



**LEGISLATIVE SUPPORT AGENDA**  
**THURSDAY, MARCH 10, 2022**  
**1:00 P.M.**

APPROVAL OF MINUTES

- Approval of February 10, 2022 minutes

FINANCIAL

- Year to Date Budget Report

OLD BUSINESS

- Legislator Orientation
- February 2022 Meetings
- Annual Policy Review & Attestation

NEW BUSINESS

- Local Law No. 3 of 2022
- March 2022 Legislative Meetings
- 2021 Annual Report

PERSONNEL

- Deputy Legislative Clerk – I4A Program

RESOLUTIONS

- N/A

PROCLAMATIONS

- N/A

ADJOURNMENT



Legislative Support Minutes  
February 10, 2022

**ATTENDANCE**

Legislators: Legislators Brown, Ciotoli, Hollenbeck, Monell, Mullen, Sauerbrey, Roberts, Standing, 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

# 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

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 1<sup>st</sup> to June 1<sup>st</sup> 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 2<sup>nd</sup> Regular Legislature meeting will be held on Tuesday, February 15<sup>th</sup>, 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 Standinger, 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



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 02

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>A1010 Legislative Board</b>							
A1010 510010 Full Time	259,191	0	259,191	35,653.29	.00	223,537.71	13.8%
A1010 510020 Part Time/Temporar	2,746	0	2,746	316.86	.00	2,429.14	11.5%
A1010 510050 All Other(On Call,	8,487	0	8,487	1,600.95	.00	6,885.95	18.9%
A1010 540010 Advertising	350	0	350	125.37	.00	224.63	35.8%
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	2,700	0	2,700	189.04	.00	2,510.96	7.0%
A1010 540340 Literature	445	0	445	280.82	.00	164.18	63.1%
A1010 540390 Mileage Expense	4,800	0	4,800	377.82	.00	4,422.18	7.9%
A1010 540420 Office Supplies	1,000	0	1,000	61.90	.00	938.10	6.2%
A1010 540480 Postage	315	0	315	55.96	.00	259.04	17.8%
A1010 540485 Printing/Paper	350	0	350	.00	.00	350.00	.0%
A1010 540520 Recording/Microfil	200	0	200	.00	.00	200.00	.0%
A1010 540640 Supplies (Not offi	400	0	400	24.99	.00	375.01	6.2%
A1010 540660 Telephone	1,205	0	1,205	38.83	.00	1,166.17	3.2%
A1010 540732 Training/County Re	2,200	0	2,200	300.00	.00	1,900.00	13.6%
A1010 581088 State Retirement F	35,538	0	35,538	5,638.52	.00	29,899.90	15.9%
A1010 583088 Social Security Fr	19,834	0	19,834	2,973.03	.00	16,860.49	15.0%
A1010 584088 workers Compensati	15,917	0	15,917	2,481.28	.00	13,435.96	15.6%
A1010 585588 Disability Insuran	204	0	204	20.88	.00	182.84	10.2%
A1010 586088 Health Insurance F	192,221	0	192,221	28,304.24	.00	163,916.96	14.7%
A1010 588988 Eap Fringe	190	0	190	28.48	.00	161.88	15.0%
TOTAL Legislative Board	548,493	0	548,493	78,572.26	.00	469,921.10	14.3%
TOTAL General Fund	548,493	0	548,493	78,572.26	.00	469,921.10	14.3%
TOTAL EXPENSES	548,493	0	548,493	78,572.26	.00	469,921.10	



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

FOR 2022 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	548,493	0	548,493	78,572.26	.00	469,921.10	14.3%

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



*2021 Annual Report  
Legislative Clerk/County Auditor*

*YEAR 2021 – A NOTABLE YEAR*

***2021 was a year of gains and losses for the Tioga County Legislature.***

Although the COVID-19 pandemic continued to bring, and does so currently, ever-changing State guidance and mandates in 2021, the Legislative Office was able to continue with daily operations and kept the public informed through daily press releases.

We started out the year welcoming Amy Eiklor as our new Deputy Legislative Clerk, as this position had been vacant from March 16, 2020. We ended the year recognizing, honoring, and bidding farewell to our three departing Legislators; Clifford Balliet, Jr., Michael Roberts, and Loretta Sullivan who retired on December 31, 2021 with a cumulative 33 years of steadfast and dedicated service to the residents and employees of Tioga County.

Sadly, the Legislature mourned the loss of two former Legislators:

- **Richard Huttleston** passed away on April 21, 2021 faithfully serving as the 2<sup>nd</sup> longest running Legislator with 26 years of service. The County posthumously recognized Mr. Huttleston at the June 15, 2021 Legislature meeting with his daughter receiving the resolution.
- **Ronald E. Dougherty** passed away on November 23, 2021 with eight years of dedicated service; six of which were as the Chair of the Legislature. Mr. Dougherty will be most notably remembered for his role in County government and the dedication and re-naming of the County Office Building as the Ronald E. Dougherty County Office Building in 2014.

***New opportunities and growth:***

- In March 2021, the Legislative Chair developed an Executive Team of the Legislative Clerk, Personnel Officer, County Attorney, and herself to conduct monthly meetings to discuss current issues, review County policies, and plan for the County's future.
- The Legislative Chair, Legislative Clerk, County Attorney, Personnel Officer, and Budget Officer conducted two (2) New Department Head Orientations welcoming Brian Cain, Probation Director, in February and Jeremy Loveland, Chief Information Officer in September.

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- Legislative Chair Sauerbrey was sworn-in as the President of the New York State Association of Counties (NYSAC) on September 14, 2021 for a one-year term.
- Legislative Clerk Haskell attended her first New York State Association of Clerks of County Legislative Boards conference in Bolton Landing, NY from October 27-29, 2021. This is the first-time in decades that Tioga County has been represented at a conference with this organization.

## **Giving Back to our Community:**

In the spirit of social connection and giving back during a time when social distancing and COVID-19 was at the forefront, the Legislative Office organized a Soap for Hope Challenge in May with the employees at the Ronald E. Dougherty County Office Building collecting over 575 items to support one of Tioga County's long-standing not-for-profit organizations.

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## *CHAIR AND DEPUTY CHAIR APPOINTMENTS*

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The Legislature held their First Special and Organizational Meeting of 2021 on January 4, 2021 and the following Legislators were sworn-in for their Chair and Deputy Chair appointments:

Legislator/Chair Sauerbrey was re-elected by the Legislature as Chairwoman for 2021 serving her eighth one-year Chair term.

Legislator Hollenbeck was re-elected by the Legislature as the 1<sup>st</sup> Deputy Legislative Chair for 2021 serving his fifth one-year term.

Legislator Weston was re-elected by the Legislature as the 2<sup>nd</sup> Deputy Legislative Chair for 2021 serving his sixth one-year term.

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

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

The Legislature adopted 322 resolutions, including 17 Recognition Resolutions honoring the dedicated service of long-term employees retiring with 20 - 39 years of County employment.



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The Legislature acknowledged 21 proclamations in 2021. Most notably were **Salute to Tioga County Employee Veterans and Active Military Day, Green Light for Military Service, Employee Recognition, and World Immunization Month.**

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## FINANCIAL/BUDGET

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The County's 911 Surcharge Bill was signed by New York State Governor Hochul on November 3, 2021 following a two-year process. This Bill allows for Tioga County to impose additional surcharges on telephone equipment of an additional \$1.00 for the purpose of upgrading and maintaining the E911 operations and equipment. The County will proceed with adoption of this local law in 2022.

The County Auditor and Deputy Auditor reviewed and processed \$374,545.56 in credit card purchases, down by \$54,878.57 from 2021.

The County Auditor and Deputy Auditor reviewed and processed 7,811 accounts payable invoices equating over \$19 million dollars in 2021.

Tioga County received the first of two allocations of the Federal American Rescue Plan Act (ARPA) funds in 2021. The Legislature hired Budget Officer Bailey to take on the additional role of facilitator, as well as hiring an outside consultant for guidance. Based on the funding parameters outlined in the guidance, the Legislature identified several key agencies/departments as funding recipients.

2021 Tentative Budget Public Hearing was held on November 9, 2021 and was adopted at the Twelfth Regular Legislature Meeting on December 14, 2021.

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## MUNIS TRAININGS

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The Legislative Clerk convened a Munis Development Team of key personnel in the 2<sup>nd</sup> Quarter of 2021 for the purpose of developing in-house trainings, brainstorming, and resurrecting the Munis Super Users Network Group. A Super Users kick-off meeting was held on April 30<sup>th</sup> with a follow-up meeting held on July 20<sup>th</sup>.

The Legislative Clerk organized a Munis Training Program and the following in-house trainings were conducted: Contract Management (6/16), Budget (7/20), Accounts Payable (9/28), and Accounts Receivable/General Billing (11/12). In addition, the Munis Development Team participated in three webinar trainings with a Tyler



Technologies implementer for additional training on Fixed Assets (9/24), Contract Management (11/5) and Project Ledger & Grant Accounting (11/10).

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### STATE MANDATED PLANS

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The **Tioga County Police Reform and Reinvention Collaborative** started in 2020 and was finalized with the Tioga County Legislature adopting the Plan on February 18, 2021. The Legislative Chair convened a committee, issued a community-wide survey available to all residents, and conducted a community-wide Zoom call with key County personnel including the Sheriff, District Attorney, Public Defender, Director of Community Services, Probation Director, and a committee member.

The **Countywide Shared Services Initiative** started in 2017 and Tioga County has participated and complied every year since. In 2021, the Shared Services Panel convened for all required meetings and public hearings and welcomed new member, Owego-Apalachin Central School District in October. The Shared Services Panel was approached with two projects in October 2021 from Tioga County and the Owego-Apalachin Central School District, both relating to health insurance/prescription drug management, which the Panel approved and included in their Plan. 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.

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### 2021 LOCAL LAWS

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- Local Law No. 1 of the Year 2021 – A Local Law to establish the staggered terms of Tioga County Legislators as established in Local Law No. 2 of 1994 and Local Law No. 2 of 2011;
- Local Law No. 2 of the Year 2021 – A Local Law establishing the salary for the Office of County Treasurer for the four-year term of office commencing January 1, 2022 and continuing through and including December 31, 2025;
- Local Law No. 3 of the Year 2021 – A Local Law authorizing twelve (12) and thirteen (13) year-old licensed hunters to hunt deer with a firearm or crossbow during hunting season with the supervision of an adult licensed hunter.

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## PERSONNEL

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Susan Haskett was re-appointed as the Information Security Officer for another one-year term for 2021.

Amy Eiklor was hired on January 4, 2021 as Deputy Legislative Clerk.

Jackson Bailey was issued a stipend for the additional role of ARPA Facilitator, in conjunction to his role as Budget Officer.

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## 2022 GOALS

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

- ❖ Legislative Clerk's participation in 2022 Leadership Tioga Program.
- ❖ Legislative Clerk's attendance at the annual NYS Association of Clerks of County Legislative Boards conference in May and working towards my certification.
- ❖ Legislative Clerk's continued facilitation and coordination of the annual Munis trainings.
- ❖ Deputy Legislative Clerk's participation in the Institute for Advancement Program.
- ❖ Continued training for Deputy Legislative Clerk.

Dated: January 21, 2022

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk/County Auditor