



**Legislative Support Minutes**

September 7, 2023

1:00 p.m.

**ATTENDANCE**

**Legislators:** Legislators Brown, Ciotoli, Flesher, Mullen, Roberts, Sauerbrey, Standing, and Weston were present with Legislator Monell being absent.

**Staff:** Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Budget Officer Bailey, Personnel Officer Parke, Commissioner of Public Works Hammond.

**Guests:** None

**APPROVAL OF MINUTES**

Legislator Mullen made the motion, seconded by Legislator Brown to approve the August 10, 2023 Legislative Support minutes, as written. Motion carried.

**FINANCIAL**

**2023 YTD Budget Report:** The 2023 Legislative Office YTD Budget Report is included in today’s committee agenda packet and was emailed to all Legislators prior to this meeting. To date, budget utilization is 58.5%, which continues to be slightly less than last year at this time. Legislative Clerk Haskell reported there is nothing significant of note.

**County Auditor Accounts Payable Report:** Ms. Haskell presented the following accounts payable report for the month of August with nothing significant of note:

MONTH/ QUARTER	AP INVOICES	AP TOTAL	P-CARD TRANSACTIONS	P-CARD TOTAL
August	766	\$1,918,606.86	146	\$40,696.10

**OLD BUSINESS**

**August 2023 Meetings:**

Minutes were taken, typed, copied, indexed, and recorded for the Legislature and Journal of Proceedings for the following Legislature meetings in August 2023:

- Eighth Regular Meeting – August 15, 2023
- Public Hearing: Local Law Introductory No. C of 2023 – August 24, 2023
- Public Hearing: Local Law Introductory No. D of 2023 – August 24, 2023

The Legislative Clerk attended the following meetings and trainings in August 2023:

- Department Head Strategic Plan Meeting – August 3, 2023
- Congressman Molinaro’s Leaders Roundtable Meeting – August 4, 2023
- Legislative Standing Committees – August 8 and 10, 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

- Legislative Worksessions – August 10 and 24, 2023
- Finance, Legal & Safety Committee – August 15, 2023
- Eighth Regular Legislature Meeting – August 15, 2023
- Meeting with OSC Auditor – August 16, 2023
- Executive Team Meeting – August 17, 2023
- Leaders Meeting – August 22, 2023
- Public Hearing: Local Law Introductory No. C of 2023 – August 24, 2023
- Public Hearing: Local Law Introductory No. D of 2023 – August 24, 2023
- Retirement Reporting Meeting for Asst. Fire Coordinators – August 29, 2023

**Department Head Evaluations:** Ms. Haskell reminded the Legislature that evaluations are due in the Personnel Office by September 8, 2023.

**Legislative Conference Room Chairs:** Ms. Haskell encouraged the Legislators to try the new chairs that are on loan from the vendor to determine if one of these styles might be suitable or if the vendor should seek additional chair styles. Ms. Haskell further reported the option is available to purchase the same exact chair that we currently have if the Legislators were interested in the same style chair.

**Sales Tax Extender Bill:** Ms. Haskell reported the two-year sales tax extender resolution was sent via certified mail to NYS Taxation & Finance, State Comptroller's Office, State Records & Law Bureau, and NYS Department of State. Additionally, a certified copy was sent to County Clerk Klett to have on file. To date, Ms. Haskell reported she received letters of acknowledgement from NYS Taxation & Finance and Tioga County Clerk's Office that Tioga County's sales tax extender resolution has been received. This enactment will go into effect December 1, 2023 – November 30, 2025.

**Local Law No. 2 of 2023:** Ms. Haskell reported Local Law No. 2 – Real Property Tax Exemptions for Volunteer Firefighters and Ambulance Workers was adopted by the Legislature on August 15, 2023 and sent via certified mail to State Records & Law Bureau, NYS Department of State and NYS Secretary of State on this same date. Additionally, this local law was sent to County Clerk Klett to have on file and, to date, the Clerk's Office is the only office to send a letter of acknowledgement. This local law will take effect on January 1, 2024 and shall apply to taxable status dates occurring on or after this date.

**UPDATE: Following today's meeting, Ms. Haskell received a letter from NYS Department of State acknowledging Local Law No. 2 of 2023 was filed.**

**Local Law Introductory No. C of 2023:** Ms. Haskell reported the public hearing for Local Law Introductory No. C of 2023 – Collection of a Hotel and Motel Tax in Tioga County was held on August 24, 2023 with no one requesting privilege of the floor. The

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resolution to adopt this local law will be presented for Legislature consideration at the September 12, 2023 Legislature meeting.

**Local Law Introductory No. D of 2023:** Ms. Haskell reported the public hearing for Local Law Introductory No. D of 2023 – Establish Position of County Administrator for the County of Tioga was held on August 24, 2023 with one person requesting privilege of the floor expressing favor of this local law. The resolution to adopt this local law will be presented for Legislature consideration at the September 12, 2023 Legislature meeting.

## NEW BUSINESS

### **September 2023 Legislative Meeting:**

- **Prayer, Pledge, Voting:** Legislator Monell will lead us in the prayer, pledge and voting process at the September 12, 2023 Legislature meeting.
- **Moment of Silence:** Chair Sauerbrey will ask for a moment of silence in memory of William White, Retired Road Patrol Lieutenant, Sheriff's Office, who passed away on August 20, 2023. Mr. White retired from the Sheriff's Office in 2022 with 21 years of service.
- **Recognition Resolutions:** There is one (1) Recognition Resolution that will be read and presented by Legislator Flesher, Chair of Public Safety at the September 12, 2023 Legislature meeting. In addition, Probation Director Cain will also speak on behalf of this employee.
- ✓ **Recognizing Teri Rosenberger's 22 Years of Dedicated Service to Tioga County**
- **Proclamations:** There are two (2) proclamations that will be read and presented at the September 12, 2023 Legislature meeting:
  - ✓ **Employee Recognition & Appreciation Week** – Steve Palinosky, Director of Real Property and member of the Employee Recognition Committee will read and present the Employee Recognition & Appreciation Week proclamation in honor of six employees who have attained 25-45 years of service with Tioga County as of May 31, 2023.
  - ✓ **Save A Life. Free Narcan Day** – Legislator Standinger will read and present this proclamation to Kylie Holochak, Sr. Public Health Educator.

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- **Employee Recognition Ceremony:** Six County employees who have attained 25-45 years of service as of May 31, 2023 will be honored at the September 12, 2023 Legislature meeting.
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the September 12, 2023 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.

## PERSONNEL

None

## RESOLUTIONS

- ✓ 106 – Adopt Local Law No. 3 of 2023 (Collection of a Hotel and Motel Tax)
  - ✓ 107 – Adopt Local Law No. 4 of 2023 (Establish Position of County Administrator)
- The Legislative Support resolutions were reviewed for Legislature consideration at the September 12, 2023 Legislature meeting.

## EXECUTIVE SESSION

None

## ADJOURNMENT

Meeting adjourned at 2:10 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk