



LEGISLATIVE SUPPORT AGENDA
THURSDAY, MAY 5, 2022
1:00 P.M.

APPROVAL OF MINUTES

- Approval of April 7, 2022 minutes

FINANCIAL

- Year to Date Budget Report

OLD BUSINESS

- April 2022 Meetings
- Financial Disclosures – Due by May 15th

NEW BUSINESS

- May 2022 Legislative Meetings
- NeoGov Account Activation – NYMIR University

PERSONNEL

- Legislative Clerk Conference – May 18 & 19, 2022 – Cattaraugus County

RESOLUTIONS

- N/A

PROCLAMATIONS

- N/A

ADJOURNMENT



Legislative Support Minutes

April 7, 2022

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Probation Director Cain, and Planning Director Jardine

Guests: None

APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Standinger to approve the March 10, 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. Ms. Haskell reported it is early in the year, therefore, nothing of note to report at this time.

OLD BUSINESS

Local Law No. 3 of 2022: The Local Law was adopted on March 15, 2022 and mailed to all State entities. In addition, the Legislative Clerk prepared and mailed a letter to all known telephonic communication carriers along with a copy of the fully executed Local Law and certified resolution providing the required 45-day written notification before the June 1, 2022 enactment/collection date. NYS Taxation and Finance Commissioner requested a waiver reducing the minimum 90-day notice requirement to a period of not less than 30 days to allow the enactment to be effective June 1, 2022, which County Attorney DeWind filed and correspondence was received granting this request.

March 2022 Meetings:

Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following Legislature meetings in March 2022:

- Third Regular Legislature Meeting – March 15, 2022
- Public Hearings: CDBG Projects; Racker and Tioga Opportunities, Inc. – March 24, 2022
- Fourth Special Legislature Meeting – March 24, 2022

The Legislative Clerk attended the following meetings in March 2022:

- Purchasing Officer Meeting – March 1, 2022
- Legislator Orientation – March 2, 2022
- Legislative Standing Committees – March 8 and 10, 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

- Legislative Worksessions – March 10 and 24, 2022
- Finance/Legal Committee Meeting – March 15, 2022
- Third Regular Legislature Meeting – March 15, 2022
- Leadership Tioga Zoom Call with COG & Senator Akshar – March 17, 2022
- Leaders Meeting – March 22, 2022
- 56 Main Street Building Security Meeting – March 22, 2022
- Public Hearings: CDBG Projects; Racker & Tioga Opportunities, Inc. – March 24, 2022
- Fourth Special Legislature Meeting – March 24, 2022

Financial Disclosures:

Currently, there are four (4) Legislators who still need to submit their financial disclosures to the Law Department by the May 15, 2022 deadline.

NEW BUSINESS

April 2022 Legislative Meeting - The Fourth Regular Legislature meeting will be held on Tuesday, April 12, 2022, at 12:00 p.m. with Finance/Legal Committee meeting just prior at 10:30 a.m. Legislator Hollenbeck will lead the Legislature in the prayer, pledge, and voting process.

There are two (2) proclamations; **Tioga County Council on the Arts 50th Anniversary**, which Legislator Roberts will read and present to Executive Director Christine Di Stefano and **Child Abuse Prevention Month** that will just be noted in the minutes, as this has been read and presented in year's past.

There are no recognition resolutions this month.

Chair Sauerbrey will be presenting the State of the County Address at this meeting.

All resolutions presented by the Department's at their respective Legislative Standing Committees were reviewed for Legislature consideration.

2020 Strategic Plan Goals – At the March 24, 2022 Legislative Worksession, ED&P Director Tinney discussed the 2020 Strategic Plan that was prepared in 2016 and the need to update. As part of this discussion, she is asking every Department Head to review their goals and assess the percentage complete. The Legislative Clerk's goals outlined in this plan all pertained to the implementation of the new MUNIS financial system, therefore, are fully completed. Ms. Haskell relayed this information to the ED&P Department, as requested.

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PERSONNEL

NYS Association of Clerks of County Legislative Boards Conference – Ms. Haskell will be attending the Legislative Clerks Conference in Cattaraugus County on May 18-19, 2022. Ms. Haskell reported she is currently participating in the Certified Legislative Board Clerk program, which is a continuing education program offered at the annual conferences.

RESOLUTIONS

N/A

PROCLAMATIONS

N/A

EXECUTIVE SESSION

N/A

ADJOURNMENT

Legislator Mullen motioned to adjourn at 2:02 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk

DRAFT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

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	259,191	0	259,191	82,874.56	.00	176,316.44	32.0%
A1010 510020 Part Time/Temporar	2,746	0	2,746	844.96	.00	1,901.04	30.8%
A1010 510050 All Other(On Call,	8,487	0	8,487	2,398.89	.00	6,088.01	28.3%
A1010 540010 Advertising	350	200	550	359.31	.00	190.69	65.3%
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	564.56	.00	2,135.44	20.9%
A1010 540340 Literature	445	0	445	280.82	.00	164.18	63.1%
A1010 540390 Mileage Expense	4,800	-325	4,475	614.75	.00	3,860.25	13.7%
A1010 540420 Office Supplies	1,000	0	1,000	121.86	.00	878.14	12.2%
A1010 540480 Postage	315	0	315	147.18	.00	167.82	46.7%
A1010 540485 Printing/Paper	350	0	350	.00	.00	350.00	.0%
A1010 540520 Recording/Microfil	200	125	325	325.00	.00	.00	100.0%
A1010 540640 Supplies (Not offi	400	0	400	164.99	.00	235.01	41.2%
A1010 540660 Telephone	1,205	0	1,205	154.81	.00	1,050.19	12.8%
A1010 540732 Training/County Re	2,200	0	2,200	650.00	.00	1,550.00	29.5%
A1010 581088 State Retirement F	35,538	0	35,538	12,134.73	.00	23,403.69	34.1%
A1010 583088 Social Security Fr	19,834	0	19,834	6,337.04	.00	13,496.48	32.0%
A1010 584088 workers Compensati	15,917	0	15,917	5,158.44	.00	10,758.80	32.4%
A1010 585588 Disability Insuran	204	0	204	46.98	.00	156.74	23.1%
A1010 586088 Health Insurance F	192,221	0	192,221	57,211.00	.00	135,010.20	29.8%
A1010 588988 Eap Fringe	190	0	190	59.20	.00	131.16	31.1%
TOTAL Legislative Board	548,493	0	548,493	170,549.08	.00	377,944.28	31.1%
TOTAL General Fund	548,493	0	548,493	170,549.08	.00	377,944.28	31.1%
TOTAL EXPENSES	548,493	0	548,493	170,549.08	.00	377,944.28	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	548,493	0	548,493	170,549.08	.00	377,944.28	31.1%

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