

# 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



## Legislative Support Minutes

October 9, 2025

1:00 p.m.

### ATTENDANCE

**Legislators:** Legislators Brown, Bunce, Ciotoli, Flesher, Monell, Roberts, Sauerbrey, and Standinger were present with Legislator Aronstam being absent.

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

**Guest:** Matt Freeze, Reporter, Morning Times

### APPROVAL OF MINUTES

Legislator Brown made the motion, seconded by Legislator Flesher to approve the September 4, 2025 Legislative Support minutes, as written. Motion carried.

### FINANCIAL

**2025 YTD Budget Reports:** Legislative Clerk Haskell reported 70.6% 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 September and YTD 2025. This report is included in today's committee agenda packet.

| Month     | AP Invoices | AP Total        | P-Card Transactions | P-Card Total |
|-----------|-------------|-----------------|---------------------|--------------|
| September | 682         | \$4,273,372.31  | 233                 | \$65,895.84  |
| YTD       | 6,833       | \$19,767,445.62 | 1,807               | \$423,565.09 |

### OLD BUSINESS

#### September 2025 Meetings:

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

- Ninth Regular Legislature Meeting – September 16, 2025

The Legislative Clerk attended the following meetings in September 2025:

- Legislative Standing Committee Meetings – September 2 and 4, 2025
  - Legislative Worksessions – September 4 and 18, 2025
    - Policy Review Committee – September 12, 2025
      - ERC Pin Ceremony – September 15, 2025

# 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



- Finance, Legal & Safety Committee – September 16, 2025
- Ninth Regular Legislature Meeting – September 16, 2025
- NYSACCLB Executive Committee Meeting (Cooperstown) – September 19, 2025
  - Deputy Legislative Clerk Interviews – September 22 and 23, 2025
    - ERC Luncheon – September 25, 2025
  - Quarterly Coroner's Meeting – September 26, 2025
  - Executive Team Meeting – September 30, 2025

**Sales Tax Extender (2 Year):** Ms. Haskell reported she received written notification from NYS Taxation & Finance on September 29, 2025 that the Acting Commissioner granted the waiver reducing the minimum 90-day requirement to a period of not less than 30-days so the enactment can take effect on December 1, 2025. As required, Ms. Haskell reported she mailed certified copies of the enactment to County Clerk Klett, Secretary of State, and State Comptroller for filing.

**Local Law Introductory No. 2 of 2025:** Ms. Haskell reported she received written notification on September 29, 2025 that the local law was filed with the Department of State on September 19, 2025. This local law takes effect on January 1, 2026. Ms. Haskell reported a certified copy was sent to County Clerk Klett for filing and to NYS DEC Fish & Wildlife for informational purposes. The local law was posted in the Local Law Library on the County website and legal notices of the adopted local law were published in the designated newspapers.

**Legislative Office Renovations:** Ms. Haskell reported office renovations have begun. The front office has been re-painted and new countertops installed. Two new desks are in the process of being built for the front office and anticipated to be installed in the next couple of weeks. Next steps include office renovations for the Legislative Clerk, County Administrator, and Chair of the Legislature.

When the HVAC project begins in the Treasurer's Office, the Legislative Office will be temporarily housing two of their staff as they require a secure location to accept payments.

## NEW BUSINESS

### October Legislature Meeting:

- **Prayer, Pledge, Voting:** Legislator Ciotoli will lead us in the prayer, pledge and voting process for the October 14, 2025 Legislature meeting.
- **Recognition Resolution:** There is one (1) recognition resolution that will be read and presented by Legislator Standinger. Commissioner of Social Services Yetter will be in attendance to speak on behalf of the employee.

**Recognize Julie A. Whipple**  
**36 Years of Dedicated Service to the Department of Social Services**

# 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



- **Proclamations:** There is one (1) proclamation for the October 14, 2025 Legislature meeting that will be noted in minutes.

## ***Lead Poisoning Prevention Week***

- **Chair Appointments:** Chair Sauerbrey will be appointing the following Legislators/staff to the following committees:

### **Tioga County Opioid Advisory Committee:**

- Director of Community Services
- Director of Public Health
- Commissioner of Social Services
- County Attorney
- County Administrator
- Director of Veterans' Service Agency
- Health & Human Services Legislative Committee Chair
- Sheriff's Office Representative

### **Public Defender Interview Search Committee:**

- Legislator Monell
  - Legislator Standing
  - County Administrator
  - County Attorney
  - Personnel Officer
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the October 14, 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 local law to opt-out of the requirements of the NY Short-Term Rental Law for establishing a short-term rental registry was drafted by the Treasurer's Office and reviewed by the County Attorney. The local law will need to be introduced by a Legislator at the October 14, 2025 Legislature meeting. There is also a resolution in the October 14, 2025 Legislature Meeting agenda to set the public hearing on October 23, 2025 at 10:00 a.m. with the regular Worksession commencing immediately following. A Legislative quorum is required for this public hearing. Legal notices have been prepared and will be sent to the designated newspapers and posted on the County website. The local law will be adopted at the November 12, 2025 Legislature meeting and take effect December 1, 2025.

# 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



**Legislator Service Name Plates** – Ms. Haskell reported she will be placing an order for the service name plates for Legislators Roberts and Sauerbrey to be installed on the bronze wall display outside the Hubbard Auditorium.

**New Department Head Orientation** – Ms. Haskell reported the Executive Team will be conducting a New Department Head Orientation for Chief Information Officer Brandon Clark on October 20, 2025.

**November Legislature Meetings** – Ms. Haskell reminded everyone that due to the Veterans Day holiday, the 2026 Tentative Budget Public Hearing, Finance, Legal & Safety Committee, and Eleventh Regular Legislature meetings will be held on Wednesday, November 12, 2025. Ms. Haskell reported she received the tentative schedule for the upcoming HVAC project, and this will affect the Legislative Conference Room from November 12<sup>th</sup> -14<sup>th</sup>, therefore, all Legislative meetings on November 12<sup>th</sup> will be held in the Hubbard Auditorium. This will be noted on the November Legislature meeting notice that will be sent next week.

## PERSONNEL

- **Deputy Legislative Clerk Vacancy:** This agenda item was moved to Executive Session.

## RESOLUTIONS

- J02 – Set Public Hearing 2026 Budget
- J04 – Schedule Public Hearing Local Law Introductory No. C of 2025

## PROCLAMATIONS

- None

## ADJOURNMENT

Meeting adjourned at 2:34 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk