

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



Legislative Support Minutes

September 4, 2025

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, County Administrator Bailey, Personnel Officer Parke, Commissioner of Public Works Hammond.

Guest: Matt Freeze, Reporter, Morning Times

APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Brown to approve the August 7, 2025 Legislative Support minutes, as written. Motion carried.

FINANCIAL

2025 YTD Budget Reports: Legislative Clerk Haskell reported 62.1% utilization noting no issues or concerns and that the utilization percentage is less than last year at this time. Looking ahead, Ms. Haskell reported the training line will reflect additional expenses next month due to the Legislator's attendance at next week's NYSAC Conference.

Ms. Haskell reported she will also be ordering the bronze wall plates for the plaque outside the Hubbard Auditorium for Chair Sauerbrey and Legislator Roberts whose terms will be ending at the end of the year.

County Auditor Accounts Payable Report: Ms. Haskell reported the following accounts payable report for the month of August and YTD 2025. This report is included in today's committee agenda packet.

| Month | AP Invoices | AP Total | P-Card Transactions | P-Card Total |
|--------|-------------|-----------------|---------------------|--------------|
| August | 675 | \$1,588,743.02 | 196 | \$41,677.63 |
| YTD | 6,151 | \$15,494,073.31 | 1574 | \$357,669.25 |

Ms. Haskell reported she is continuing to reject incorrect invoices, but not to the level where it is problematic. Ms. Haskell has been sending Accounts Payable reminder emails this month to the Department Heads, Deputies & Administrative Assistants, and Procurement staff on proper processes and deadlines.

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OLD BUSINESS

August 2025 Meetings:

Minutes were taken, typed, copied, recorded, distributed and indexed for the Legislature and Journal of Proceedings for the following Legislature meetings in August 2025:

- Eighth Regular Legislature Meeting – August 12, 2025
- Local Law Introductory No. B Public Hearing – August 21, 2025
- Fifth Special Legislature Meeting – August 21, 2025

The Legislative Clerk attended the following meetings in August 2025:

- Deputy Legislative Clerk Interview – August 4, 2025
- Legislative Standing Committee Meetings – August 5 and 7, 2025
 - Legislative Worksessions – August 7 and 21, 2025
 - Finance, Legal & Safety Committee – August 12, 2025
 - Eighth Regular Legislature Meeting – August 12, 2025
 - Executive Committee Meeting – August 14, 2025
- Local Law Introductory No. B of 2025 Public Hearing – August 21, 2025
 - Fifth Special Legislature Meeting – August 21, 2025

Sales Tax Extender (2 Year): Ms. Haskell reported she received email correspondence from our assigned NYS Taxation & Finance counsel on August 26, 2025 that Tioga County could move forward with our adopted resolution and that a waiver was not required. Sales tax extender resolution was sent certified mail on the same day to NYS Taxation & Finance and other required State agencies.

Local Law Introductory No. B of 2025: Ms. Haskell reported this local law authorizes twelve and thirteen-year-old licensed hunters to hunt deer with a firearm or crossbow during hunting season with the supervision of an adult licensed hunter for the fall 2026 hunting season and beyond. This local law is written without a sunset date and contains language that the law will continue beyond the fall 2026 hunting season as long as the State law continues to be extended. The resolution to adopt Local Law No. 2 of 2025 is included in the meeting agenda for Legislature consideration at the September 16, 2025 Legislature meeting. Upon adoption of the local law, Ms. Haskell reported she will send the proper legal notices to the designated newspapers and file with the Department of State and other required State agencies, including New York State DEC.

Ninth Regular Legislature Meeting/2nd Legislative Worksession: Ms. Haskell reminded the Legislature of the date change for the Ninth Regular Legislature Meeting on Tuesday, September 16, 2025 and that the 2nd Legislative Worksession will be at the regular date/time on September 18, 2025 at 10:00 a.m.

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NEW BUSINESS

Employee Recognition Pin Ceremonies and Luncheon: Ms. Haskell distributed information regarding the pin ceremonies being conducted the week of September 15, 2025 at the County Office Building, Public Works, Public Safety Building, and Health & Human Services Building with complimentary lunches available at each site. Ms. Haskell provided each Legislator with their complimentary food truck meal ticket that can be used once at any pin ceremony location. Ms. Haskell reported the Employee Recognition Luncheon will be held on September 25, 2025 at Waterman's Café. Legislators interested in attending the luncheon will need to RSVP and submit their \$20.00 to Christie Farnham, Personnel Office, no later than September 9, 2025.

NYSACCLB Executive Meeting – As a member of the Executive Committee and Chair of the Welcoming Committee of the NYS Association of County Clerks of Legislative Boards, Ms. Haskell reported she will be attending the annual fall Executive meeting in Cooperstown, NY on Friday, September 19, 2025.

September 2025 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Bunce will lead us in the prayer, pledge and voting process for the September 16, 2025 Legislature meeting.
- **Proclamations:** There are three (3) proclamations for the September 16, 2025 Legislature meeting:
 - **Employee Recognition & Appreciation Week** – Employee Recognition Committee Member, Steve Palinosky, will read and present this proclamation to the employees who have attained 25-35 years of service.
 - **National Suicide Prevention Awareness Month in Tioga County** – This proclamation will be noted in the minutes of the September 16, 2025 Legislature meeting.
 - **National Recovery Month in Tioga County** – This proclamation will be noted in the minutes of the September 16, 2025 Legislature meeting.
- **Chair Appointments:** Chair Sauerbrey will be appointing the following Legislators/staff to the following committees:

Commissioner of Social Services Search Committee:

- Legislator Aronstam
- Legislator/Chair Sauerbrey
- Legislator Standing
- County Administrator Bailey
- Personnel Officer Parke
- Commissioner of Social Services Yetter

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Tioga County Public Access Law Library Board of Trustees:

- Legislator Aronstam – 10/1/25 – 9/30/27

- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the September 16, 2025 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 recruitment is ongoing and additional interviews will be scheduled this month.

RESOLUTIONS

- I05 – Adopt Local Law No. 2 of 2025 – Authorizing twelve (12) and thirteen (13) year old licensed hunters to hunt deer with a firearm or crossbow during hunting season with the supervision of an adult licensed hunter.

PROCLAMATIONS

- None

ADJOURNMENT

Meeting adjourned at 2:36 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk