



LEGISLATIVE SUPPORT AGENDA THURSDAY, NOVEMBER 7, 2024

MINUTES

- Approval of October 10, 2024 minutes

FINANCIAL

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

OLD BUSINESS

- October 2024 Meetings

NEW BUSINESS

- HVAC Construction Project – Legislative Office Temporary Relocation
- Annual Safety Training – Due by 12/31/24
- Public Hearing: 2025 Tentative Budget – November 12th @ 10:00 a.m.
- November 2024 Legislative Meeting

PERSONNEL

- None

RESOLUTIONS

- K01- Adopt Local Law No. 2 of 2024
- K02- Amend Employee Handbook: Section X. Building and Vehicle Procedures; Subsection B. Building Outside Entity Use

PROCLAMATIONS

- Salute to Tioga County Employee Veterans and Active Military Day

ADJOURNMENT

Office of the Legislative Clerk



Legislative Support Minutes

October 10 2024

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, County Administrator Bailey, County Attorney DeWind, Personnel Officer Parke, Treasurer McFadden.

Guests: None

APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Brown to approve the September 5, 2024 Legislative Support minutes, as written. Motion carried.

FINANCIAL

2024 YTD Budget Report: The 2024 Legislative Office YTD Budget Report is included in today's committee agenda packet and was emailed to all Legislators and posted on the County website prior to this meeting. Legislative Clerk Haskell reported 81% utilization noting no significant issues or concerns at this time.

Ms. Haskell reported there have been no expenses to date related to the newly created Legislative Capital Budget. The capital budget was exclusively created for the specific purchase of the Legislator Service Wall plaque.

County Auditor Accounts Payable Report: Ms. Haskell reported the following accounts payable report for the month of September 2024 and 3rd Quarter. This report is included in today's committee agenda packet.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
September	587	\$1,417,370.63	208	\$62,051.68
3 rd Quarter	2,047	\$5,247,523.03	648	\$154,140.76

OLD BUSINESS

September 2024 Meetings:

Minutes were taken, typed, copied, indexed, and recorded for the Legislature and Journal of Proceedings for the following Legislature meeting in September 2024:

- Ninth Regular Legislature Meeting – September 12, 2024
- Second Special Legislature Meeting – September 19, 2024

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.gov

Cathy Haskell Legislative Clerk



The Legislative Clerk attended the following meetings/events in September 2024:

- Legislative Standing Committees – September 3 and 5, 2024
- Legislative Worksessions – September 5 and 19, 2024
- Finance, Legal & Safety Committee – September 12, 2024
- Ninth Regular Legislature Meeting – September 12, 2024
- Strategic Plan Meeting – September 12, 2024
- Employee Recognition Pin Ceremony – September 16, 2024
- Second Special Legislature Meeting – September 19, 2024
- Employee Recognition Annual Luncheon – September 26, 2024

NEW BUSINESS

Public Hearing: CDBG Neighborhood Depot Project – October 24, 2024 10:00 AM

Ms. Haskell reported the public hearing for the CDBG Neighborhood Depot Project will be held on October 24, 2024 at 10:00 a.m. in the Legislative Conference Room. Economic Development Specialist Casey Yelverton and ED&P Director Woodburn will provide a brief presentation. Legal Notice was sent to the designated newspapers on Monday, October 7, 2024.

Public Hearing: Local Law Introductory No. B of 2024 – A Local Law Establishing a Schedule of Fees for Permits Issued by the Tioga County Department of Public Health – October 24, 2024 10:05 AM

Ms. Haskell reported the public hearing on Local Law Introductory No. B of 2024 will be held on October 24, 2024 at 10:05 a.m. in the Legislative Conference Room. Director of Public Health Vroman will provide a brief presentation. Legal Notice was sent to the designated newspapers on Monday, October 7, 2024.

Ms. Haskell reported a quorum is required to conduct these public hearings.

October 2024 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Standinger will lead us in the prayer, pledge and voting process for the October 15, 2024 Legislature meeting.
- **Recognition Resolution:** We have one (1) Recognition Resolution for the month of October that will be read and presented by Legislator Flesher:

Resolution Recognizing Shawn Kemmery's 27 Years of Dedicated Service to Tioga County

Deputy Kemmery and Sheriff Howard will be attending the October 15, 2024 Legislature meeting.

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Cathy Haskell Legislative Clerk

- **Proclamation:** We have one (1) proclamation for the month of October that will be noted for the record, as this resolution has been read in previous years:

Lead Poisoning Prevention Week (October 20 – 26, 2024)

- **Local Law Introductory No. B of 2024:** Health & Human Services Legislative Chair Standinger will introduce Local Law Introductory No. B of 2024 at the October 15, 2024 Legislature meeting.
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at October 15, 2024 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.

PERSONNEL

- **Deputy Legislative Clerk Vacancy –** Ms. Haskell reported she and County Administrator Bailey have commenced the interview process for the Deputy Legislative Clerk vacant position. Ms. Haskell further reported the application process is still open, and applications are being received.

RESOLUTIONS

- J01 – Set Public Hearing 2025 Budget
- J33 – Appoint Director at Large – Soil & Water Conservation District

OTHER

- None

EXECUTIVE SESSION

- None

ADJOURNMENT

Meeting adjourned at 3:11 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
A General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
A1010 Legislative Board							
A1010 510010 Full Time	283,946	0	283,946	216,843.72	.00	67,102.28	76.4%
A1010 510050 All other(On Call,	9,894	0	9,894	7,508.61	.00	2,385.04	75.9%
A1010 540010 Advertising	350	1,000	1,350	1,133.94	.00	216.06	84.0%
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	-215	2,385	1,898.37	.00	486.63	79.6%
A1010 540340 Literature	545	0	545	338.03	.00	206.97	62.0%
A1010 540390 Mileage Expense	3,650	-1,480	2,170	1,510.18	.00	659.82	69.6%
A1010 540420 Office Supplies	700	0	700	292.30	.00	407.70	41.8%
A1010 540480 Postage	215	0	215	93.70	.00	121.30	43.6%
A1010 540485 Printing/Paper	150	-100	50	.00	.00	50.00	.0%
A1010 540520 Recording/Microfil	450	-46	404	404.00	.00	.00	100.0%
A1010 540640 Supplies (Not Offi	400	80	480	378.00	.00	102.00	78.8%
A1010 540660 Telephone	955	-60	895	463.92	.00	431.08	51.8%
A1010 540732 Training/County Re	3,950	821	4,771	4,708.84	.00	62.16	98.7%
A1010 540733 Training/All Other	0	1,000	1,000	738.80	.00	261.20	73.9%
A1010 581088 State Retirement F	52,514	-16,985	35,529	27,889.12	.00	7,639.95	78.5%
A1010 583088 Social Security Fr	0	16,672	16,672	16,146.26	.00	525.79	96.8%
A1010 584088 Workers Compensati	22,853	-10,626	12,227	10,173.22	.00	2,053.92	83.2%
A1010 585588 Disability Insuran	204	-85	119	101.79	.00	17.00	85.7%
A1010 586088 Health Insurance F	37,696	124,487	162,183	146,250.55	.00	15,932.24	90.2%
A1010 588988 Eap Fringe	76	77	153	134.89	.00	18.43	88.0%
TOTAL Legislative Board	421,348	114,540	535,888	437,108.24	.00	98,779.57	81.6%
TOTAL General Fund	421,348	114,540	535,888	437,108.24	.00	98,779.57	81.6%
TOTAL EXPENSES	421,348	114,540	535,888	437,108.24	.00	98,779.57	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

ACCOUNTS FOR: H	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
Capital Fund							
H1010 Capital Legislative							
H1010 520210 Other Furniture	0	8,000	8,000	.00	.00	8,000.00	.0%
TOTAL Capital Legislative	0	8,000	8,000	.00	.00	8,000.00	.0%
TOTAL Capital Fund	0	8,000	8,000	.00	.00	8,000.00	.0%
TOTAL EXPENSES	0	8,000	8,000	.00	.00	8,000.00	



**COUNTY AUDITOR
ACCOUNTS PAYABLE UPDATE – OCTOBER 2024**

MONTH/ QUARTER	AP INVOICES	AP INVOICE TOTALS	P-CARD TRANSACTIONS	P-CARD TOTAL
October	900	\$5,329,810.45	286	\$79,803.63

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -24

ADOPT LOCAL LAW NO. 2 OF 2024

WHEREAS: A public hearing was held on October 24, 2024 following due notice thereof to consider the adoption of Local Law Introductory No. B of 2024; A Local Law amending Local Law No. 1 of 1988 establishing a Schedule of Fees for permits issued by the Tioga County Department of Health, as amended by Local Law No. 1 of 1990, as amended by Local Law No. 3 of 1991, as amended by Local Law No. 8 of 1995, and as amended by Local Law No. 3 of 2002; and

WHEREAS: It is in the best interest of the residents of Tioga County to adopt such Local Law which will be Local Law No. 2 of 2024; therefore be it

RESOLVED: That the following Local Law be and hereby is adopted:

County of Tioga County

Local Law No. 2 of the Year 2024.

A Local Law amending Local Law No. 1 of 1988 establishing a Schedule of Fees for permits issued by the Tioga County Department of Health, as amended by Local Law No. 1 of 1990, as amended by Local Law No. 3 of 1991, as amended by Local Law No. 8 of 1995, and as amended by Local Law No. 3 of 2002

Be It Enacted by the Legislature of the County of Tioga as follows:

SECTION 1: FOOD SERVICE

Section 2, (l)(A)(1-4) Food Service is hereby amended to read as follows:

- | | |
|---------------------------------|------------------|
| 1. Low Risk | \$135.00 |
| 2. Medium Risk | \$200.00 |
| 3. High Risk | \$215.00 |
| 4. Catering & Commissaries ONLY | \$200.00 |
| Add on to existing permit | \$ 50.00 |
| 5. Temporary Food: | |
| 1 Day | \$ 50.00 |
| 2-14 Days | \$ 80.00 |
| *Non-Profit | 0 to 50% of fee |
| 6. Vending Machine Site | \$175.00 |
| Per Machine | \$ 10.00/Machine |

- | | |
|--|---------------------------------------|
| 7. Frozen Dessert Machine | \$ 25.00/Machine |
| 8. Plan Review | \$150.00 + Engineer fee if applicable |
| 9. Expedited Fee (Permit application received within 2 weeks of event) | \$ 25.00 - If able to complete |

SECTION 2: MOBILE HOME PARKS

Section 2 (I)(D)(1-2) Mobile Home Parks is hereby amended to read as follows:

- | | |
|----------------|--|
| 1. 5-25 sites | \$150.00 |
| 2. 26-74 sites | \$280.00 |
| 3. 75 + sites | \$450.00 |
| 4. Plan Review | \$ 40.00 per site + Engineer fee if applicable |

SECTION 3: TEMPORARY RESIDENCES

Section 2, (I)(B)(1-3) Temporary Residences is hereby amended to read as follows:

Hotels/Motels/Cabin Colonies:

- | | |
|----------------|--|
| 1. 5-25 rooms | \$150.00 |
| 2. 26-74 rooms | \$275.00 |
| 3. 75 + rooms | \$400.00 |
| 4. Plan Review | \$ 40.00 per room + Engineer fee if applicable |

SECTION 4: CAMPGROUND AND TRAVEL TRAILER PARKS

Section 2, (I)(C)(1-2) Campground and Travel Trailer Parks is hereby amended to read as follows:

- | | |
|----------------|---|
| 1. 5-49 sites | \$150.00 |
| 2. 50+ sites | \$200.00 |
| 3. Plan Review | \$40.00 per site + Engineer fee if applicable |

SECTION 5: SWIMMING POOLS, BATHING BEACHES, SPAS, AND SPRAY GROUNDS
Swimming Pools, Bathing Beaches, Spas and Spray Grounds is hereby amended to read as follows:

- | | |
|--|------------------------------|
| 1. Swimming Pool/Bathing Beach /
Spa/ Spray Ground | \$200.00 for first |
| 2. More than 1 Pool/ Bathing Beach/
Spa/ Spray Ground | \$150.00/each additional |
| 3. Plan Review | \$100.00/each + Engineer fee |

SECTION 6: SEPTIC/SEWAGE SYSTEM FEES

Septic/Sewage System Fees is hereby amended to read as follows:

- | | |
|---|-------------------------|
| 1. New Install/Replacement System | \$400.00 + Engineer fee |
| 2. Repair or Extension | \$150.00 + Engineer fee |
| 3. Plan Review: | |
| Individual Sewage Conventional | \$175.00 + Engineer fee |
| Individual Sewage Alternative
Design | \$150.00 + Engineer fee |

SECTION 7: WATER FEES

Water fees are hereby amended to read as follows:

- | | |
|-------------------------------------|-------------------------|
| 1. Individual Water Supply Permit | \$60.00 |
| 2. Annual Surveillance Water Sample | \$60.00 |
| 3. Annual Public Water User Fee | |
| Community less than 1,000 | \$150.00 |
| Community 1,000 or greater | \$300.00 |
| Non-Community | \$125.00 |
| Bottled, Bulk, Ice, Dispensary | \$150.00 |
| 4. Plan Review: Water Community | |
| Source/Treatment | \$ 75.00 + Engineer fee |
| Distribution | \$ 75.00 + Engineer fee |
| 5. Plan Review: Non-Community | \$200.00 + Engineer fee |

SECTION 8: RECORDS SEARCH/REQUESTS

Records Search/Requests are hereby amended to read as follows:

- | | |
|------------------------------------|-------------------|
| 1. FOIL Requests | \$ 0.25 per page |
| 2. Environmental Audit Requests | \$100.00 per hour |
| 3. Hazardous Material Site Request | \$100.00 per hour |
| 4. Rabies Records Search | \$ 6.00 per copy |

SECTION 9: MISCELLANEOUS FEES

Miscellaneous Fees are hereby amended to read as follows:

- | | |
|---|--|
| 1. Mass Gathering (>5,000 people) | |
| Under 25,000 people | \$ 25,000.00 |
| 25,000-50,000 people | \$ 50,000.00 |
| Over 50,000 people | \$100,000.00 |
| Plan Review | \$ 1,000.00 + Engineer fee |
| 2. Agricultural Fairgrounds | \$ 225.00 + Engineer fee if applicable |
| 3. Children's Camps | \$ 275.00 + Engineer fee if applicable |
| 4. Tanning | New York State Established Rate |
| 5. Migrant/Farmworker Camp | \$ 200.00 + Engineer fee if applicable |
| 6. Plan Review-Realty Subdivision | \$ 125.00 + Engineer fee |
| 7. Petroleum Product Spill Registration | \$ 100.00 per hour |
| 8. Lead Investigation Fee | \$ 100.00 per hour |

SECTION 10: SEVERABILITY

If any clause, sentence, phrase, paragraph, subdivision, section, rule or part of this ordinance shall be adjudged by any court or agency of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, phrase, paragraph, subdivision, section, rule or part thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 11: EFFECTIVE DATE

This Local Law shall take effect immediately upon filing with the Secretary of State but not before January 1, 2025.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -24

AMEND EMPLOYEE HANDBOOK:
SECTION X. BUILDING AND VEHICLE PROCEDURES;
SUBSECTION B. BUILDING OUTSIDE ENTITY USE

WHEREAS: Tioga County's Employee Handbook Section X. Building and Vehicle Procedures; Subsection b. Building Outside Entity Use needs to be amended in its entirety to reflect the current protocol for using the County's designated facilities; therefore be it

RESOLVED: That the Building Outside Entity Use Policy be amended in its entirety and replaced as follows:

b. TIOGA COUNTY BUILDING OUTSIDE ENTITY USE POLICY
(FORMERLY POLICY #38)

TIOGA COUNTY BUILDING OUTSIDE ENTITY USE POLICY

- I. Use
- II. Designated County Facilities
- III. Authorized Entities
- IV. Application
- V. Hours of Availability
- VI. Rules and Regulations
- VII. Cancellation & Revocation

I. Use

Designated County facilities may be available for use by certain outside entities, subject to the rules and regulations set forth herein, when such use does not interfere with the use of the building by County government. For the purpose of this policy only, any lessee of Tioga County office space shall be considered "County government".

II. Designated County Facilities

The following County facilities are hereby designated as available for use:

- 1. The Legislative Conference Room, 56 Main Street, Owego, NY
- 2. The Hubbard Auditorium, 56 Main Street, Owego, NY
- 3. Such other County facilities may be designated by the Tioga County Legislature

III. Authorized Entities

The following outside entities are authorized to apply for use of the designated facilities:

- 1. Governmental entities, municipal corporations and school districts
- 2. Agencies or groups that do not operate for profit and that have an affiliation with Tioga County

IV. Application

Application for use of a designated County facility by an authorized entity shall be made in writing, on a County Application Form Application for use of Tioga County Facilities located on the County's Intranet "Employee Handbook-EH Forms" to the Clerk of the County Legislature. The application must be submitted at least ten (10) calendar days prior to the proposed event. Approval of an application is dependent upon the availability of the proposed room. Any Legislative or County Department shall have priority over any outside entity.

V. Hours of Availability

Designated County facilities shall be available for use during regular business hours from 8:00 a.m. to 5:00 p.m., Monday through Friday.

VI. Rules and Regulations

1. County Facilities shall be used in accordance with these rules and regulations. By executing the application, the applicant agrees to comply with the rules and regulations set forth herein and shall be responsible to ensure compliance with the rules and regulations by those who attend the event.
2. The applicant agrees to use the County facility only for the use specified in the application. Under no circumstances may the County facility be used for any profit making or other commercial activity. Applicant further agrees that it will not permit the use of or allow anything to be done or anything to be brought into or kept on the County facility for any unlawful purpose or in violation of any local, state or federal law or regulation.
3. The individual executing the application shall be the contact person for the applicant organization and shall be the person responsible for ensuring compliance with these rules and regulations. By executing the application, the individual represents to the County that the individual has the legal authority to execute the application on behalf of the applicant organization.
4. A Certificate of Insurance, naming Tioga County as Additional Insured, shall be submitted with the application. The applicant, at its own cost and expense, agrees to the insurance, indemnification and general terms and conditions set forth in the Tioga County, New York – General Contract and Insurance Specifications. The applicant may seek a waiver of this requirement from the Chair of the Legislature, which may be waived at the Chair's sole discretion.
5. The applicant shall leave the County facility in the same condition it was in prior to its use. All damages incurred as a result of the applicant's use of the County facility shall be the responsibility of the applicant.
6. The applicant's use is restricted to the designated County facility, access halls and the public bathroom on the same floor. Applicant is prohibited from using any other part of the building.
7. The applicant is prohibited from assigning its use of the designated facility to any other organization or individual.

VII. Cancellation and Revocation

1. The applicant must notify the Clerk at least two (2) business days prior to the scheduled use if he/she intends to cancel.
2. The Chair of the Legislature reserves the right to revoke the applicant's use of the County facility. The revocation shall be for good cause, with reasonable notice under the circumstances. What constitutes "good cause" shall be within the sole discretion of the Chair of the Legislature.

**COUNTY OF TIOGA
EXECUTIVE PROCLAMATION**

WHEREAS: As we approach the season of Thanksgiving, the Tioga County Legislature pays tribute to the millions of service members, veterans, military families, caregivers, and survivors who have served and continue to serve our great Nation. The contributions of the men and women that serve in the Armed Forces has been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS: The Tioga County Legislature appreciates the sacrifices that our United States military personnel have made while defending freedom and believe that specific recognition should be accorded to employees of Tioga County that have selflessly served our Country; and

WHEREAS: The Tioga County Legislature is proud and honored to have such distinguished men and women who have bravely protected our values, freedom, and way of life, as dedicated employees; and

WHEREAS: The Tioga County Legislature would like to especially recognize the following employees who have served, or are currently serving, our Country:

Lawrence Alger	Thomas Gallagher	Camille Mattison-Corneby	William Standinger III
William Allen, Jr.	Bryan Goodrich	Grace Middaugh	Stephen Solomon
Warren S Bennett	Mark Griep	Michael Middaugh	John Ward
Nicholas Bessey	Brian Henry	Dean Morgan	Steven Wasko
Steven Bombarger	Anthony Hill	Jessica Morris	Gavin Watkins
Cody Brunner	Earl Hollenbeck	Dennis Mullen	John Watson
James Burless, Jr.	James Hoover	Steven Palinosky	Darion Wiant
James Cornell	Gary Howard	Edward Quaranta	Robert Williams
James Davis	Andrea Klett	Shawn Quick	Angela Zito
Chad Edwards	Albert Knapp	Jean Regis	
William Ellis, III	Heather Krohmalney	Kenneth Smith	
Robert Ervay	Jeremy Loveland	Jeffrey Shepardson	

THE TIOGA COUNTY LEGISLATURE does hereby proclaim November 12, 2024 as:

SALUTE TO TIOGA COUNTY EMPLOYEE VETERANS AND ACTIVE MILITARY DAY

and encourages Tioga County citizens to honor, acknowledge and recognize all men and women who have served, and continue to serve, in our nation's Armed Forces.

Dated: November 12, 2024

MARTHA SAUERBREY, CHAIR
TIOGA COUNTY LEGISLATURE