

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 February 10, 2022

ATTENDANCE

Legislators: Legislators Brown, Ciotoli, Hollenbeck, Monell, Mullen, Roberts, Sauerbrey, Standinger, and Weston.

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Personnel Officer O'Rourke, and Sheriff Howard.

Guests: Matt Freeze, Morning Times Reporter

APPROVAL OF MINUTES

Legislator Mullen made the motion, seconded by Legislator Monell to approve the January 6, 2022 Legislative Support minutes, as written. Motion carried.

FINANCIAL

The 2022 YTD Budget Report was emailed to all Legislators prior to this meeting and is included in today's committee agenda packet.

OLD BUSINESS

Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following Legislature meetings in January 2022:

- First Special & Organizational Legislature Meeting – January 3, 2022
 - Second Special Legislature Meeting – January 6, 2022
- Public Hearing: Local Law Introductory No. A – January 11, 2022
- Public Hearing: Local Law Introductory No. B – January 11, 2022
 - Third Special Legislature Meeting – January 20, 2022

The Legislative Clerk attended the following meetings in January 2022:

- First Special & Organizational Legislature Meeting – January 3, 2022
- Legislative Standing Committees – January 4 and 6, 2022
- Second Special Legislature Meeting – January 6, 2022
- Legislative Worksessions – January 6 and 20, 2022
- Executive Team Meeting – January 10, 2022
- Public Hearings: Local Law No. A & Local Law No. B – January 11, 2022
- Finance/Legal Committee – January 11, 2022
- First Regular Legislature Meeting – January 11, 2022
- Leadership Tioga Kick-off Meeting – January 12, 2022
- Administrative 101 Meeting – January 19, 2022
- Third Special Legislature Meeting – January 20, 2022
- Leaders Meeting – January 25, 2022
- Munis Development Team Meeting – January 25, 2022

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Ms. Haskell noted the following in regards to meetings attended:

Administrative 101 Meeting – This meeting was held in conjunction with the County Attorney and Chair of the Legislature for the purpose of informing everyone on the most recent legislation pertaining to the Open Meetings Law and how that applies to them. In addition, the Legislative Clerk covered the re-establishment of uniformity with our committee agendas, minutes, resolutions, and proclamations based on the Legislature's previous recommendation in 2017 to follow a bullet-style format with specific agenda headings. We achieved 100% participation from the Departments at this meeting. The Legislative Clerk prepared a reference guide with instructions and templates, which was available at the meeting and posted on the County Intranet.

Munis Development Team – Prior to COVID-19, Ms. Haskell was tasked with convening a Munis Development Team for the purpose of establishing an in-house training program and reconvening the Super Users Group. The Development Team is comprised of eight staff members representing the different modules in Munis. The Super Users Group was identified as those who had a level of proficiency in Munis that would be able to assist and train other staff. At the January meeting, we re-named the Munis Super Users Group to Munis Users Group in an effort to make sure every Department is represented regardless of level of proficiency, as all Departments are impacted by Munis and need to hear the same information. In addition, we established dates for the quarterly 2022 Munis Users Group meetings, as well as upcoming trainings with payroll in March 2022 and Fixed Assets and Records Management in September 2022. At the January meeting, Ms. Haskell reported she has completed her task of re-establishing the groups and asked for someone to Chair the quarterly meetings. The Deputy Treasurer and Chief Accountant agreed to co-chair the meetings going forward.

There is a resolution in today's meeting agenda packet to fill a vacancy on the Board of Ethics. Ms. Haskell reported there is an upcoming vacancy expected as of March 31, 2022 that the Legislature will need to give some consideration.

Ms. Haskell reported she mailed Local Laws No. 1 and 2 of 2022 to the appropriate State agencies and received confirmation they were received, however, is still waiting to receive filing acknowledgements. The County Attorney received correspondence from a State agency informing him that Local Law No. 1 of 2022 would need to be repealed and replaced for the purposes of extending the collection start date from April 1st to June 1st so that it aligns with the first day of their collection quarter and changing the 10-year sunset date to correspond with the date the Governor signed the legislation, which was November 3, 2021. In light of this, Ms. Haskell reported Local Law Introductory No. C of 2022 has been prepared and is included in the February 15, 2022 meeting agenda packet for a Legislator to introduce, as well as a resolution to set the public hearing. The

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public hearing will be scheduled for Thursday, February 24, 2022, at 10:00 a.m. followed by the adoption of this local law at the March 15, 2022 Legislature meeting. The timing does not affect the 45-day required notification period to the mobile and landline carriers for a June 1, 2022 collection start date.

NEW BUSINESS

The 2nd Regular Legislature meeting will be held on Tuesday, February 15th, at 12:00 p.m. with Finance/Legal Committee meeting just prior at 10:30 a.m. Deputy Chair Hollenbeck will preside over the meeting, as Chair Sauerbrey will be attending the National Association of Counties Conference. Legislator Brown will lead the Legislature in the prayer, pledge, and voting process. There is one (1) proclamation for Sleep Awareness Month presented by Public Health that Legislator Standing, Chair of the Health & Human Services Committee, will read and present to Katie Wait, Public Health Educator. All resolutions presented by the Department's at their respective Legislative Standing Committees were reviewed for Legislature consideration with no changes noted. In addition, there was a resolution submitted that did not go through the Public Safety and Personnel Committees, but the Legislature was aware was forthcoming that was presented and discussed at today's Legislative Worksession. All Legislators were unanimously in favor of including this resolution in the meeting agenda packet and moving forward for Legislature consideration at the February 15, 2022 Legislature meeting. At this time, Ms. Haskell reported she is unaware of any late-file resolutions. Deputy Chair Hollenbeck will appoint Legislator Ciotoli to the Binghamton Metropolitan Transportation Study (BMTS) Committee as a Legislative representative.

PERSONNEL

N/A

RESOLUTIONS

N/A

PROCLAMATIONS

N/A

EXECUTIVE SESSION

N/A

ADJOURNMENT

Legislator Monell motioned to adjourn at 1:29 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk