

# 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

## Legislative Support Minutes

November 7, 2024

1:00 p.m.

### ATTENDANCE

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

**Staff:** Legislative Clerk Haskell, County Administrator Bailey, County Attorney DeWind, Personnel Officer Parke, and Undersheriff Hallett.

**Guests:** None

### APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Mullen to approve the October 10, 2024 Legislative Support minutes, as written. Motion carried.

### FINANCIAL

**2024 YTD Budget Report:** The 2024 Legislative Office YTD Budget Report is included in today's committee agenda packet and was emailed to all Legislators and posted on the County website prior to this meeting. Legislative Clerk Haskell reported 81.6% utilization noting no significant issues or concerns at this time.

Ms. Haskell reported there have been no expenses to date related to the Legislative Capital Budget, however, noted the bronze Legislative Wall Display Plaque came in earlier this week and she is in the process of coordinating an installation date with the vendor and Buildings & Grounds staff.

**County Auditor Accounts Payable Report:** Ms. Haskell reported the following accounts payable report for the month of October 2024. This report is included in today's committee agenda packet. Ms. Haskell noted October numbers are significantly higher than normal due to Public Works project completions, outside agency funding, and college chargebacks to name a few.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
October	900	\$5,329,810.45	286	\$79,803.63

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## OLD BUSINESS

### **October 2024 Meetings:**

Minutes were taken, typed, copied, indexed, and recorded for the Legislature and Journal of Proceedings for the following Legislature meetings in October 2024:

- Tenth Regular Legislature Meeting – October 15, 2024
- Public Hearing: NYS CDBG Neighborhood Depot Project – October 24, 2024
  - Public Hearing: Local Law Introductory No. B of 2024 – October 24, 2024
  - Third Special Legislature Meeting – October 24, 2023

The Legislative Clerk attended the following meetings in October 2024:

- Legislative Standing Committees – October 8 and 10, 2024
- Legislative Worksessions – October 10 and 24, 2024
- Finance, Legal & Safety Committee – October 15, 2024
- Tenth Regular Legislature Meeting – October 15, 2024
- Executive Team Meeting – October 17, 2024
- Leaders Meeting – October 22, 2024
- Public Hearing: NYS CDBG Neighborhood Depot Project – October 24, 2024
- Public Hearing: Local Law Introductory No. B of 2024 – October 24, 2024
- Third Special Legislature Meeting – October 24, 2024
- Discrimination & Harassment in the Workplace Training – October 29, 2024
- Tyler Technologies Billing & Service Discussion – October 30, 2024

## NEW BUSINESS

### **HVAC Construction Project – Legislative Office Temporary Relocation**

Ms. Haskell reported the HVAC Construction Project is currently underway as of November 4, 2024 on the 2<sup>nd</sup> floor of 56 Main Street for the Accord, Real Property, and Veterans offices. The 1<sup>st</sup> floor is forecasted to begin by mid-December starting with the Legislative Office, followed by the County Attorney's Office and Room 101. The Legislative Office will temporarily relocate to the Legislative Conference Room for the estimated 2-3 weeks. In the event the construction time overlaps with the December Legislative committee meetings, the meetings will be rescheduled to the Hubbard Auditorium. The Legislative Clerk and County Administrator will be working out of the Legislative Conference Room. Chair Sauerbrey will work out of a vacant office in ED&P during the construction period.

### **Annual Safety Training – Due by December 31, 2024**

Ms. Haskell reported email notification has been sent from the County Attorney's Office for all staff to complete the annual safety training by December 31, 2024.

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## **Public Hearing: 2025 Tentative Budget – November 12, 2024 10:00 AM**

Ms. Haskell reported County Administrator Bailey will be presenting the 2025 Tentative Budget at next week's public hearing on November 12, 2024 at 10:00 a.m. in the Hubbard Auditorium. A quorum is required to conduct this public hearing. Following the public hearing, the Legislators will reconvene in the Legislative Conference Room for the regular Finance, Legal, & Safety Committee and then back to the Hubbard Auditorium for the Eleventh Regular Legislature Meeting at 12:00 p.m.

## **November 2024 Legislative Meeting:**

- **Prayer, Pledge, Voting:** Legislator Brown will lead us in the prayer, pledge and voting process for the November 12, 2024 Legislature meeting.
- **Proclamations:** We have three (3) proclamations for the month of November:
  - **Salute to Tioga County Employee Veterans and Active Military Day:** Chair Sauerbrey will read and present this resolution. Chair Sauerbrey invited recognized staff to attend the November 12, 2024 Legislature meeting.
  - **The Great American Smokeout Day:** Legislator Standinger will read and present this proclamation to Public Health Educator Kristin Russell.
  - **Adoption Awareness Month:** This proclamation has been read and presented in previous years, therefore, will be noted in the minutes.
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the November 12, 2024 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.

## **PERSONNEL**

- **Deputy Legislative Clerk Vacancy:** Ms. Haskell updated the Legislature on the current status and indicated the vacancy is advertised on the County's website, Personnel's Facebook page, and Indeed.

## **RESOLUTIONS**

- K01 – Adopt Local Law No. 2 of 2024
- K02 – Amend Employee Handbook: Section X. Building and Vehicle Procedures: Subsection B. Building Outside Entity Use

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## OTHER

- None

## EXECUTIVE SESSION

- None

## ADJOURNMENT

Meeting adjourned at 2:12 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk