



LEGISLATIVE SUPPORT AGENDA THURSDAY, AUGUST 8, 2024

MINUTES

- Approval of July 3, 2024 minutes

FINANCIAL

- Year to Date Budget Report
- County Auditor Accounts Payable Update
- 2025 Budget Presentation

OLD BUSINESS

- July 2024 Meetings

NEW BUSINESS

- Finance, Legal & Safety Committee Time Change – 8/13 @ 10:00 AM
- Department Head Evaluations – Due by September 9, 2024
- Legislative Support Minutes
- Strategic Plan
- August 2024 Legislative Meeting

PERSONNEL

- Deputy Legislative Clerk Resignation
- Legislative Office Coverage
- Legislative Clerk Vacation: August 19th – 23rd, 2024

RESOLUTIONS

- H23 – Recognize Tioga County Chamber of Commerce as the County's Official Chamber of Commerce

PROCLAMATIONS

- None

ADJOURNMENT

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

Legislative Support Minutes

July 3, 2024

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, County Administrator Bailey, and Probation Director Cain.

Guests: None

APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Ciotoli to approve the June 6, 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 mailed to all Legislators and posted on the County website prior to this meeting. Legislative Clerk Haskell reported 51.9% utilization with nothing significant to note 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 that has been ordered.

County Auditor Accounts Payable Report: Ms. Haskell reported the following accounts payable report for the month of June 2024, 2nd Quarter, and YTD January – June. This report is included in today's committee agenda packet.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
June	713	\$1,567,077.14	174	\$46,213.80
2 nd Quarter	2162	\$4,859,463.28	524	\$120,493.63
YTD January – June	4,377	\$12,065,318.48	1,082	\$251,675.91

Ms. Haskell reported Deputy Legislative Clerk Eiklor sent a memo last week to the Directors, Administrative Assistants, and Procurement staff reminding them of guidelines for accounts payable processing based on her observations over the last few months during the auditing process.

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2025 Budget: Ms. Haskell reported she has begun working on the 2025 budget and reported the Legislative Office budget primarily consists of salaries and fringe. Ms. Haskell reported she is aware of the zero-based increase directive, but due to known and anticipated increased costs in training and dues at this time, Ms. Haskell reported she will need to increase these specific budget lines for 2025 and that it will be difficult to reduce other budgetary lines to offset said increases. Ms. Haskell reported she believes increasing the training budgetary line is important as this is for the NYSAC Conferences and annual Legislative Clerk conference and she wants to ensure she has enough funds for any Legislator interested in attending.

Additionally, the training budget line (540733) of \$1,000 was transferred from the County Administrator budget to the Legislative Office budget to manage the Government Services Expo event expenses. Ms. Haskell reported she would like to keep this budget line in the Legislative Office budget in the event the Legislature wants to do this again next year, but also stated that Chair Sauerbrey would like this line increased to \$1,500 to ensure all costs are covered.

Ms. Haskell reported she will be ready to present the Legislative Office budget at the August 8, 2024 Legislative Worksession.

OLD BUSINESS

June 2024 Meetings:

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

- Sixth Regular Legislature Meeting – June 11, 2024
- NYS CDBG Public Facilities Grant Application Public Hearing – June 20, 2024

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

- Legislative Standing Committees – June 4 and 6, 2024
- Legislative Worksessions – June 6 and 20, 2024
- Finance, Legal & Safety Committee – June 11, 2024
- Sixth Regular Legislature Meeting – June 11, 2024
- NYS CDBG Public Facilities Grant Application Public Hearing – June 20, 2024
- Government Services Expo – June 21, 2024
- Leaders Meeting – June 25, 2024

NEW BUSINESS

NYSAC Fall Conference – Ms. Haskell reported Legislators Flesher, Roberts, Sauerbrey and County Administrator Bailey are registered to attend the upcoming NYSAC Fall Conference in Monticello, NY from September 9-11, 2024.

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July 2024 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Mullen will lead us in the prayer, pledge and voting process for the July 9, 2024 Legislature meeting.
- **Recognition Resolutions:** We have one recognition resolution for the July Legislative meeting:

Resolution Recognizing Jessica Williams' 27 Years of Dedicated Service to Tioga County – Ms. Haskell reported Legislator Flesher will read and present this resolution to Corrections Officer Williams at the July 9, 2024 Legislature meeting. Sheriff Howard will also be in attendance to speak on behalf of this employee.

- **Proclamations:** We have no proclamations for the month of July.
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the July 9, 2024 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.

PERSONNEL

- **Legislative Clerk** – Ms. Haskell reported she has five (5) vacation days that need to be used prior to her August anniversary date, therefore, will be out of the office on July 5th, 8th, 19th, 26th, and 29th.

RESOLUTIONS

- None

OTHER

- None

EXECUTIVE SESSION

- None

ADJOURNMENT

Meeting adjourned at 1:45 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

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	153,357.83	.00	130,588.17	54.0%
A1010 510050 All other(On Call,	9,894	0	9,894	6,169.01	.00	3,724.64	62.4%
A1010 540010 Advertising	350	1,000	1,350	1,085.98	.00	264.02	80.4%
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	1,224.68	.00	1,375.32	47.1%
A1010 540340 Literature	545	0	545	338.03	.00	206.97	62.0%
A1010 540390 Mileage Expense	3,650	-1,000	2,650	1,021.21	.00	1,628.79	38.5%
A1010 540420 Office Supplies	700	0	700	63.82	.00	636.18	9.1%
A1010 540480 Postage	215	0	215	78.47	.00	136.53	36.5%
A1010 540485 Printing/Paper	150	0	150	.00	.00	150.00	.0%
A1010 540520 Recording/Microfil	450	0	450	404.00	.00	46.00	89.8%
A1010 540640 Supplies (Not Offi	400	0	400	328.00	.00	72.00	82.0%
A1010 540660 Telephone	955	0	955	289.95	.00	665.05	30.4%
A1010 540732 Training/County Re	3,950	0	3,950	3,334.84	.00	615.16	84.4%
A1010 540733 Training/All Other	0	1,000	1,000	738.80	.00	261.20	73.9%
A1010 581088 State Retirement F	52,514	-26,985	25,529	20,102.08	.00	5,426.99	78.7%
A1010 583088 Social Security Fr	0	16,672	16,672	11,624.53	.00	5,047.52	69.7%
A1010 584088 Workers Compensati	22,853	-10,626	12,227	7,346.47	.00	4,880.67	60.1%
A1010 585588 Disability Insuran	204	-85	119	78.30	.00	40.49	65.9%
A1010 586088 Health Insurance F	37,696	94,487	132,183	104,864.10	.00	27,318.69	79.3%
A1010 588988 Eap Fringe	76	77	153	97.41	.00	55.91	63.5%
TOTAL Legislative Board	421,348	74,540	495,888	312,647.51	.00	183,240.30	63.0%
TOTAL General Fund	421,348	74,540	495,888	312,647.51	.00	183,240.30	63.0%
TOTAL EXPENSES	421,348	74,540	495,888	312,647.51	.00	183,240.30	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

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	

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Cathy Haskell Legislative Clerk

COUNTY AUDITOR ACCOUNTS PAYABLE UPDATE – JULY 2024

MONTH/ QUARTER	AP INVOICES	AP INVOICE TOTALS	P-CARD TRANSACTIONS	P-CARD TOTAL
July	595	\$2,072,889.79	202	\$40,403.85



Tioga County
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 20251 2025 OPERATING BUDGET FOR PERIOD 12

ACCOUNTS FOR:
General Fund 2023 ACTUAL 2024 ORIG BUD 2024 REVISED BUD 2024 ACTUAL 2024 PROJECTION 2025 Department 2025 PCT CHANGE

Table with columns: A1010, Legislative Board, 2023 ACTUAL, 2024 ORIG BUD, 2024 REVISED BUD, 2024 ACTUAL, 2024 PROJECTION, 2025 Department, 2025 PCT CHANGE. Rows include items like Salary Ft, Salary Oth, Advertisin, Cont Svs, Dues, Leased Eq, Literature, Mileage, Office Sup, Postage, Printpaper, Recording, Supplies, Telephone, Training C, St Ret, Social Sec, Work Comp, Disab Ins, Health Ins, Eap, and totals for Legislative Board, General Fund, and GRAND TOTAL.

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

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -24

RECOGNIZE TIOGA COUNTY CHAMBER OF
COMMERCE AS THE COUNTY'S OFFICIAL
CHAMBER OF COMMERCE

WHEREAS: The Tioga County Chamber of Commerce, originally incorporated as the Owego Chamber of Commerce on June 4, 1919 has continuously strived to promote a healthy and robust business environment and advocate for its member businesses throughout the community; and

WHEREAS: The Tioga County Chamber of Commerce is the largest and oldest Chamber in the county, serving all sections of Tioga County as well as parts of Broome, Tompkins, and Bradford Counties; and

WHEREAS: The Chamber plays a vital role in promoting business and community involvement, fostering the growth of local businesses, and enhancing the quality of life for every business and individual in the region; and

WHEREAS: The Tioga County Chamber offers valuable services and new opportunities to its members, advancing the local community through outstanding promotion, support, and advocacy for economic development; and

WHEREAS: The Chamber's Junior Chamber program enriches the lives of high school students attending the Owego-Apalachin School District, and its administration of Leadership Tioga supports businesses and nonprofits throughout the Southern Tier; and

WHEREAS: The Tioga County Chamber of Commerce works closely with local and state agencies to provide essential information and support, creating a solid cornerstone for the community; and

WHEREAS: Over its distinguished 100-year history, the Tioga County Chamber of Commerce has demonstrated continuous service to the residents and communities it serves, encouraging and supporting new business opportunities, facilitating partnerships, and promoting the growth of existing businesses; and

WHEREAS: The success of the Tioga County Chamber of Commerce is directly correlated to the dedicated efforts of its Board of Directors, staff,

and members, whose commitment, enthusiasm, and excellence have greatly benefited the organization and community it serves; and

WHEREAS: The Tioga County Chamber of Commerce will continue to be a leading resource for information about tourism, local events, and business education for many years to come; therefore be it

RESOLVED: That the Tioga County Legislature hereby recognizes the Tioga County Chamber of Commerce as the official Chamber of Tioga County, recognizing its invaluable contributions to the business community and its role in fostering economic growth and prosperity throughout the region.