



LEGISLATIVE SUPPORT AGENDA THURSDAY, JANUARY 4, 2024

MINUTES

- Approval of December 7, 2023 minutes

FINANCIAL

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

OLD BUSINESS

- December 2023 Meetings
- 2023 Journal of Proceedings
- Legislative Conference Room Chairs

NEW BUSINESS

- 2024 IRS Mileage Rate
- Legislation Signed for Even-Numbered Year Elections
- 2024 Legislature Fund
- January 2024 Legislative Meeting

PERSONNEL

- None

RESOLUTIONS

- None

PROCLAMATIONS

- None

ADJOURNMENT



Legislative Support Minutes

December 7, 2023

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, County Attorney DeWind, Personnel Officer Parke

Guests: None

APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Ciotoli to approve the November 9, 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 and was mailed to all Legislators and posted on the County website prior to this meeting. Ms. Haskell reported 82.5% utilization, noting this continues to be slightly less than last year at this time. Additionally, Ms. Haskell reported she has encumbered funds in anticipation of year-end expenses related to advertising, copier, and mileage.

County Auditor Accounts Payable Report: Legislative Clerk Haskell reported the following accounts payable report for the month of November 2023 and noted this report is included in today's committee agenda packet:

Table with 5 columns: Month/Quarter, AP Invoices, AP Total, P-Card Transactions, P-Card Total. Row 1: November, 960, \$2,552,364.28, 135, \$32,508.44

Ms. Haskell noted the significant number of AP invoices for November is due to payment of the election inspectors from the November election.

OLD BUSINESS

November 2023 Meetings:

Minutes were taken, typed, copied, indexed, and recorded for the Legislature and Journal of Proceedings for the following Legislature meetings in November 2023:

- Eleventh Regular Meeting – November 14, 2023

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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

The Legislative Clerk attended the following meetings/events in November 2023:

- Legislative Standing Committees – November 7 and 9, 2023
- Legislative Worksessions – November 9 and 21, 2023
- Finance, Legal & Safety Committee – November 14, 2023
- Eleventh Regular Legislature Meeting – November 14, 2023
- COG/Shared Services Meeting – November 15, 2023
- Executive Team Meeting – November 16, 2023
- Leaders Meeting – November 28, 2023

Legislative Conference Room Chairs: Ms. Haskell reported Public Works prepared a purchase order and an order was placed and acknowledged with the vendor on November 22, 2023. Ms. Haskell reported that the vendor anticipates delivery of the new chairs next week and then the existing chairs will be transferred to Public Works.

Local Law No. 5 of 2023: Ms. Haskell reported she received notification from the Department of State on December 1, 2023 that LL No. 5 of 2023 was filed on November 21, 2023.

NEW BUSINESS

Review of First Special & Organizational Meeting of 2024: Review of the agenda and standing annual resolutions was done as part of the December 7, 2023 Legislative Worksession.

MEETING CANCELLATION: 2nd Legislative Worksession – December 21, 2023: Decision was made at the December 7, 2023 Legislative Worksession to cancel the December 21, 2023 Legislative Worksession and notification will be sent to the Legislators, Department Heads, Administrative Assistants, and the media. Additionally, notifications will be posted to the County website and bulletin boards.

SAVE THE DATE! NYSAC Legislative Conference – February 26-28, 2024: Ms. Haskell reported registration will most likely open in January along with the publication of the sessions available during this three-day event. Chair Sauerbrey reported the importance of this event is the connection with NYSAC, as this organization is very advantageous to all counties as they serve as our advocates with the State. NYSAC conducts two conferences per year; one is always in Albany and the other is a different location in the State. Training funds have been budgeted in the 2024 budget.

December 2023 Legislative Meeting:

- **Prayer, Pledge, Voting:** Chair/Legislator Sauerbrey will lead us in the prayer, pledge and voting process at the December 12, 2023 Legislature meeting.

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- **Recognition Resolution:** Ms. Haskell reported we have one (1) recognition resolution that will be read and presented by Legislator Ciotoli at the December 12, 2023 Legislature meeting:

***Recognition of George C. Awad, Jr.
38 Years of Dedicated Service to Tioga County***

- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the December 12, 2023 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions as of this meeting.

PERSONNEL

Ms. Haskell reported the Deputy Legislative Clerk is currently out on FMLA until February 20, 2023.

RESOLUTIONS

Ms. Haskell presented seven (7) resolutions for Legislature consideration:

- L01 – Fix Time of Organizational Meeting
- L02 – Adopt County Budget for 2024, Appropriations and Salary Schedule
- L07 – Authorizing a One-Year Extension of the Tioga County Remote Work Policy – Pilot Program
- L19 – Amend Employee Handbook: Section VI. Travel Policy and Procedures, Subsections V. Reporting and Processing on Return from Approved Travel; VI. Transportation Expenses Allowed; VII. Meal Allowances; and VII. Lodging
- L23 – Appoint Directors Soil & Water Conservation District
- L25 – Authorize Contract with Pracademic Partners for Executive Search for County Administrator Position
- L47 – Authorization for Tioga County Legislature Approval of the Issuance of Revenue Bonds by the Central Bradford Progress Authority (CBPA) and Declaring that it is Desirable for the Health, Safety and Welfare of the People of Tioga County, NY and Other Areas for the CBPA to Finance, Certain Facilities Serving the People of Tioga County, NY

With no objections noted, the Legislators were in favor of moving these seven (7) resolutions forward for Legislature consideration at the December 12, 2023 Legislature meeting.

OTHER

None

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EXECUTIVE SESSION

None

ADJOURNMENT

Meeting adjourned at 1:51 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk

DRAFT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

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	263,573.61	.00	6,233.39	97.7%
A1010	510050 All other(On Call,	9,894	0	9,894	5,995.20	.00	3,898.45	60.6%
A1010	540010 Advertising	350	250	600	407.82	192.15	.03	100.0%
A1010	540140 Contracting Servic	100	-84	16	16.20	.00	.00	100.0%
A1010	540180 Dues	100	60	160	160.00	.00	.00	100.0%
A1010	540320 Leased/Service Equ	2,600	84	2,684	2,250.15	429.64	4.01	99.9%
A1010	540340 Literature	545	0	545	464.02	.00	80.98	85.1%
A1010	540390 Mileage Expense	4,650	-1,245	3,405	2,617.01	710.28	77.71	97.7%
A1010	540420 Office Supplies	1,000	-500	500	468.85	.00	31.15	93.8%
A1010	540480 Postage	315	0	315	244.44	.00	70.56	77.6%
A1010	540485 Printing/Paper	350	155	505	501.28	.00	3.72	99.3%
A1010	540520 Recording/Microfil	350	40	390	388.00	.00	2.00	99.5%
A1010	540640 Supplies (Not Offi	400	243	643	541.00	.00	102.00	84.1%
A1010	540660 Telephone	1,205	-260	945	644.94	.00	300.06	68.2%
A1010	540732 Training/County Re	2,200	1,500	3,700	3,584.47	.00	115.53	96.9%
A1010	581088 State Retirement F	35,538	0	35,538	30,577.66	.00	4,960.76	86.0%
A1010	583088 Social Security Fr	19,834	0	19,834	19,420.41	.00	413.11	97.9%
A1010	584088 Workers Compensati	15,917	0	15,917	14,402.27	.00	1,514.97	90.5%
A1010	585588 Disability Insuran	204	0	204	135.72	.00	68.00	66.6%
A1010	586088 Health Insurance F	192,221	0	192,221	155,490.60	.00	36,730.60	80.9%
A1010	588988 Eap Fringe	190	0	190	172.27	.00	18.09	90.5%
TOTAL Legislative Board		557,770	243	558,013	502,055.92	1,332.07	54,625.12	90.2%
TOTAL General Fund		557,770	243	558,013	502,055.92	1,332.07	54,625.12	90.2%
TOTAL EXPENSES		557,770	243	558,013	502,055.92	1,332.07	54,625.12	



**Tioga County
YEAR-TO-DATE BUDGET REPORT**

FOR 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	557,770	243	558,013	502,055.92	1,332.07	54,625.12	90.2%

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

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COUNTY AUDITOR ACCOUNTS PAYABLE UPDATE – DECEMBER 2023

MONTH/ QUARTER	AP INVOICES	AP INVOICE TOTALS	P-CARD TRANSACTIONS	P-CARD TOTAL
December	748	\$2,530,439.20	174	\$56,937.92
4 th Quarter	2,380	\$8,495,352.97	502	\$133,850.51
2023	9,020	\$26,350,151.19	3,910	\$1,060,163.08