



2022 Annual Report  
Legislative Clerk/County Auditor

2022 – A NOTABLE YEAR

**2022 was a bittersweet year for the Tioga County Legislature.**

We started out the year welcoming three new Legislators: District #1 – Ron Ciotoli; District #3 – Barbara Roberts; and District #4 – William Jake Brown. All three Legislators were sworn in at the First Special and Organizational Meeting of 2022 on January 3, 2022.

Sadly, the Legislature mourned the loss of current Legislator Eddie J. Hollenbeck and former Legislator Frank John “Bud” Waite.

- **Frank John “Bud” Waite** passed away on October 21, 2022. Mr. Waite served 16 years on the Legislature from January 1, 1986 – December 31, 2002. The County posthumously recognized Mr. Waite at the November 15, 2022 Legislature meeting with his wife, children, and grandchildren receiving the resolution.
- **Eddie J. Hollenbeck** passed away on November 23, 2022 while currently serving his 12<sup>th</sup> year as District #7 Legislator. Legislator Hollenbeck was appointed to the position on August 10, 2011, to fill the unexpired term of Legislator William Oberbeck and was successfully re-elected every term thereafter. Legislator Hollenbeck was appointed Deputy Chair on April 11, 2017; a position he was appointed every year thereafter. Legislator Hollenbeck will be most notably remembered for his leadership, steady even-keeled demeanor, willingness to serve wherever needed, and being a great man his fellow Legislators, staff and community respected. A moment of silence was held at the December 13, 2022 Legislature meeting.

The Legislature also mourned the loss of one former and one current employee in 2022.

- **Ken Del Bianco, former Commissioner of Public Works**, passed away on Christmas Day 2021 and a moment of silence was held at the January 11, 2022 Legislature meeting. Mr. Del Bianco was an employee of Tioga County for 14 years and retired on March 23, 2015.
- **Jay Wilber, Assistant Public Defender**, passed away while in service on October 14, 2022 and a moment of silence was held at the November 15, 2022 Legislature meeting. Mr. Wilber was an employee of Tioga County since February 12, 2020.

The Legislature recognized and congratulated 12 employees on their retirements; three of whom were Department Heads, and the Legislature welcomed their successors:

# 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

- **Bernadette Toombs, Board of Elections Republican Commissioner**, retired on February 26, 2022 with 23 years of service. The Legislature appointed Deputy Republican Commissioner Vera Lin Layman on February 28, 2022 to fill the unexpired term through December 31, 2022.
- **Bethany O'Rourke, Personnel Officer**, retired on March 18, 2022 with 24 years of service. The Legislature appointed Linda Parke on June 6, 2022 as the new Personnel Officer to fill the unexpired term through March 20, 2028.
- **Terie Huseby, Real Property Director**, retired on April 15, 2022 with 8.5 years of service. The Legislature appointed Steven Palinosky as Acting Real Property Director on April 18, 2022 and appointed him as Director of Real Property on November 16, 2022 to fill the unexpired six-year term through September 30, 2025.

**New Legislator/Department Head Orientations** were conducted on February 4, March 2, and July 19, 2022 by the Legislative Chair, Legislative Clerk, County Attorney, Personnel Officer, and Budget Officer for our newly elected Legislators and appointed Department Heads.

## LEGISLATURE APPOINTMENTS

Legislator/Chair Sauerbrey was re-elected by the Legislature as Chairwoman for 2022 serving her ninth one-year Chair term.

Legislator Hollenbeck was re-elected by the Legislature as the 1<sup>st</sup> Deputy Legislative Chair for 2022 serving his sixth one-year term.

Legislator Weston was re-elected by the Legislature as the 2<sup>nd</sup> Deputy Legislative Chair for 2022 serving his seventh one-year term.

Chair Sauerbrey announced the 2022 Legislative Standing Committees.

Chair Sauerbrey made the following Legislative appointments in 2022:

Committee	Legislator
Cornell Cooperative Extension (CCE)	Legislator Brown
Binghamton Metropolitan Transportation Study (BMTS) Policy Committee	Legislator Ciotoli
Southern Tier 8 (ST8) Regional Board	Legislator Roberts
Council of Governments (COG)	Legislator Standinger
Employee Retention & Incentive Committee	Legislators Brown, Mullen, and Sauerbrey Personnel Officer Parke Commissioner of Social Services Yetter

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## **LEGISLATIVE MEETINGS - CONDUCTING THE BUSINESS OF THE COUNTY**

The Legislature convened 12 regular meetings, 10 special meetings, and 10 public hearings. Minutes scribed, typed, indexed, and copied for the official Journal of Proceedings.

The Legislature adopted 420 resolutions, including 12 Recognition Resolutions honoring the dedicated service of long-term employees retiring with 20 - 34 years of County employment.

The Legislature adopted several policy revisions, including reference change from Non-Union to Management/Confidential, as part of the County's Employee Handbook: Rules of the Legislature, Social Media Use, Assignment & Use of County Vehicles, Tioga County Fund Balance, Comprehensive Information Security, County Hours of Operation, and Purchasing & Payment Policy. Two new policies were adopted: Records Management Policy and Rights of Nursing Employees to Express Breast Milk.

The Legislature acknowledged 27 proclamations in 2022. Most notably were **Employee Recognition, Military Caregiver Month, Hunting Safety Month, Human Trafficking Awareness Month and Stress Management & Seasonal Affective Disorder.**

The Chair of the Legislature gave the State of the County Address at the Fourth Regular Legislature Meeting on April 12, 2022.

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## **COUNTY AUDITOR/BUDGET OFFICER**

The County Auditor and Deputy Auditor reviewed and processed \$450,879.68 in purchaser card transactions.

The County Auditor and Deputy Auditor reviewed and processed 8,614 accounts payable invoices equating over \$22.5 million dollars.

The Budget Officer presented the 2023 Tentative Budget at a Public Hearing on November 15, 2022. The 2023 County Budget was adopted at the Twelfth Regular Legislature Meeting on December 13, 2022.

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## **TRAININGS**

The Legislative Clerk conducted an Administrative 101 Training on January 19, 2022 with 100% participation from all Departments. Topics included: Open Meetings Law, resolutions, proclamations, agendas, and minutes. Reference guide was developed.

The Legislative Clerk completed the task of implementing a Munis Training Development Team for the purpose of scheduling and conducting in-house trainings.

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## STATE MANDATED PLANS

On May 18, 2022, Governor Hochul signed **Executive Order 18 – Preventing and Responding to Domestic Terrorism**. This Executive Order mandated every county to develop and maintain a Domestic Terrorism Plan for submission on or before December 31, 2022. The County's Office of Emergency Services developed and submitted the required plan on time.

The **Countywide Shared Services Initiative** started in 2017 and Tioga County has participated and complied every year since. The Shared Services Panel developed and submitted a Plan to New York State Department of Budget on December 20, 2021 with an effective date of January 1, 2022. The 2022 Plan includes two projects from Tioga County and the Owego-Apalachin Central School District both relating to health insurance/prescription drug management.

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## 2022 LOCAL LAWS

- Local Law No. 1 of the Year 2022 – A Local Law imposing additional surcharges for telephonic communication pursuant to the authority of Tax Law §186-g and County Law §337 was adopted on January 20, 2022.
- Local Law No. 2 of the Year 2022 – A Local Law reapportioning the Tioga County Legislature was adopted on January 20, 2022.
- Local Law No. 3 of the Year 2022 – A Local Law repealing Local Law No. 1 of the Year 2022 and imposing additional surcharges for telephonic communication pursuant to the authority of Tax Law §186-g and County Law §337 was adopted on March 15, 2022.
- Local Law No. 4 of the Year 2022 – Repeal of Local Law No. 5 of the Year 2006 and the enactment of a replacement law providing for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code was adopted on December 13, 2022.

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## PERSONNEL

Legislative Clerk Haskell attended the New York State Association of Clerks of County Legislative Boards conference in Ellicottville, NY (Cattaraugus County) from May 18-20, 2022.

Legislative Clerk Haskell graduated from Leadership Tioga on November 19, 2022.

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Deputy Legislative Clerk Eiklor graduated from Institute for Advancement (I4A) on December 13, 2022.

The Information Security Officer position in the Legislative Office was abolished effective December 31, 2022, as the duties and responsibilities of this position were assumed by the Deputy Director of Information Technology and Communications Services.

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## 2023 GOALS

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As we begin the New Year, I am looking forward to accomplishing the following:

- ❖ Legislative Clerk's attendance at the annual NYS Association of Clerks of County Legislative Boards conference May 17 – 19, 2023 in Cortland, NY (Cortland County) and obtaining the necessary credits for certification.
- ❖ Working with the Munis Development Team, ITCS, and Director of Records Management for additional training through Tyler Technologies on records purging in Munis.
- ❖ Continued training for Deputy Legislative Clerk.
- ❖ Continued training through Institute for Advancement for both the Legislative Clerk and Deputy Legislative Clerk.

Dated: January 27, 2023

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk/County Auditor