

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 **Stephanie Baldwin** Deputy Legislative Clerk



Legislative Support Minutes

June 5, 2025

1:00 p.m.

ATTENDANCE

Legislators: Legislators Brown, Bunce, Ciotoli, Flesher, Monell, Roberts, Sauerbrey, and Standinger were present.

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Baldwin, County Attorney DeWind, County Administrator Bailey, Personnel Officer Parke, Undersheriff Hallett.

Guests: Andrew Aronstam, Matt Freeze, Reporter, Morning Times

APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Ciotoli to approve the May 8, 2025 Legislative Support minutes, as written. Motion carried.

FINANCIAL

2025 YTD Budget Reports: Legislative Clerk Haskell reported 40.1% utilization with nothing significant of note at this time.

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

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
May	857	\$1,772,298.09	189	\$41,027.17

Ms. Haskell reported we are rejecting incomplete/inaccurate invoices due to incorrect payment addresses, incorrect accounts, etc. Ms. Haskell reported she will continue to observe through the auditing process and will send a notification to the Departments, if necessary.

2026 Budget: Ms. Haskell reported she does not foresee any issue with meeting the established zero-based budget directive for the 2026 budget at this time.

OLD BUSINESS

May 2025 Meetings:

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

- Fifth Regular Legislature Meeting – May 13, 2025
- Third Special Legislature Meeting – May 22, 2025

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The Legislative Clerk attended the following meetings/trainings in May 2025:

- Policy Review Committee – May 5, 2025
- Finance Meeting w/Treasurer's Staff & County Administrator – May 5, 2025
 - Legislative Standing Committee Meetings – May 6 and 8, 2025
 - Legislative Worksessions – May 8 and 22, 2025
 - Finance, Legal & Safety Committee – May 13, 2025
 - Fifth Regular Legislature Meeting – May 13, 2025
 - NYSACCLB Conference – May 14 – 16, 2025
 - Driver Safety Training – May 21, 2025
 - Third Special Legislature Meeting – May 22, 2025
 - Quarterly Coroner's Meeting – May 23, 2025

Driver Safety Training: Ms. Haskell reminded the Legislators of the requirement to complete Driver Safety Training. Ms. Haskell spoke with Safety Officer Holbrook prior to the meeting to request a new training link be sent to the Legislators who still need to complete the training. Legislative Clerk Haskell reported she will inquire as to whether there is a paper version of this training.

UPDATE: Per Safety Officer Holbrook, there is not a paper version of this training. However, she has offered to conduct the one-hour training in-person for any Legislator interested. Additionally, I verified the County policy, and this training only needs to be taken by the Legislators who claim mileage reimbursements.

Sales Tax Extender (2 Year): Ms. Haskell reported the current Sales Tax Extender legislation is still pending Governor Hochul's signature. Ms. Haskell reported she has prepared the resolution for County Attorney DeWind's review and the assigned NYS Taxation & Finance Attorney. Ms. Haskell reported she emailed NYS Taxation & Finance to inquire about this year's process and received a response that Tioga County will be assigned the same attorney we had for the 2023 sales tax extender. The State is in the process of finalizing instructions and guidance and will send upon completion.

NEW BUSINESS

Legislative Clerk Conference Update – Ms. Haskell reported she attended the NYSACCLB Conference May 14-16, 2025 in Wyoming County. Ms. Haskell reported this conference was very informative and covered a lot of topics such as active shooter training, FOIL Requests, Clerk of the Board training to name a few. Ms. Haskell thanked the Legislature for the opportunity to attend.

SAVE THE DATE: NYSAC Fall Conference – September 8-10, 2025: Ms. Haskell reported the NYSAC Fall Conference will be held in Niagara Falls, NY. The conference and hotel generally sell out quickly. Ms. Haskell reported NYSAC in the past has given the Clerks of the

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Board a 24-hour advance notice before opening registration to everyone, therefore, if you are interested, please respond quickly when I send the notification. Ms. Haskell further reported the conference dates conflict with our Ninth Regular Legislature Meeting on September 9, 2025, therefore, depending on whether we have a quorum, this meeting may need to be rescheduled.

June 2025 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Standinger will lead us in the prayer, pledge and voting process for the June 10, 2025 Legislature meeting.
- **Moment of Silence:** Chair Sauerbrey will ask for a Moment of Silence for Patricia Zorn who passed away on May 10, 2025. Ms. Zorn retired as a Motor Vehicle Examiner in 2016 with 36 years of service.
- **Recognition Resolutions:** There are two recognition resolutions for the June 10, 2025 Legislature meeting.

Recognition of Barbara Cushman's 23 Years of Dedicated Service to the Tioga County Department of Public Works –

Ms. Cushman is not attending the meeting; therefore, this resolution will be noted in the minutes of the June 10, 2025 Legislature meeting.

Resolution Recognizing John Cornwell's Nearly 11 Years of Dedicated Service to Tioga County –

Legislator Flesher, Chair of Public Safety Legislative Standing Committee, will read and present this resolution to Mr. Cornwell at the June 10, 2025 Legislature meeting.

- **Proclamations:** There are two proclamations for the June 10, 2025 Legislature meeting:

Safe Graduation Celebration Month –

Legislator Standinger, Chair of Health & Human Services Legislative Standing Committee, will read and present this proclamation to Kylie Holochak, Public Health Project Coordinator and Kristin Russell, Public Health Educator.

Elder Abuse Month –

The proclamation has been read and presented in year's past, therefore will be noted in the minutes of the June 10, 2025 Legislature meeting.

- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the June 10, 2025 Legislature meeting.

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- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.
- **Swearing In of Newly Appointed Legislator:** Ms. Haskell reported County Clerk Klett will swear in District #5 Legislator Andrew F. Aronstam at the conclusion of the June 10, 2025 Legislature meeting.

PERSONNEL

- None

RESOLUTIONS

- F01 – Appoint County Legislator

PROCLAMATIONS

- None

ADJOURNMENT

Meeting adjourned at 2:43 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk