



LEGISLATIVE SUPPORT AGENDA THURSDAY, JULY 6, 2023

MINUTES

- Approval of June 8, 2023 minutes

FINANCIAL

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

OLD BUSINESS

- June 2023 Meetings
- Sales Tax Extender Bill

NEW BUSINESS

- Department Head Evaluations – due 9/8/23
- Local Law Introductory Nos. B & C of 2023
- 2024 Legislative Office Budget
- July 2023 Legislative Meeting

PERSONNEL

- Legislative Clerk Vacation – July 24 – 28, 2023

RESOLUTIONS

- None

PROCLAMATIONS

- None

ADJOURNMENT



Legislative Support Minutes

June 8, 2023

1:00 p.m.

ATTENDANCE

Legislators: Legislators Brown, Flesher, Monell, Mullen, Roberts and Standinger were present with Legislators Ciotoli, Sauerbrey 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 Flesher made the motion, seconded by Legislator Brown to approve the May 4, 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 that was emailed to all Legislators prior to this meeting. To date, budget utilization is 37%, which is slightly less than last year at this time. Ms. Haskell reported there is nothing significant of note.

County Auditor Accounts Payable Report: Legislative Clerk Haskell presented the following accounts payable report for the month of May:

| | May | |
|---------------------|-----|--------------|
| AP Invoices | 709 | \$947,142.33 |
| P-Card Transactions | 145 | \$ 42,411.38 |

OLD BUSINESS

May 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 May 2023:

- Fifth Regular Meeting – May 9, 2023

The Legislative Clerk attended the following meetings, trainings & events in May 2023:

- Legislative Standing Committees – May 2 and 4, 2023
- Microsoft 365 Cloud Apps Training – May 3, 2023
- Legislative Worksession – May 4, 2023
- Finance, Legal & Safety Committee – May 9, 2023
- Fifth Regular Legislature Meeting – May 9, 2023
- NYSAC Live Budget Update – May 9, 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

- Executive Team Meeting – May 11, 2023
- NYS Assoc. of Clerks of County Legislative Boards (NYSACCLB) Conference – May 17-19, 2023
- Veterans Service Agency Open House – May 31, 2023

Sales Tax Extender Bill: Ms. Haskell reported she received email confirmation from Senator O'Mara's Legislative Director that the Home Rule Request Forms have been received and accepted by both the Senate and Assembly Home Rule Offices. Per the NYS Senate website, the Sales Tax Extender Bill passed both the Senate and Assembly on June 5, 2023 and is awaiting the Governor to sign the Bill into law.

In the meantime, Ms. Haskell reported she drafted a resolution for the County Attorney's review. The resolution will also need to be reviewed by our assigned NYS Taxation & Finance Attorney. Once the Governor signs legislation and the resolution has been reviewed by all parties, this resolution can be brought forth to the Legislature for enactment effective December 1, 2023.

NYS Association of Clerks of County Legislative Boards (NYSACCLB) Conference:

Ms. Haskell thanked the Legislature for the opportunity to attend this year's conference. Ms. Haskell reported the Legislative Clerks Association instituted a new Certified Legislative Board Clerk Program in 2021 endorsed by NYSAC and by attending and completing the classes offered over the last two years, she was one of 18 Legislative Clerks to graduate from this program. Program recertification every two years through continued conference attendance.

NEW BUSINESS

June 2023 Legislature Meeting: Ms. Haskell reviewed the agenda for the Sixth Regular Legislature Meeting on June 13, 2023:

- **Prayer, Pledge, Voting:** Legislator Brown will lead us in the prayer, pledge and voting process at the June 13, 2023 Legislature meeting.
- **Recognition Resolutions:** There is one (1) Recognition Resolution **Recognizing Shawn Nalepa's 26 Years of Dedicated Service to Tioga County Sheriff's Office.** Public Safety Legislative Committee Chair, Legislator Flesher, will read and present this resolution to Captain Nalepa at the June 13, 2023 Legislature meeting. Sheriff Howard will also be in attendance to speak on behalf of this employee.
- **Proclamations:** There are no proclamations for the month of June.

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- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the June 13, 2023 Legislature meeting. Ms. Haskell reported the Personnel Committee did not have a quorum, therefore, to move these resolutions forward, she asked for consensus of the Legislators in attendance. All were in favor of the Personnel Committee resolutions moving forward for Legislature consideration at the June 13, 2023 Legislature meeting.

July 2023 Health & Human Services, Information Technology, Administrative Services, Economic Development & Planning, and Public Safety Legislative Standing Committee Meetings: Ms. Haskell reminded the Legislators with the Independence Day holiday on Tuesday, July 4th, these committees have been scheduled for Wednesday, July 5th at the regularly scheduled times.

PERSONNEL

- **Legislative Clerk Vacation:** Ms. Haskell reported she will be on vacation the week of June 26 – 30th and will have access to email during this time.

RESOLUTIONS:

None

EXECUTIVE SESSION

None

ADJOURNMENT

Deputy Legislative Chair Monell adjourned the meeting at 1:28 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

| 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 | 126,788.39 | .00 | 143,018.61 | 47.0% |
| A1010 | 510050 All other(On Call, | 9,894 | 0 | 9,894 | 3,652.91 | .00 | 6,240.74 | 36.9% |
| 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 | -500 | 2,100 | 1,085.94 | .00 | 1,014.06 | 51.7% |
| A1010 | 540340 Literature | 545 | 0 | 545 | 282.02 | .00 | 262.98 | 51.7% |
| A1010 | 540390 Mileage Expense | 4,650 | -1,040 | 3,610 | 1,226.83 | 175.54 | 2,207.63 | 38.8% |
| A1010 | 540420 Office Supplies | 1,000 | 0 | 1,000 | 245.17 | .00 | 754.83 | 24.5% |
| A1010 | 540480 Postage | 315 | 0 | 315 | 49.02 | .00 | 265.98 | 15.6% |
| A1010 | 540485 Printing/Paper | 350 | 0 | 350 | .00 | .00 | 350.00 | .0% |
| A1010 | 540520 Recording/Microfil | 350 | 40 | 390 | 388.00 | .00 | 2.00 | 99.5% |
| A1010 | 540640 Supplies (Not Offi | 400 | 243 | 643 | 319.00 | .00 | 324.00 | 49.6% |
| A1010 | 540660 Telephone | 1,205 | 0 | 1,205 | 309.89 | .00 | 895.11 | 25.7% |
| A1010 | 540732 Training/County Re | 2,200 | 1,500 | 3,700 | 2,425.30 | .00 | 1,274.70 | 65.5% |
| A1010 | 581088 State Retirement F | 35,538 | 0 | 35,538 | 15,288.83 | .00 | 20,249.59 | 43.0% |
| A1010 | 583088 Social Security Fr | 19,834 | 0 | 19,834 | 9,645.81 | .00 | 10,187.71 | 48.6% |
| A1010 | 584088 Workers Compensati | 15,917 | 0 | 15,917 | 7,113.56 | .00 | 8,803.68 | 44.7% |
| A1010 | 585588 Disability Insuran | 204 | 0 | 204 | 67.86 | .00 | 135.86 | 33.3% |
| A1010 | 586088 Health Insurance F | 192,221 | 0 | 192,221 | 77,309.91 | .00 | 114,911.29 | 40.2% |
| A1010 | 588988 Eap Fringe | 190 | 0 | 190 | 85.12 | .00 | 105.24 | 44.7% |
| TOTAL Legislative Board | | 557,770 | 243 | 558,013 | 246,479.81 | 175.54 | 311,357.76 | 44.2% |
| TOTAL General Fund | | 557,770 | 243 | 558,013 | 246,479.81 | 175.54 | 311,357.76 | 44.2% |
| TOTAL EXPENSES | | 557,770 | 243 | 558,013 | 246,479.81 | 175.54 | 311,357.76 | |



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| GRAND TOTAL | 557,770 | 243 | 558,013 | 246,479.81 | 175.54 | 311,357.76 | 44.2% |

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