. Ms. Haskell reported she consulted with Finance and Budget, and all were in favor of the recommended changes.
- **Calling on the State of New York to Continue to Pass-Through Federal Affordable Care Act Enhanced Federal Medicaid Assistance Percentage Funds** – Chair Sauerbrey reported this resolution expresses Tioga County's opposition to the Governor's SFY24 Executive Budget proposal and is calling on the Governor to reconsider her proposal and continue to share these federal funds with the County.

## PERSONNEL

None

## EXECUTIVE SESSION

None

## ADJOURNMENT

Legislator Roberts motioned to adjourn at 1:52 p.m., seconded by Legislator Mullen.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk