

# 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 Breige Graven Deputy Legislative Clerk

## Legislative Support Minutes

February 5, 2026

1:00 p.m.

### ATTENDANCE

**Legislators:** Legislators Aronstam, Brown, Bunce, Cantella, Ciotoli, Flesher, Monell, Rose, and Standinger were present.

**Staff:** Legislative Clerk Haskell, Deputy Legislative Clerk Graven, County Administrator Bailey, Personnel Officer Parke, and County Attorney DeWind

### Guests:

Matt Freeze, Reporter, Morning Times

### APPROVAL OF MINUTES

Legislator Rose made the motion, seconded by Legislator Bunce to approve the January 8, 2026 Legislative Support minutes, as written. Motion carried.

### FINANCIAL

**2026 YTD Budget Reports:** Legislative Clerk Haskell reported 7% utilization noting no budgetary issues or concerns.

**County Auditor Accounts Payable Report:** Ms. Haskell reported the following accounts payable report for January. This report is included in today's committee agenda packet.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
January	765	\$2,840,135.36	233	\$44,474.98

**AP Munis Workflow Rejection Report:** Ms. Haskell reported ITCS was able to develop a SQL Report in Munis for tracking of rejected AP invoices, however, they cannot do the same for the P-Card Transactions. Ms. Haskell reported Tyler Technologies provided ITCS with a quote for a customized report, but the cost was not feasible.

Ms. Haskell generated this report for Q42025 and January 2026 with the following rejections noted:

Q42025	48 Rejected AP Invoices	<ul style="list-style-type: none"> <li>• Incorrect amount entered</li> <li>• Incorrect remittance address chosen</li> <li>• Sales tax paid</li> <li>• Vendor invoice not attached in Munis</li> <li>• Incorrect document type chosen in Munis</li> <li>• Incorrect vendor invoice attached</li> </ul>
--------	-------------------------	---

# 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 **Breige Graven** Deputy Legislative Clerk

January 2026	12 Rejected AP Invoices	<ul style="list-style-type: none"> <li>• Invoice submitted prior to adoption of resolution.</li> <li>• Incorrect remittance address chosen.</li> <li>• Incorrect amount entered in Munis.</li> </ul>
--------------	-------------------------	--

Ms. Haskell clarified the process of departmental review and County Auditor review and noted that she also addressed this topic at the January 27, 2026 Leaders Meeting. Going forward, Ms. Haskell will generate a monthly report for the Legislature that will be incorporated as part of the County Auditor Accounts Payable Report to determine trends and possible training needs.

## OLD BUSINESS

### **January 2026 Meetings:**

Minutes were taken, typed, copied, recorded, distributed, and indexed for the Legislature and Journal of Proceedings for the following Legislature meetings in January 2026:

- First Special and Organizational Legislature Meeting – January 2, 2026
  - First Regular Legislature Meeting – January 13, 2026

The Legislative Clerk attended the following meetings in January 2026:

- First Special and Organizational Legislature Meeting – January 2, 2026
- Legislative Standing Committee Meetings – January 6 and 8, 2026
  - Legislative Worksessions – January 8 and 22, 2026
  - Finance, Legal & Safety Committee – January 13, 2026
  - First Regular Legislature Meeting – January 13, 2026
    - Executive Team Meeting – January 15, 2026
  - AP Vendor Meeting w/Treasurer’s Office – January 22, 2026
    - Leaders Meeting – January 27, 2026

**2026 Legislature Photo:** Ms. Haskell reported the Legislature photo will be taken today immediately following this meeting in the Hubbard Auditorium.

## NEW BUSINESS

**2026 NYSAC Directory:** Ms. Haskell reported NYSAC requested updated elected officials and Department contact information for their 2026 directory. Ms. Haskell provided the information prior to the due date.

**2026 Annual Policy Review and Attestation:** Ms. Haskell reported the 2026 Annual Policy Review and Attestation is on the Neogov platform and is due by March 31, 2026.

# 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 **Breige Graven** Deputy Legislative Clerk

**2026 Financial Disclosure Statements:** Ms. Haskell reported copies of the Financial Disclosure Statements were distributed to Legislators today. Ms. Haskell reported the due date is May 15, 2026.

**Public Hearing: Annual Ag District Inclusions:** Ms. Haskell reported each year ED&P designates January 1 – 31st as the Ag District enrollment period and if an application is received, the Legislature is required to conduct a public hearing. The public hearing is generally held at the 2<sup>nd</sup> Legislative Workession in February. This year, one application was received and the public hearing will be held on February 19, 2026 at 10:00 a.m. in the Legislative Conference Room. County Planning Director Jardine will be presenting. Ms. Haskell reported a quorum is required to conduct this public hearing.

## **February Legislature Meeting:**

- **Prayer, Pledge, Voting:** Legislator Bunce will lead us in the prayer, pledge and voting process for the February 10, 2026 Legislature meeting, as Legislator Brown will be unable to attend.
- **Recognition Resolutions:** There is one (1) recognition resolution that will be read and presented by Legislator Ciotoli at the February 10, 2026 Legislature meeting:

### **Resolution Recognizing Elaine Jardine's 30 Years of Dedicated Service to Tioga County**

- **Proclamation:** There is one (1) proclamation that will be read and presented by Legislator Standinger at the February 10, 2026 Legislature meeting:

### **Children's Dental Health Month**

- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the February 10, 2026 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions for the February 10, 2026 Legislature meeting at this time.

## **PERSONNEL**

- **Deputy Legislative Clerk:** Ms. Haskell reported she is pleased to announce that Breige Graven was hired as the new Deputy Legislative Clerk as of January 26, 2026.

# 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 **Breige Graven** Deputy Legislative Clerk

## RESOLUTIONS

- **B44- Amend Employee Handbook: Section 1 Rules of the Legislature and Section III. Financial Rules:** Ms. Haskell proposed the amendment of these two policies as they relate to the submission of resolutions. Ms. Haskell reported the current policy states that resolutions are due 2 business days prior to any scheduled committee and this has been interpreted as three different submission dates based on when the committees are scheduled. The proposed amendment is that all resolutions are due on Friday preceding the first week of committees and that all financial and personnel-related resolutions are due on Wednesday to allow ample time for the Budget Officer, Chief Accountant, and Personnel Officer to review before committee agendas are due.

## PROCLAMATIONS

- None

**ADJOURNMENT** - Meeting adjourned at 2:13 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk