

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 AGENDA THURSDAY, DECEMBER 4, 2025

MINUTES

- Approval of November 6, 2025 minutes

FINANCIAL

- 2025 Year to Date Budget Report
- 2025 County Auditor Accounts Payable Update

OLD BUSINESS

- November 2025 Meetings
- Legislator Service Name Plates
- Local Law No. C of 2025
- Strategic Plan Update
- Security Awareness Training (ITCS) – Due by 12/15/25 – in-person training 12/4
- Annual County Trainings (Law/Safety) – Due by 12/31/25

NEW BUSINESS

- District #3 Legislator Vacancy
- 2025 Mileage Submissions
- Review of 2026 First Special & Organizational Meeting Agenda
- December Legislature Meeting

PERSONNEL

- Deputy Legislative Clerk Vacancy

RESOLUTIONS

- L01- Appoint Directors Soil & Water Conservation District
- L02 – Fix Date and Time of Organizational Meeting
- L03 – Adopt County Budget
- L04 – Year End Transfers
- L05 – Authorize Treasurer to Encumber Funds
- L06 – Recognition of Barbara J. Roberts 4 Years of Service
- L28 - Recognition of Martha C. Sauerbrey's 20 Years of Service
- L51- Appoint Member to the Tioga County Industrial Development Agency (TCIDA)

PROCLAMATIONS

- None

EXECUTIVE SESSION

- None

ADJOURNMENT

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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



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A1010 510010 Full Time	291,186	-4,000	287,186	237,946.88	.00	49,239.12	82.9%
A1010 510050 All Other(On Call,	9,894	4,000	13,894	12,338.96	.00	1,554.69	88.8%
A1010 540010 Advertising	700	0	700	410.38	.00	289.62	58.6%
A1010 540140 Contracting Servic	100	-100	0	.00	.00	.00	.0%
A1010 540180 Dues	300	0	300	300.00	.00	.00	100.0%
A1010 540210 Garbage Disposal	0	100	100	.00	.00	100.00	.0%
A1010 540320 Leased/Service Equ	2,100	-500	1,600	1,013.71	.00	586.29	63.4%
A1010 540340 Literature	695	0	695	596.03	.00	98.97	85.8%
A1010 540390 Mileage Expense	3,450	0	3,450	2,559.34	.00	890.66	74.2%
A1010 540420 Office Supplies	700	0	700	528.79	.00	171.21	75.5%
A1010 540480 Postage	215	0	215	157.40	.00	57.60	73.2%
A1010 540485 Printing/Paper	150	500	650	366.48	.00	283.52	56.4%
A1010 540520 Recording/Microfil	450	-34	416	416.00	.00	.00	100.0%
A1010 540640 Supplies (Not Offi	400	304	704	495.00	.00	209.00	70.3%
A1010 540660 Telephone	955	-270	685	294.82	.00	390.18	43.0%
A1010 540732 Training/County Re	7,950	0	7,950	7,698.64	.00	251.36	96.8%
A1010 581088 State Retirement F	34,691	0	34,691	28,338.27	.00	6,352.41	81.7%
A1010 583088 Social Security Fr	22,497	0	22,497	18,563.89	.00	3,933.11	82.5%
A1010 584088 Workers Compensati	13,145	0	13,145	10,943.60	.00	2,201.40	83.3%
A1010 585588 Disability Insuran	136	0	136	70.91	.00	64.81	52.2%
A1010 586088 Health Insurance F	156,512	0	156,512	141,672.61	.00	14,839.39	90.5%
A1010 588988 Eap Fringe	176	0	176	147.85	.00	28.15	84.0%
TOTAL General Fund	546,401	0	546,401	464,859.56	.00	81,541.49	85.1%
TOTAL EXPENSES	546,401	0	546,401	464,859.56	.00	81,541.49	

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COUNTY AUDITOR ACCOUNTS PAYABLE UPDATE – NOVEMBER 2025

MONTH/ QUARTER	AP INVOICES	AP INVOICE TOTALS	P-CARD TRANSACTIONS	P-CARD TOTAL
November	613	\$1,833,507.85	177	\$39,493.57
YTD	8,351	\$26,305,085.06	2,180	\$509,549.82

County of Tioga
Strategic Plan Project Owner Status Report
Project Owner: Legislative Clerk | January 2026 Update

Taxpayer Value Objectives

[INSERT OBJECTIVE]

Project Owner:

Quarter 1 Milestone

§

STATUS:

Quarter 2 Milestone

§

STATUS:

Quarter 3 Milestone

§

STATUS:

Quarter 4 Milestone

§

STATUS:

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

Accessibility to Services Objectives

[INSERT OBJECTIVE]

Project Owner:

Quarter 1 Milestone

§

STATUS:

Quarter 2 Milestone

§

STATUS:

Quarter 3 Milestone

§

STATUS:

Quarter 4 Milestone

§

STATUS:

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

Workforce Objectives

FY2026-27 Long-Term Projects & Objectives - Hiring of an Additional Deputy Legislative Clerk

Project Owner: Legislative Clerk

Quarter 1 Milestone Create enhanced position that can assist both the Legislative Clerk & Co. Administrator

Interview, Hire, Train

Quarter 2 Milestone

STATUS:

STATUS:

Quarter 3 Milestone

STATUS:

Quarter 4 Milestone

STATUS:

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS: For 2027, I believe a secondary position should continue to be explored.

Community Partnership Objectives

[INSERT OBJECTIVE]

Project Owner:

Quarter 1 Milestone

§

STATUS:

Quarter 2 Milestone

§

STATUS:

Quarter 3 Milestone

§

STATUS:

Quarter 4 Milestone

§

STATUS:

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

APPOINT DIRECTORS
SOIL & WATER CONSERVATION DISTRICT

RESOLVED: That Legislators W. Jake Brown and Tracy Monell are hereby appointed Directors of the Tioga County Soil & Water Conservation District for a one-year term on January 1, 2026 – December 31, 2026; and be it further

RESOLVED: That Tom Zorn be hereby re-appointed as the Tioga County Farm Bureau Representative to the Tioga County Soil & Water Conservation District Board for a three-year term of January 1, 2026 – December 31, 2028.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

FIX TIME OF ORGANIZATIONAL MEETING

RESOLVED: That the Organizational Meeting of this Legislature be held at 9:00 a.m., Friday, January 2, 2026.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

ADOPT COUNTY BUDGET FOR 2026,
APPROPRIATIONS AND SALARY SCHEDULE

RESOLVED: That the tentative budget for Tioga County for the year 2026 submitted by the County Administrator on November 12, 2025 and approved by the Finance Committee be, and the same hereby is adopted as the official Budget for the year 2026; and be it further

RESOLVED: That the several amounts specified in such budget as to the total for the several objects as set forth in Schedule 1 therein be appropriated for such objects, effective January 1, 2026; and be it further

RESOLVED: That the full-time Salary Schedule 5 set forth in the budget be adopted January 1, 2026.

REFERRED TO:

FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

YEAR END TRANSFERS

RESOLVED: That unencumbered balances of appropriation accounts, unanticipated revenue fund balances in the amount equal to the sum of overdrawn appropriation accounts in all funds be, and hereby are appropriated to overdrawn accounts; and be it further

RESOLVED: That the County Treasurer is hereby authorized and directed to effect this resolution.

REFERRED TO:

FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE TREASURER TO ENCUMBER FUNDS

RESOLVED: That the County Treasurer be and hereby is authorized to encumber whatever funds he deems necessary, subject to the approval of the Finance Committee; and be it further

RESOLVED: That said funds be encumbered before December 31, 2025 to allow proper coding of bills for payment through the Accounts Payable check run of February 19, 2026.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

RESOLUTION RECOGNIZING
BARBARA J. ROBERTS
4 YEARS OF DEDICATED SERVICE TO THE
TIOGA COUNTY LEGISLATURE

WHEREAS: Barbara J. Roberts was elected to the position of Tioga County District #3 Legislator on January 1, 2022 for a three-year term; and

WHEREAS: Barbara J. Roberts was successfully re-elected to serve a new three-year term effective January 1, 2025 – December 31, 2027; and

WHEREAS: Over the course of her Legislative career, Barbara has served as Chairwoman of Economic Development & Planning Legislative Standing Committee from 2022-2024 and Chairwoman of the Public Works Legislative Standing Committee for 2025. Additionally, Barbara served on the Public Safety, Probation, & DWI, Personnel, and Finance, Legal & Safety Legislative Standing Committees; and

WHEREAS: During her tenure as a Tioga County Legislator, Barbara J. Roberts honorably served the residents of District #3 through good governance, strong leadership, and sound fiduciary responsibility; and

WHEREAS: Barbara has served with a total of 12 Legislators with whom they shared a mutual professional respect; and

WHEREAS: As Chair of the Economic Development & Planning Legislative Standing Committee, Barbara was instrumental in advancing the County's Strategic Plan for Legislature adoption in 2024; and

WHEREAS: Barbara J. Roberts has been extremely dedicated and loyal in the performance of her duties and responsibilities over the past four years to the Tioga County Legislature. She has earned the respect of her fellow Legislators, Tioga County officials, and employees; and

WHEREAS: Barbara J. Roberts submitted her resignation as Tioga County District #3 Legislator effective January 1, 2026 in order to assume her newly elected position as Tioga County Treasurer on January 2, 2026 where she will continue her distinguished public service to the residents of Tioga County; therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Barbara J. Roberts for her four years of dedicated and honorable public service, leadership, and commitment to the residents of Tioga County as District #3 Legislator; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this outstanding Legislator, Barbara J. Roberts.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

RESOLUTION RECOGNIZING
MARTHA C. SAUERBREY'S
20 YEARS OF DEDICATED SERVICE TO THE
TIOGA COUNTY LEGISLATURE

WHEREAS: Martha C. Sauerbrey was elected to the position of Tioga County District #2 Legislator in November 2025 and took office on January 1, 2006; and

WHEREAS: Throughout Marte's tenure on the Tioga County Legislature, she provided dedicated leadership serving as Deputy Chair of the Legislature beginning in 2010 and Chair of the Legislature beginning in 2014; and

WHEREAS: As Chair of the Legislature, she oversaw the day-to-day business operations of Tioga County Government and, together with the Legislature, maintained county taxes for 14 years under the New York State tax cap mandate. Under her leadership, the County successfully overcame numerous challenges and achieved many accomplishments. Among the most significant was guiding the County through the COVID-19 pandemic; an unprecedented time that required keeping our employees and residents informed and safe; and

WHEREAS: Marte was a strong advocate for security services and upgrades at the Ronald E. Dougherty County Office Building to ensure the safety of the employees and public; and

WHEREAS: Marte was instrumental in supporting and strengthening the Tioga County Veterans' Service Agency during their organizational difficulty with assisting in expanding hours and services, programming, and hiring of staff to better serve the needs of Tioga County Veterans. In 2021, Marte developed the Veteran Employee Recognition honoring our county military staff for their service in the Armed Forces. Marte also reorganized and reenergized the Anti-Drug Coalition by taking it from a struggling program to a productive and growing organization known as the Tioga County Allies in Substance Abuse Prevention Coalition; and

WHEREAS: Marte exhibited a steady commitment in developing future leaders within the County Government by establishing monthly leaders' meetings with the Department Heads in 2015, co-founding the Institute for Advancement (I4A) in 2017, supporting the launch of the first I4A class in 2018 and establishing the Executive Team in 2021; and

WHEREAS: Marte had the vision for the next phase of County Government with the concept of creating a County Administrator position to oversee the day-to-day operations of County government which took several years to develop and resulted in the hiring of the first County Administrator in July 2024; and

WHEREAS: Marte has been actively engaged at the State level throughout her Legislative career serving on the NYSAC Board of Directors, elected to NYSAC Executive Committee and Women's Leadership Council in 2017, serving as the President of the NYSAC Board of Directors from 2021-2022, and serving as a Regional Economic Development Council Board Member; and

WHEREAS: Marte was responsible for carrying out State mandates such as implementing and chairing the Countywide Shared Services Initiative, the Police Reform Reinvention Collaboration under the administration of Governor Cuomo from 2020-2021 and participated in the Downtown Revitalization Initiative where the Village of Owego was awarded \$10 million dollars in 2018; and

WHEREAS: In her position as Tioga County Legislator, Marte was appointed to the Tioga County Industrial Development Agency from 2007-2014 and again from 2016-2025, served as the Vice-Chairwoman from 2010-2013, and served as Secretary from 2017-2025. She also served as the Chairwoman of the Tioga County Property Development Corporation Board (Land Bank) from 2017-2020 and continued her service as a Board member through 2025; and

WHEREAS: Marte has been extremely dedicated and loyal in the performance of her duties and responsibilities over the past 20 years to the Tioga County Legislature. She has earned the respect of her fellow Legislators, Local, State, and Federal officials, and employees; and

WHEREAS: Martha C. Sauerbrey will retire from her 20 years of dedicated public service as Tioga County District #2 Legislator effective January 1, 2026; therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Martha C. Sauerbrey for her 20 years of public service, leadership, and commitment to the residents of Tioga County as District #2 Legislator; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this outstanding Legislator, Martha C. Sauerbrey.

REFERRED TO:

ED&P COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

APPOINT MEMBER TO THE TIOGA COUNTY
INDUSTRIAL DEVELOPMENT AGENCY (TCIDA)

WHEREAS: Pursuant to §856(2) of the General Municipal Law the members of the Tioga County Industrial Development Agency (TCIDA) serve at the pleasure of the Legislature without a term until they either resign or are replaced by the Legislature; and

WHEREAS: Martha Sauerbrey was appointed to the Tioga County IDA Board conditioned by her holding office as a Tioga County Legislator; and

WHEREAS: Martha Sauerbrey will retire as a Tioga County Legislator effective January 1, 2026; and

WHEREAS: The Tioga County Industrial Development Agency (TCIDA) Board of Directors desires to fill this vacant Legislative position; and

WHEREAS: Legislator Ron Ciotoli, as Chair of the Economic Development & Planning Legislative Standing Committee has expressed a desire to serve on the Tioga County Industrial Development Agency (TCIDA); therefore be it

RESOLVED: That the Tioga County Legislature hereby appoints Legislator Ron Ciotoli to replace Martha Sauerbrey's position on the Tioga County Industrial Development Agency Board of Directors effective January 1, 2026.