



LEGISLATIVE SUPPORT AGENDA THURSDAY, FEBRUARY 8, 2024

MINUTES

- Approval of January 4, 2024 minutes

FINANCIAL

- 2024 Year to Date Budget Report
- County Auditor Accounts Payable Update

OLD BUSINESS

- January 2024 Meetings
- Annual Safety Trainings

NEW BUSINESS

- Legislative Office Reconfiguration
- Public Hearing: Ag District Land Inclusions – 2/22/24 @ 10:00 AM
- Public Hearing: NYS CDBG Microenterprise Grant – 2/22/24 @ 10:05 AM
- Cyber Security Training – Due by 3/29/24
- Annual Review of County Policies/Attestation – Due by 3/31/24
- Financial Disclosures – Due by 5/15/24
- Legislative Office 2023 Annual Report
- February 2024 Legislative Meeting

PERSONNEL

- Deputy Legislative Clerk – returns from FML 2/20/24

RESOLUTIONS

- Authorizing Chair of the Tioga County Legislature to Sign Dean Creek Pelto and Pylkas Dam Rehabilitation Plans

PROCLAMATIONS

- None

ADJOURNMENT



Legislative Support Minutes

January 4, 2024

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, County Attorney DeWind, Personnel Officer Parke, and ED&P Director Tinney.

Guests: None

APPROVAL OF MINUTES

Legislator Brown made the motion, seconded by Legislator Ciotoli to approve the December 7, 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. Ms. Haskell reported 90.2% utilization, noting this continues to be slightly less than last year at this time. Ms. Haskell further noted she is still expecting some 2023 outstanding invoices, however, she has encumbered the funds in anticipation of receiving them in 2024. Therefore, overall budget utilization for 2023 is subject to change before the 2023 year is closed out in February/March.

County Auditor Accounts Payable Report: Legislative Clerk Haskell reported the following accounts payable report for the month of December 2023, Q42023, and year-end and noted this report is included in today's committee agenda packet:

Month/Quarter	AP Invoices	AP Total	P-Card Transactions	P-Card Total
December	748	\$2,530,439.20	174	\$56,937.92
4th Quarter	2,380	\$8,495,352.97	502	\$133,850.51
2023	9,020	\$26,350,151.19	1,955	\$530,081.54

OLD BUSINESS

December 2023 Meetings:

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

- Twelfth Regular Meeting – December 12, 2023

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

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

- Legislative Standing Committees – December 5 and 7, 2023
- Legislative Worksession – December 7, 2023
- Finance, Legal & Safety Committee – December 12, 2023
- Twelfth Regular Legislature Meeting – December 12, 2023
- Financial Meeting regarding High Profile Criminal Case – December 14, 2023

2023 Journal of Proceedings: Ms. Haskell reported she has compiled and completed the 2023 Journal of Proceedings pending the approval of the December 12, 2023 Legislative Meeting minutes. Upon approval at the January 9, 2024 Legislature meeting, Ms. Haskell will make arrangements for microfilming the records with the Director of Fixed Assets and Records Management.

Legislative Conference Room Chairs: Ms. Haskell reported the new chairs were delivered and the old chairs were transferred to Public Works on December 19, 2024. Public Works processed the invoice for payment for the January 4, 2024 AP check run. Ms. Haskell completed the paperwork for the transfer of the chairs to Public Works and inquired about fixed asset tags for the new chairs, however, was informed that we are no longer tagging chairs for fixed asset purposes as chairs are transferred frequently and it is difficult to track.

NEW BUSINESS

2024 IRS Mileage Rate: Ms. Haskell reported the IRS mileage rate has increased to .67 per mile effective January 1, 2024 and she sent a memo to Legislators, Department Heads, Administrative Assistants, and Procurement regarding this rate increase.

Even-Numbered Year Legislation: Ms. Haskell reported Governor Hochul signed this new legislation on December 23, 2023 for even-numbered elections that will impact certain elected officials. This new process will begin in 2025. Upon time of implementation, Ms. Haskell reported this will negate Local Law No. 1 of 2021 for staggered terms; a local law that we began in 1994 and have continued ever since. Currently, we are waiting for guidance from the State and/or NYSAC on how best to proceed. At present, Group Two (Legislators Flesher, Roberts, Standinger, and Weston) will run in the November 2024 election, and per our Local Law, would be for a 3-year term. With this new Legislation, this could be reduced to a two-year term.

County Attorney DeWind reported we will need to take a closer look at this, but for now There is some impact that if litigation moves forward, it might be useful to demonstrate the harm that we have based on the potential for reduction in terms.

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Chair Sauerbrey reported she is hoping NYSAC will give some guidance on this topic. It is important that we preserve Home Rule Authority.

2024 Legislator Fund: Ms. Haskell inquired if the Legislators were in favor of continuing this fund with new contributions for 2024. Ms. Haskell reported the fund was used three times in 2024. Legislators were in favor of continuing the fund.

January 2024 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Standinger will lead us in the prayer, pledge and voting process at the January 9, 2024 Legislature meeting.
- **Moment of Silence:** Legislator Mullen has requested a moment of silence for Peyton Shaw, Waverly Central School District student who passed away in an automobile accident on December 12, 2023.
- **Proclamations:** There are four proclamations for the January 9, 2024 Legislature meeting. Three of these resolutions will be read and presented and one will just be noted for the minutes as it has been read and presented in year's past.
 - ✓ **Recognizing the 2023 Waverly Central High School Football Team** – Legislator Mullen will read and present this proclamation. We are expecting coaches and five players to be in attendance to receive this proclamation.
 - ✓ **Recognizing the 2023 Tioga Central High School Football Team** – Legislator Monell will read and present this proclamation. We are expecting the Head Coach and two team captains to be in attendance to receive this proclamation.
 - ✓ **Recognizing Coach Nick Aiello, Tioga Central High School, on Being Selected as the 2023 Lou Rettino High School Coach of the Year** – Chair Sauerbrey will read and present this proclamation to Head Coach Nick Aiello.
 - ✓ **Human Trafficking Awareness Month** – This proclamation has been read and presented in year's past, therefore, will be noted in the minutes of the January 9, 2024 Legislature meeting.
- **Appointments:** Chair Sauerbrey will appoint Legislator Standinger to temporarily serve on the Personnel Legislative Standing Committee for 2024.
- **2024 Legislative Standing Committees:** Chair Sauerbrey will present the 2024 Legislative Standing Committees noting no changes from 2023.
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the January 9, 2024 Legislature meeting.

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- **Late-File Resolutions:** Ms. Haskell reported she is expecting late-file resolutions from the Treasurer's Office and Board of Elections for the January 9, 2024 Legislature meeting.

PERSONNEL

None.

RESOLUTIONS

None.

OTHER

None

EXECUTIVE SESSION

None

ADJOURNMENT

Meeting adjourned at 2:29 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk

DRAFT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A1010 Legislative Board								
A1010	510010	Full Time	283,946	0	283,946	14,833.50	.00	269,112.50 5.2%
A1010	510050	All other(On Call,	9,894	0	9,894	1,558.82	.00	8,334.83 15.8%
A1010	540010	Advertising	350	0	350	.00	.00	350.00 .0%
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	2,600	0	2,600	84.01	.00	2,515.99 3.2%
A1010	540340	Literature	545	0	545	306.03	.00	238.97 56.2%
A1010	540390	Mileage Expense	3,650	0	3,650	13.40	.00	3,636.60 .4%
A1010	540420	Office Supplies	700	0	700	.00	.00	700.00 .0%
A1010	540480	Postage	215	0	215	.00	.00	215.00 .0%
A1010	540485	Printing/Paper	150	0	150	.00	.00	150.00 .0%
A1010	540520	Recording/Microfil	450	0	450	.00	.00	450.00 .0%
A1010	540640	Supplies (Not Offi	400	0	400	.00	.00	400.00 .0%
A1010	540660	Telephone	955	0	955	.00	.00	955.00 .0%
A1010	540732	Training/County Re	3,950	0	3,950	1,392.00	.00	2,558.00 35.2%
A1010	581088	State Retirement F	52,514	0	52,514	2,756.76	.00	49,757.66 5.2%
A1010	583088	Social Security Fr	0	0	0	1,676.96	.00	-1,676.96 100.0%
A1010	584088	Workers Compensati	22,853	0	22,853	1,072.48	.00	21,780.76 4.7%
A1010	585588	Disability Insuran	204	0	204	10.44	.00	193.28 5.1%
A1010	586088	Health Insurance F	37,696	0	37,696	14,516.85	.00	23,179.15 38.5%
A1010	588988	Eap Fringe	76	0	76	14.22	.00	61.78 18.7%
TOTAL Legislative Board			421,348	0	421,348	38,335.47	.00	383,012.56 9.1%
TOTAL General Fund			421,348	0	421,348	38,335.47	.00	383,012.56 9.1%
TOTAL EXPENSES			421,348	0	421,348	38,335.47	.00	383,012.56



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	421,348	0	421,348	38,335.47	.00	383,012.56	9.1%

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

TIOGA COUNTY, NEW YORK

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COUNTY AUDITOR ACCOUNTS PAYABLE UPDATE – JANUARY 2024

MONTH/ QUARTER	AP INVOICES	AP INVOICE TOTALS	P-CARD TRANSACTIONS	P-CARD TOTAL
January	669	\$2,071,464.07	175	\$50,277.67



2023 Annual Report Legislative Clerk/County Auditor

A NOTABLE YEAR FOR ELECTED & APPOINTED OFFICIALS

At the First Special & Organizational Meeting of 2023, the Legislature acknowledged and congratulated Republican Election Commissioner Layman and Democratic Election Commissioner Wahls on their newly appointed two-year term of office and Coroner Bennett on his newly elected four-year term of office. All three positions were sworn-in by County Clerk Klett.

Legislator/Chair Sauerbrey was appointed by the Legislature and sworn-in by County Clerk Klett to serve as the Legislative Chair for 2023 serving her tenth one-year Chair term.

Legislator Monell was appointed by the Legislature and sworn-in by County Clerk Klett to serve as Deputy Legislative Chair for 2023.

Chair Sauerbrey was appointed as the County's Public Information Officer and Legislator Standinger was appointed as the Republican Majority Leader for 2023.

Former Legislator Eddie J. Hollenbeck, who passed away on November 23, 2022, was posthumously recognized for his twelve years of dedicated service as District 7 Legislator at the First Regular Legislature Meeting of 2023.

Honorable Gerald A. Keene, who retired on December 31, 2022, was recognized for his forty-one years of dedicated service to Tioga County at the First Regular Legislature Meeting of 2023. Judge Keene presided over County, Family and Surrogate Court matters in the Sixth Judicial District of New York. Honorable Adam Schumacher was elected in the November 7, 2023 general election to take the bench as of January 1, 2024.

Keith Flesher was unanimously appointed by the Legislature at the Second Regular Legislature Meeting on February 14, 2023 and sworn-in by County Clerk Klett to discharge the duties of District 7 Legislator until December 31, 2023. Legislator Flesher was elected in the November 7, 2023 general election and is currently serving a one-year term for 2024.

Republican Election Commissioner Layman retired on December 2, 2023 with fourteen years of service. The Legislature appointed Kelly Johnson to fill the unexpired term through December 31, 2024.

Public Defender George C. Awad, Jr. retired on December 30, 2023 with thirty-eight years of service. The Legislature appointed Thomas Cline for the remainder of the four-year term through December 31, 2025.

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At the close of 2023, Governor Hochul signed legislation to move certain local elections to even-numbered years. This new legislation is slated to take effect in 2025 and impacts County Local Law No. 1 of 2021 allowing for the establishment of staggered terms for Legislators. Tioga County established this practice with Local Law No. 2 of 1994 and has continued to renew the local law ever since.

LEGISLATIVE CHAIR APPOINTMENTS

Chair Sauerbrey announced the 2023 Legislative Standing Committees.

Chair Sauerbrey made the following Legislative Chair appointments in 2023:

Committee	Legislators/Staff
Legislator Vacancy Committee <i>(appointed 1/10/2023)</i>	Legislators Monell, Roberts, Sauerbrey, and Standing
County Strategic Plan Committee <i>(appointed 2/14/2023)</i>	Legislator Roberts, ED&P Director Tinney, Planning Director Jardine, Commissioner of Social Services Yetter, Public Health Director Vroman
Negotiations Mediation Committee <i>(appointed 2/14/2023)</i>	Legislator Ciotoli, Legislator Sauerbrey, Personnel Officer Parke, Sheriff Howard
County Administrator Committee <i>(appointed 4/11/2023)</i>	Legislators Brown, Roberts, Sauerbrey, and Standing
Personnel Legislative Standing Committee <i>(temporary appointment 7/11 – 12/31/2023)</i>	Legislator Standing

It is important to note that the Negotiations Mediation Committee and the Tioga County Law Enforcement Association (TCLEA) were successful in negotiating an agreement for the contract period of 2021-2025 and a resolution to ratify the collective bargaining agreement was adopted at the Second Special Legislature Meeting on June 22, 2023.

RETIREMENT RECOGNITIONS

The Legislature recognized and congratulated sixteen employees on their retirements in 2023 and thanked them for their fourteen to forty-one years of dedicated service to Tioga County. Through recruitment and promotion, the Legislators welcomed their successors.



LEGISLATIVE MEETINGS - CONDUCTING THE BUSINESS OF THE COUNTY

The Legislature convened twelve regular meetings, four special meetings, and seven public hearings. Minutes recorded, typed, indexed, and copied for the official Journal of Proceedings.

The Legislature adopted 538 resolutions, including twelve Recognition Resolutions.

The Legislature adopted five new policies for inclusion in the County's Employee Handbook: **Section 3 Plan for Tioga County, Fair Housing Plan, Respirable Crystalline Silica Exposure Control Plan, Tioga County Respiratory Protection Program for the Voluntary Use of Respirators, Sun Safety Plan, and Whistleblower Policy (Ethics Policy).**

Additionally, the Legislature adopted several policy revisions of the County's Employee Handbook, including **Tioga County Remote Work Policy – Pilot Program, Comprehensive Information Security Policy, Travel Policy and Procedures, Rules of the Legislature, Financial Rules, Personnel Rules, Workplace Violence Prevention Program and Discriminatory Harassment Policy, Sexual Harassment Prevention Policy, Purchasing and Payment Policy, Safety Rules, and Ethics Rules.**

The Legislature agreed to a one-year extension of the Tioga County Remote Work Policy-Pilot Program for 2024 based on the newly revised policy.

The Legislature acknowledged fifteen proclamations in 2023. Most notably were **Employee Recognition, American Stroke Month, Human Trafficking Awareness Month, Fair Housing Month, and Save A Life-Free Narcan Day.**

The Chair of the Legislature presented the State of the County Address at the Third Regular Legislature Meeting on March 14, 2023.

A Moment of Silence was conducted at the Eighth Regular Legislature Meeting of 2023 for former Commissioner of Public Works Robert Korba who passed away on August 8, 2023. Mr. Korba served as the Commissioner of Public Works from 1974 -2000.

A Moment of Silence was conducted at the Ninth Regular Legislature Meeting of 2023 for retired Road Patrol Lieutenant William White who passed away on August 20, 2023. Lieutenant White retired from Tioga County on February 28, 2022 with twenty-one years of dedicated service.

The Budget Officer presented the 2024 Tentative Budget at the November 14, 2023 Public Hearing.

The Legislature adopted the 2024 County Budget at the Twelfth Regular Legislature Meeting on December 12, 2023.

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COUNTY AUDITOR

In April 2023, the County Auditor incorporated the presentation of monthly AP updates to the Legislature as part of the Legislative Support Committee report.

The County Auditor and Deputy Auditor reviewed and processed 1955 purchase card transactions totaling \$530,081.54, which is an increase of \$79,201.86 from the previous year.

The County Auditor and Deputy Auditor reviewed and processed 9,020 accounts payable invoices totaling \$26,350,151.19, which is an increase of 406 invoices and \$3,580,325.74 from the previous year.

STATE MANDATED PLANS

The **Countywide Shared Services Initiative** started in 2017 and Tioga County has participated and complied every year since with the Chair of the Legislature, Clerk of the Legislature, and County Attorney's involvement. The Shared Services Panel met twice during 2023. The first meeting was held on April 26, 2023 and two school superintendents and two BOCES superintendents were in attendance. The second meeting was held on November 15, 2023 in conjunction with the Council of Governments. The Shared Services Panel unanimously voted to not submit a new 2023 Countywide Shared Services Plan or modify our existing Plan. Letter from Chair Sauerbrey and votes cast were submitted to the Secretary of State on November 17, 2023.

In 2023, the County received State Matching Funds for net savings achieved in the amount of \$803,000 for the submission a cost-savings Shared Services Plan in 2022 through a shared service effort with Broome County Purchasing Alliance for Medicare Advantage/Medicare Part D Prescription Coverage for the County's Medicare eligible retirees and their spouses. This proposal was presented by former Benefits Manager, Amy Poff, and proved to be successful, as this was a win-win for the County and the retirees.

2023 LOCAL LAWS

The Legislature introduced and adopted the following five (5) new Local Laws:

- Local Law No. 1 of the Year 2023 – A Local Law establishing the salary for the Offices of County Clerk and County Sheriff for the four-year term of office commencing January 1, 2024 and continuing through and including December 31, 2027. This local law was adopted on February 14, 2023 with an effective date of January 1, 2024.
- Local Law No. 2 of the Year 2023 – A Local Law providing Real Property Tax Exemptions for Volunteer Firefighters and Ambulance Workers pursuant to Section 466-a of the Real Property Tax Law. This local law was adopted on August 15, 2023 with an effective date of January 1, 2024.

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- Local Law No. 3 of the Year 2023 – A Local Law providing for the collection of a hotel and motel tax in Tioga County. This local law was adopted on September 12, 2023 with an effective date of December 1, 2023 through November 30, 2026.
- Local Law No. 4 of the Year 2023 – A Local Law Establishing the Position of County Administrator for the County of Tioga. This local law was adopted on September 12, 2023 with an effective date of January 1, 2024.
- Local Law No. 5 of the Year 2023 – A Local Law Establishing the Tioga County Mandatory Source Separation Law and Repealing Local Law No. 1 of the Year 2020 entitled Tioga County Mandatory Source Separation Law. This local law was adopted on November 14, 2023 with an effective date of January 1, 2024.

PERSONNEL

Legislative Clerk Haskell attended the New York State Association of Clerks of County Legislative Boards conference in Cortland, NY from May 17-19, 2023 and achieved her certification as a Certified Legislative Board Clerk (CLBC). This is a two-year training/continuing education program focusing on professional development aimed at the topics associated with the role of Legislative Clerk and is endorsed by the New York State Association of Counties (NYSAC).

Deputy Legislative Clerk Eiklor went out on Family Medical Leave effective November 24, 2023 with an anticipated return to work date of February 20, 2024.

STATE OF EMERGENCY

Chair Sauerbrey, in agreement with the Tioga County Legislature, issued two (2) State of Emergency Declarations; one of which continues to remain in effect:

On May 11, 2023, Chair Sauerbrey declared a State of Emergency, along with several other Upstate NY counties regarding the possible arrival of migrants or asylum-seekers due to the national immigration crisis and plans involving the relocation of migrants from NYC to other counties outside of NYC. Tioga County continued to issue five (5) extensions on the original State of Emergency, in accordance with the Local Emergency Orders issued every five (5) days until the Legislature decided to let the State of Emergency expire on November 7, 2023.

On November 8, 2023, Chair Sauerbrey, along with the entire Legislature, agreed to declare a new State of Emergency due to the announcement of NYC Mayor to provide housing vouchers for the homeless and the possibility of the downstate homeless population making their way to Upstate NY. To date, the County has issued three extensions to this new State

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of Emergency, in accordance with the Local Emergency Orders issued every five (5) days. This State of Emergency is the only one that remains in effect.

The Legislative Office continues to keep the public informed through media releases and posting the State of Emergency Declaration and Emergency Orders on the County website.

2024 GOALS

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

- ❖ Attending the Legislative Clerk's annual NYS Association of Clerks of County Legislative Boards conference May 15 – 17, 2024 in Albany, NY.
- ❖ Continuing to work with the Executive Team, including the County Administrator.
- ❖ Continued training for the Deputy Legislative Clerk.
- ❖ Continued training for the Legislative Clerk and Deputy Legislative Clerk offered through the County's Institute for Advancement.

Dated: January 31, 2024

Respectfully submitted,

Cathy Haskell

Legislative Clerk/County Auditor

REFERRED TO: LEGISLATIVE WORKSESSION

RESOLUTION NO. -24 AUTHORIZING CHAIR OF THE TIOGA COUNTY
LEGISLATURE TO SIGN DEAN CREEK PELTO AND
PYLKAS DAM REHABILITATION PLANS

WHEREAS: The Pelto and Pylkas Dams were authorized by a Pilot Watershed Program and were constructed in 1955 as high hazardous structures; and

WHEREAS: The sites provide attenuation of floods and protection of downstream structures; and

WHEREAS: The Tioga County Soil & Water Conservation District (SWCD), Tioga County, and the Town of Spencer are all local sponsors for the project; and

WHEREAS: The structures do not meet current NYSDEC or NRCS safety and performance criteria for a high hazard dam; and

WHEREAS: Tioga County SWCD received funding from NRCS to develop rehabilitation plans for both dams and these plans have been completed, identified a preferred alternative, and costs associated with constructing these alternatives, including design, permitting, etc., and the total costs were \$7,283,220; and

WHEREAS: NRCS has a program to cover a portion of the rehabilitation costs in the amount of \$5,124,870, leaving \$2,158,350 to the local sponsors to cover; therefore be it

RESOLVED: That the Tioga County Legislature is accepting the rehabilitation plans for both Pelto and Pylkas Dams; and be it further

RESOLVED: That the rehabilitation plans are not a funding obligating document, and carrying out the rehabilitation plans is contingent upon the availability of local funding; and be it further

RESOLVED: That this resolution take effect immediately and authorizes the Chair of the Tioga County Legislature to sign the plan documents.