



LEGISLATIVE SUPPORT AGENDA THURSDAY, APRIL 6, 2023

MINUTES

- Approval of March 9, 2023 minutes

FINANCIAL

- Year to Date Budget Report
- County Auditor Accounts Payable Update

OLD BUSINESS

- March 2023 Meetings
- Local Law No. 1 of 2023
- Board of Ethics Vacancies
- Cyber Security Awareness Training
- Annual Policy Review & Attestation
- Annual Financial Disclosure Forms

NEW BUSINESS

- Sales Tax Extender
- April 2023 Legislative Meeting

PERSONNEL

- None

RESOLUTIONS

- None

PROCLAMATIONS

- None

ADJOURNMENT



Legislative Support Minutes

March 9, 2023

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, and Personnel Officer Parke.

Guests: None

APPROVAL OF MINUTES

Legislator Roberts made the motion, seconded by Legislator Flesher to approve the February 9, 2023 Legislative Support minutes, as written. Motion carried.

FINANCIAL

2023 YTD Budget Report: Ms. Haskell reported the 2023 YTD Budget Report is included in today's committee agenda packet that was emailed to all Legislators prior to this meeting. To date, budget utilization is 13.1% with nothing significant of note.

OLD BUSINESS

February 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 February 2023:

- Second Regular Meeting – February 14, 2023
- Public Hearing: 2023 Annual Agricultural District Inclusions – February 23, 2023

The Legislative Clerk attended the following meetings in February 2023:

- Purchasing & Contract Committee Meeting – February 2, 2023
- Comprehensive Information Security Policy Webinar – February 2, 2023
- Legislative Standing Committees – February 7 and 9, 2023
- Legislative Worksessions – February 9 and 23, 2023
- Finance/Legal Committee – February 14, 2023
- Second Regular Legislature Meeting – February 14, 2023
- Executive Team Meeting – February 16, 2023
- Leaders Meeting – February 21, 2023
- NYSAC Cyber Security Webinar – February 21, 2023
- ITCS Office 365 Foundations Training – February 22, 2023
- Public Hearing: 2023 Annual Agricultural District Inclusions – February 23, 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

Local Law No. 1 of 2023: Ms. Haskell reported Local Law No. 1 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 adopted at the Second Regular Legislature Meeting on February 14, 2023 and sent to the Secretary of State, State Records and Law Bureau, and County Clerk on February 16, 2023 for filing.

Board of Ethics Vacancies: Ms. Haskell reported the Legislature has two vacancies to fill on the Board of Ethics. Email was sent to the Legislators on February 13, 2023 regarding notification of the second vacancy.

NEW BUSINESS

Cyber Security Awareness Training: Ms. Haskell reported this is a mandatory training for all users. IT is implementing mandatory quarterly trainings and the first training is on USB Security. Training must be done on KnowBe4 platform, and the training link will be sent via email from KnowBe4. Training must be completed within 60 days to avoid restricted access.

Annual Policy Review/Attestation: Ms. Haskell reported the annual policy review and attestation form must be done on the Neogov platform no later than March 31, 2023.

Annual Financial Disclosure Forms: Ms. Haskell distributed hardcopies of the form to all Legislators and reported the form must be completed and submitted to the County Attorney's Office no later than May 15, 2023.

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

STATE OF THE COUNTY ADDRESS: Chair Sauerbrey will give the 2023 State of the County Address at the March 14, 2023 Legislature meeting.

RECOGNITION RESOLUTIONS:

- **Recognition of Anne Davis' 34 Years of Dedicated Service to Tioga County** – Legislator Ciotoli will read and present the recognition resolution for Ms. Davis at the March 14, 2023 Legislature meeting. Ms. Davis has an unexpected conflict and will not be in attendance; however, County Attorney DeWind and 1st Assistant County Attorney Van Wert will accept and speak on her behalf.
- **Recognize William Ostrander's 15 Years of Dedicated Service to Information Technology and Communication Services** - Legislator Brown will read and present the recognition resolution to Mr. Ostrander at the March 14, 2023 Legislature meeting. ITCS Deputy Director Brandon Clark and Planning Director Elaine Jardine will be in attendance to speak on behalf of Mr. Ostrander.

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PROCLAMATIONS: Ms. Haskell reported there is one (1) Proclamation for Public Health Week (April 3-9, 2023) that will just be noted in the minutes of the March 14, 2023 Legislature meeting.

RESOLUTIONS

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

The following two (2) resolutions are being presented by the Legislative Clerk for Legislature consideration at the March 14, 2023 Legislature meeting:

- **Amend Employee Handbook Section III. Financial Rules, Subsection E. Grants Procedure** – Ms. Haskell reported the Exec Team reviewed and revised the original policy and, in addition to several other small changes, the primary revision of this policy is that all grants written for the County or by the County on behalf of another municipality or entity will now require a resolution. This allows for transparency, so the Legislature is aware of the potential grant funding coming into the County, as the Legislators hold a fiduciary responsibility. In addition, this policy also allows for retroactive resolutions providing the timing of the grant announcement and grant submission deadline is a short turnaround and does not fall within the timeframe of the Legislature meetings. The Budget Officer and Chief Accountant also reviewed the proposed policy revisions and were in agreement.
- **Urging Governor Hochul to Reconsider Ban of Gas Stoves and Other New Fossil Fuel Heating Equipment** – This resolution is to request the Governor's reconsideration of her proposal of banning gas stoves and other new fossil fuel heating equipment, as this proposal places an undue burden on our homeowners and businesses to convert their existing equipment at a time when the cost of living has significantly increased.

PERSONNEL

None

EXECUTIVE SESSION

None

ADJOURNMENT

Legislator Monell motioned to adjourn at 1:39 p.m., seconded by Legislator Mullen.

Respectfully submitted,

Cathy Haskell

Legislative Clerk



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A1010 Legislative Board								
A1010	510010 Full Time	269,807	0	269,807	62,620.20	.00	207,186.80	23.2%
A1010	510050 All other(On Call,	9,894	0	9,894	2,316.96	.00	7,576.69	23.4%
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	422.48	.00	2,177.52	16.2%
A1010	540340 Literature	545	0	545	282.02	.00	262.98	51.7%
A1010	540390 Mileage Expense	4,650	0	4,650	434.27	237.11	3,978.62	14.4%
A1010	540420 Office Supplies	1,000	0	1,000	133.43	.00	866.57	13.3%
A1010	540480 Postage	315	0	315	18.00	.00	297.00	5.7%
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	243	643	319.00	.00	324.00	49.6%
A1010	540660 Telephone	1,205	0	1,205	115.98	.00	1,089.02	9.6%
A1010	540732 Training/County Re	2,200	0	2,200	1,861.00	46.00	293.00	86.7%
A1010	581088 State Retirement F	35,538	0	35,538	8,004.74	.00	27,533.68	22.5%
A1010	583088 Social Security Fr	19,834	0	19,834	5,058.54	.00	14,774.98	25.5%
A1010	584088 Workers Compensati	15,917	0	15,917	3,542.66	.00	12,374.58	22.3%
A1010	585588 Disability Insuran	204	0	204	36.54	.00	167.18	17.9%
A1010	586088 Health Insurance F	192,221	0	192,221	40,031.19	.00	152,190.01	20.8%
A1010	588988 Eap Fringe	190	0	190	42.46	.00	147.90	22.3%
TOTAL Legislative Board		557,770	243	558,013	125,435.72	283.11	432,294.28	22.5%
TOTAL General Fund		557,770	243	558,013	125,435.72	283.11	432,294.28	22.5%
TOTAL EXPENSES		557,770	243	558,013	125,435.72	283.11	432,294.28	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	557,770	243	558,013	125,435.72	283.11	432,294.28	22.5%

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