

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

Cathy Haskell Legislative Clerk



Legislative Support Minutes

November 6, 2025

1:00 p.m.

ATTENDANCE

Legislators: Legislators Aronstam, Brown, Bunce, Ciotoli, Flesher, Monell, Roberts, Sauerbrey, and Standing were present.

Staff: Legislative Clerk Haskell, County Administrator Bailey, Personnel Officer Parke, County Attorney DeWind.

Guest: Matt Freeze, Reporter, Morning Times

APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Brown to approve the October 9, 2025 Legislative Support minutes, as written. Motion carried.

FINANCIAL

2025 YTD Budget Reports: Legislative Clerk Haskell reported 78.3% utilization noting no issues or concerns and that the utilization percentage is less than last year at this time.

County Auditor Accounts Payable Report: Ms. Haskell reported the following accounts payable report for the month of October and YTD 2025. This report is included in today's committee agenda packet.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
October	905	\$4,704,131.59	196	\$46,491.16
YTD	7,738	\$24,471,577.21	2,003	\$470,056.25

OLD BUSINESS

October 2025 Meetings:

Minutes were taken, typed, copied, recorded, distributed, and indexed for the Legislature and Journal of Proceedings for the following Legislature meetings in October 2025:

- Tenth Regular Legislature Meeting – October 14, 2025
- Public Hearing: Local Law Introductory No. C of 2025 – October 23, 2025

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The Legislative Clerk attended the following meetings in October 2025:

- Deputy Legislative Clerk Interviews: October 2 and 3, 2025
- Legislative Standing Committee Meetings – October 7 and 9, 2025
 - North Wing HVAC Construction Meeting – October 8, 2025
 - Legislative Worksessions – October 9 and 23, 2025
 - Finance, Legal & Safety Committee – October 14, 2025
 - Tenth Regular Legislature Meeting – October 14, 2025
- North Wing HVAC Construction Meeting – October 14, 2025
- North Wing HVAC Construction Meeting w/Departments – October 24, 2025
- New Department Head Orientation for Chief Information Officer – October 20, 2025
 - Leaders Meeting – October 28, 2025
 - Policy Review Committee – October 30, 2025

Legislative Service Name Plates: Ms. Haskell reported the order was placed on October 14, 2025 for Legislators Roberts and Sauerbrey's service name plates for the bronze wall outside the Hubbard Auditorium and she is waiting to receive the vendor's proof.

NEW BUSINESS

November Legislature Meeting:

- **Prayer, Pledge, Voting:** Legislator Flesher will lead us in the prayer, pledge and voting process for the November 12, 2025 Legislature meeting.
- **Recognition Resolution:** There is one (1) recognition resolution that will be read and presented by Legislator Flesher. Corrections Officer Kidney and Sheriff Howard will be attending, and Sheriff Howard will speak on behalf of the employee.

Resolution Recognizing Tina Kidney's 25 Years of Dedicated Service to Tioga County

- **Proclamations:** There are four (4) proclamations for the November 12, 2025 Legislature meeting; **Salute to Tioga County Employee Veterans and Active Military Day** that will be read and presented by Steve Palinosky, **Geographic Information Systems (GIS) Day** that will be read and presented by Legislator Monell, **Green Light for Military Service** and **Adoption Awareness Month** that will be noted in the minutes.

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- **Chair Appointments:** Chair Sauerbrey will be appointing the following Legislators to the **District #3 Legislator Search Committee:**
 - Legislator Aronstam
 - Legislator Ciotoli
 - Legislator Monell
 - Legislator Roberts
 - Legislator Standing
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the November 12, 2025 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.

Local Law Introductory No. C of 2025: Ms. Haskell reported the resolution is included in the November 12, 2025 Legislature agenda. Upon adoption, legal notices will be sent to the County's designated newspapers, and the local law will be filed accordingly with the State agencies and the Tioga County Clerk. This local law will go into effect on December 1, 2025.

Eleventh Regular Legislature Meeting & Finance, Legal & Safety Committee: Ms. Haskell reminded the Legislators of the meeting date change to Wednesday, November 12, 2025 due to the Veterans Day holiday for the Finance, Legal & Safety Committee and Eleventh Regular Legislature meeting.

2026 Tentative Budget Public Hearing: Ms. Haskell reminded the Legislators that the 2026 Tentative Budget Public Hearing will be held on Wednesday, November 12, 2025 due to the Veterans Day holiday.

Ms. Haskell reported that due to the HVAC construction project in the Legislative Conference Room the week of November 10, 2025, all Legislative meetings on November 12, 2025 will be conducted in the Hubbard Auditorium.

Sixth Special Legislature Meeting: Ms. Haskell reported the request to conduct a special meeting at the 2nd Legislative Worksession on November 20, 2025 has been cancelled. The Department will bring forth the resolution to their December committee for Legislature consideration at the December 9, 2025 Legislature meeting.

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Security Awareness Training (ITCS): Ms. Haskell reported Chief Information Officer Clark sent an email to all County employees regarding the required security awareness training that needs to be completed by December 15, 2025. This training is on the KnowBe4 platform; however, Chief Information Officer Clark is willing to conduct an in-person training with the Legislators following an upcoming Worksession for those interested.

Annual County Trainings (Law/Safety): Ms. Haskell reported that the Law Office sent an email to all County employees regarding the five (5) required annual trainings that must be completed by December 31, 2025. These training courses are on the Neogov platform.

PERSONNEL

- **Deputy Legislative Clerk Vacancy:** Ms. Haskell reported she requested Personnel do another re-posting of the position on November 3, 2025 internally to County employees and Shared Services personnel. Ms. Haskell reported that if there are no new applications within the next two weeks, she and County Administrator Bailey will work on a new job description for the Personnel Officer's review and consideration.

RESOLUTIONS

- K03-Adopt Local Law No. 3 of 2025
- K22 – Supporting Senate Bill S8481/Assembly Bill A8996

PROCLAMATIONS

- None

ADJOURNMENT

Meeting adjourned at 2:27 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk