

# 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

November 9, 2023

1:00 p.m.

### ATTENDANCE

**Legislators:** Legislators Brown, Ciotoli, Flesher, Monell, Mullen, Roberts, Sauerbrey, Standinger, and Weston were present.

**Staff:** Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Budget Officer Bailey, Personnel Officer Parke, and Sheriff Howard.

**Guests:** None

### APPROVAL OF MINUTES

Legislator Brown made the motion, seconded by Legislator Monell to approve the October 5, 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 and was mailed to all Legislators and posted on the County website prior to this meeting. As a point of information, Ms. Haskell reported the Leased Service/Equipment line is for the copier outside the Legislative Office and the Legislative Office is responsible for the monthly maintenance and usage expenses. Previously, Information Technology would charge back each Department based on their own usage. Ms. Haskell reported this line is almost near depletion, therefore, she will need to transfer funds within her budget to cover the expenses for the remainder of the year. Ms. Haskell reported she has spoken to Chief Information Officer Loveland about the possibility of reinstating departmental charge backs if the usage continues to trend upward. For now, no changes are needed, as Ms. Haskell reported her budget can maintain these costs.

**County Auditor Accounts Payable Report:** Legislative Clerk Haskell reported the following accounts payable report for the month of October 2023 and noted this report is included in today's committee agenda packet:

Month/Quarter	AP Invoices	AP Total	P-Card Transactions	P-Card Total
October	672	\$3,438,548.99	193	\$44,404.15

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## OLD BUSINESS

### **October 2023 Meetings:**

Minutes were taken, typed, copied, indexed, and recorded for the Legislature and Journal of Proceedings for the following Legislature meetings in October 2023:

- Tenth Regular Meeting – October 10, 2023
- Public Hearing: LL Introductory No. E of 2023 – October 19, 2023
- Fourth Special Meeting – October 19, 2023

The Legislative Clerk attended the following meetings/events in October 2023:

- Legislative Standing Committees – October 3 and 5, 2023
- Legislative Worksessions – October 5 and 19, 2023
- Finance, Legal & Safety Committee – October 10, 2023
- Tenth Regular Legislature Meeting – October 10, 2023
- Executive Team Meeting – October 12, 2023
- Public Hearing: LL Introductory No. E of 2023 – October 19, 2023
- Fourth Special Legislature Meeting – October 19, 2023
- County Intranet Webinar Training – October 19, 2023
- Leaders Meeting – October 24, 2023

**Legislative Conference Room Chairs:** Ms. Haskell reported Public Works submitted a resolution to transfer funds for the purchase of new conference room chairs. Ms. Haskell notified the vendor that she would be placing an order following the adoption of the resolution at the November 14, 2023 Legislature meeting. The vendor indicated an approximate turnaround time of 2-3 weeks, and this information has been conveyed to Public Works. The existing conference room chairs will be transferred to the Public Works Conference Room.

**Local Law No. 4 of 2023 – Establish Position of County Administrator:** Ms. Haskell reported she received filing notification from the State that Local Law No. 4 of 2023 was filed on September 27, 2023.

**Local Law Introductory No. E of 2023 – Mandatory Source Separation Law:** Ms. Haskell reported the Public Hearing was held on October 19, 2023 with no public comment. The resolution for adoption of Local Law No. 5 of 2023 – Mandatory Source Separation Law will be presented for Legislature consideration at the November 14, 2023 Legislature meeting. This local law will repeal and replace Local Law No. 1 of 2020 entitled the same. Upon adoption, Ms. Haskell will mail the certified copies to the State entities for filing and publish a legal notice in the designated newspapers.

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## NEW BUSINESS

**2024 Tentative Budget Public Hearing:** Ms. Haskell reported Budget Officer Bailey will be presenting the 2024 Tentative Budget at the public hearing scheduled for Tuesday, November 14, 2023 at 10:00 a.m. in the Hubbard Auditorium. The legal notices have been published in the designated newspapers, as well as posted on the County website. Ms. Haskell reported a quorum is required for this public hearing.

**DATE CHANGE: 2<sup>nd</sup> Legislature Worksession – TUESDAY, November 21, 2023:** Due to the Thanksgiving holiday, Ms. Haskell reported the 2<sup>nd</sup> Legislative Worksession in November has been rescheduled to Tuesday, November 21, 2023 at the regularly scheduled time of 10:00 a.m. in the Legislative Conference Room.

### **November 2023 Legislative Meeting:**

- **Prayer, Pledge, Voting:** Legislator Roberts will lead us in the prayer, pledge and voting process at the November 14, 2023 Legislature meeting.
- **Proclamation (1):** There is one proclamation that has been read and presented previously, therefore, will just be noted in the minutes of the November 14, 2023 Legislature meeting.

### ✓ **Adoption Awareness Month**

- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the November 14, 2023 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported there is a possibility of a late-file resolution from the Treasurer's Office for next week's Finance, Legal & Safety Committee.

## RESOLUTIONS

Ms. Haskell presented two (2) resolutions for Legislature consideration:

- ✓ K01 - Adopt Local Law No. 5 of 2023
- ✓ K25 - Appointment of Republican Election Commissioner (Board of Elections) – Ms. Haskell reported she received the Republican Committee's Certificate of Recommendation for Kelly Johnson to serve as the Election Commissioner due to Vera Lin Layman's retirement effective December 2, 2023.

With no objections noted, the Legislators were in favor of moving these two (2) resolutions forward for Legislature consideration at the November 14, 2023 Legislature meeting.

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## OTHER

- **Southern Tier Food Bank Holiday Backpack Repack Event** – Ms. Haskell reported she received an invitation for the Legislators, that she forwarded via email, to participate in this event on Wednesday, December 6, 2023 from 3:00 – 4:30 p.m. at the M-E High School to fill packs of food for students to take home during the holiday break.
- **NY Citizens Audit Group Request** – Legislator Mullen presented the request from the NY Citizens Audit Group for a resolution in support of an audit of the NYS 2022 General Election at this week's Administrative Services Committee. After discussion, the Committee was unanimously not in favor of drafting a resolution for Legislature consideration. Following this meeting, the outcome was conveyed to the NY Citizens Audit Group member.

## EXECUTIVE SESSION

None

## ADJOURNMENT

Meeting adjourned at 2:50 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk