

# 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](http://www.TiogaCountyNY.gov)

**Cathy Haskell** Legislative Clerk **Amy Eiklor** Deputy Legislative Clerk

## Legislative Support Minutes

July 6, 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, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Personnel Officer Parke, Sheriff Howard, and Director of Veterans Services Middaugh

**Guests:** Lisa Baker, CSEA President

### APPROVAL OF MINUTES

Legislator Roberts made the motion, seconded by Legislator Brown to approve the June 8, 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 that was emailed to all Legislators prior to this meeting. To date, budget utilization is 44.2%, which is slightly less than last year at this time. Ms. Haskell reported there is nothing significant of note.

**County Auditor Accounts Payable Report:** Legislative Clerk Haskell presented the following accounts payable report for the month of June:

MONTH/ QUARTER	AP INVOICES	AP TOTAL	P-CARD TRANSACTIONS	P-CARD TOTAL
June	837	\$1,560,833.17	165	\$54,830.37
2nd Qtr	2,280	\$4,515,805.19	499	\$134,170.22
Semi- Annual	4,538	\$12,463,605.20	954	\$267,022.76

### OLD BUSINESS

#### June 2023 Meetings:

Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following Legislature meetings in June 2023:

- Sixth Regular Meeting – June 13, 2023
- Second Special Legislature Meeting – June 22, 2023

The Legislative Clerk attended the following meetings, trainings & events in June 2023:

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- Legislative Standing Committees – June 6 and 8, 2023
- Legislative Worksessions – June 8 and 22, 2023
- Finance, Legal & Safety Committee – June 13, 2023
- Sixth Regular Legislature Meeting – June 13, 2023
- Executive Team Meeting – June 15, 2023
- Tioga County Intranet Development Committee Meeting – June 15, 2023
- Phone Conference with Budget Officer and Chair of Legislature – June 19, 2023
- Second Special Legislature Meeting – June 22, 2023

**Sales Tax Extender Bill:** Ms. Haskell reported, according to the NYS Senate website, the Sales Tax Extender Bill passed through both Houses, however, has been returned to the Senate as of June 5, 2023. In speaking with staff at Assemblyman Friend's office, this is standard procedure whenever a Bill passes through the Assembly first and then the Senate, as it is the Senate that passes the Bill to the Governor for legislation enactment. The signing of the legislation could take months, so Ms. Haskell will continue to monitor the website for movement to ensure we are in compliance with NYS Taxation and Finance 90-day window for postmarking the resolution by September 1<sup>st</sup> otherwise Tioga County will need to request a waiver.

In the meantime, Ms. Haskell reported she drafted a resolution, which has been reviewed and approved by our County Attorney and the assigned NYS Taxation and Finance attorney. This resolution will move forward for Legislature adoption upon the Governor signing the legislation. Ms. Haskell reported she is hoping that the Governor will sign the legislation so the County's resolution can be adopted in August to meet the established deadline.

## NEW BUSINESS

**Department Head Evaluations:** Ms. Haskell reported the Legislators received hardcopies of the evaluations along with notification of the Department Heads they are responsible for on June 22, 2023. Ms. Haskell reminded the Legislature that these evaluations are due in Personnel by September 8, 2023 thus allowing time to complete the evaluation, review with the Department Head, and obtain committee member signatures.

**Local Law Introductory Nos. B and C of 2023:** Ms. Haskell reported the following timelines associated with the proposed Local Laws:

- **Local Law Introductory No. B of 2023 – A Local Law Providing Real Property Tax Exemptions for Volunteer Firefighters and Ambulance Workers:**
  - 7/11/23 – Legislator Mullen to introduce the Local Law at the Legislature Meeting.
  - 7/11/23 – Legislature to adopt resolution setting the Public Hearing.
  - 7/20/23 – Legislature to conduct Public Hearing at 2<sup>nd</sup> Legislative Worksession.

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8/15/23 – Legislature to adopt Local Law No. 2 of 2023 at the Legislature Meeting.  
1/1/24 – Local Law Effective Date.

▪ **Local Law Introductory No. C of 2023 – A Local Law Providing for the Collection of a Hotel and Motel Tax in Tioga County:**

7/5/23 – ED&P Director Tinney reported no recommended changes at the ED&P Committee Meeting.

CURRENT – Local Law is currently under review by the County Attorney.

8/15/23 – Legislator Roberts to introduce Local Law at the Legislature Meeting.

8/15/23 – Legislature to adopt resolution setting the Public Hearing.

8/24/23 – Legislature to conduct Public Hearing at 2<sup>nd</sup> Legislative Worksession.

9/12/23 – Legislature to adopt Local Law No. 3 of 2023 at the Legislature Meeting.

12/1/23 – Local Law Effective Date.

**2024 Legislative Office Budget:** Ms. Haskell reported she is beginning the 2024 budget cycle process for the Legislative Office. Ms. Haskell spoke to Commissioner of Public Works Hammond regarding the Legislature's request for new conference room chairs, as the current chairs were paid for out of the Capital Budget. Mr. Hammond reported he would be willing to purchase the requested chairs out of his Capital Budget again. Mr. Hammond requested the current chairs be transferred to the Public Works Conference Room to replace their existing chairs.

## July 2023 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Ciotoli will lead us in the prayer, pledge and voting process at the July 11, 2023 Legislature meeting.
- **Recognition Resolutions:** There are no recognition resolutions for July.
- **Proclamations:** There are 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 11, 2023 Legislature meeting. Ms. Haskell reported the Personnel Committee did not have a quorum, therefore, to move these resolutions forward, she asked for consensus of the Legislators in attendance. All were in favor of the Personnel Committee resolutions moving forward for Legislature consideration at the July 11, 2023 Legislature meeting.

Ms. Haskell reported discussion occurred at the Administrative Services Committee regarding the pending resolution to amend the Employee Handbook with the revised policy for purchase of food, beverage, supplies, small electronics/appliances, gas cards, and gift cards, as this will impact the

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Veterans community events currently planned for July. Ms. Haskell reported she advised Director Middaugh to prepare a resolution and attend today's Legislative Worksession to present. The Legislature was in favor of including this resolution in the meeting agenda packet for Legislature consideration at the July 11, 2023 Legislature meeting.

Ms. Haskell also reported discussion occurred at the Public Safety Committee regarding authorization to enter into a contract with a vendor for Body Worn Cameras. The Committee was in favor of Sheriff Howard preparing a resolution to present at today's Legislative Worksession. The Legislature was in favor of including this resolution in the meeting agenda packet for Legislature consideration at the July 11, 2023 Legislature meeting.

**Late-File Resolution:** Based on discussion during Executive Session, the Legislature was in favor of Sheriff Howard preparing a late-file resolution for Legislature consideration at the Finance, Legal, & Safety Committee and Legislature meeting on July 11, 2023.

## PERSONNEL

- **Legislative Clerk Vacation:** Ms. Haskell reported she will be on vacation the week of July 24-28, 2023 and will have access to email during this time.

## RESOLUTIONS:

None

## EXECUTIVE SESSION

None

## ADJOURNMENT

Meeting adjourned at 2:51 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk