

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 Support Minutes

August 10, 2023

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Personnel Officer Parke, Commissioner of Public Works Hammond, and Director of Community Services Morgan.

Guests: None

APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Ciotoli to approve the July 6, 2023 Legislative Support minutes, as written. Motion carried.

FINANCIAL

2023 YTD Budget Report: The 2023 Legislative Office YTD Budget Report is included in today’s committee agenda packet and was emailed to all Legislators prior to this meeting. To date, budget utilization is 51.4%, which is slightly less than last year at this time. Ms. Haskell reported there is nothing significant of note.

County Auditor Accounts Payable Report: Legislative Clerk Haskell presented the following accounts payable report for the month of July with nothing significant of note:

MONTH/ QUARTER	AP INVOICES	AP TOTAL	P-CARD TRANSACTIONS	P-CARD TOTAL
July	704	\$1,528,529.74	152	\$42,856.45

2024 Legislative Office Budget: Ms. Haskell presented the 2024 Legislative Office budget noting compliance with the zero-based budget directive and no recommended changes expressed by the Legislature.

Ms. Haskell reported the Legislative Office Budget Report with Notes identifies the following budgetary line decreases and increases:

FROM:	540390 Mileage	\$1,000
	540420 Office Supplies	\$ 300
	540480 Postage	\$ 100
	540485 Printing/Paper	\$ 100
	540660 Telephone	\$ 250
TO:	540732 Training/County Required	\$1,750

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FROM: 540485 Printing/Paper \$100
TO: 540520 Recording/Microfilm \$100

Ms. Haskell noted the \$1,750 increase to the training line is based on actual 2023 training expenses and anticipated 2024 training expenses for the Legislators and Legislative Clerk.

Ms. Haskell noted the \$100 increase to the Recording/Microfilm line is based on actual 2023 microfilming expenses for the annual Journal of Proceedings.

Ms. Haskell reported there will be an increase to the 510050 All Other Salary line as she is selling back five (5) days of vacation for payout in January 2024.

Upon Ms. Haskell's request, Budget Officer Bailey reviewed the Legislative Budget with no recommended changes. Following today's meeting, Ms. Haskell will notify the Budget Officer that the 2024 Legislative Budget is complete.

OLD BUSINESS

July 2023 Meetings:

Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following Legislature meetings in July 2023:

- Seventh Regular Meeting – July 11, 2023
- Third Special Legislature Meeting – July 20, 2023

The Legislative Clerk attended the following meetings, trainings & events in July 2023:

- Legislative Standing Committees – July 5 and 6, 2023
- Legislative Worksessions – July 6 and 20, 2023
- Finance, Legal & Safety Committee – July 11, 2023
- Seventh Regular Legislature Meeting – July 11, 2023
- ITCS Online Password Training – July 14, 2023
- Public Hearing: Local Law Introductory No. B of 2023 – July 20, 2023
- Third Special Legislature Meeting – July 20, 2023

Sales Tax Extender Bill: Ms. Haskell reported Senator O'Mara's office notified the Legislative Office on Friday, July 28, 2023 that the Governor signed Tioga County's two-year sales tax extender. Ms. Haskell reported she revised the resolution with the new legislation information and sent to our assigned New York State Taxation & Finance Attorney for final review, as well as County Attorney DeWind. Resolution is included in the meeting agenda for Legislature consideration at the August 15, 2023 Legislature meeting. Following the August 15, 2023 Legislature meeting, Ms. Haskell will certify the resolution and send to the required State and County entities before the

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September 2, 2023 deadline. The enactment shall take effect December 1, 2023 through November 30, 2025.

Department Head Evaluations: Ms. Haskell reminded the Legislature that evaluations are due in the Personnel Office by September 8, 2023.

Legislative Conference Room Chairs: Ms. Haskell received quotes for the replacement of the 12 Legislative Conference Room chairs. Ms. Haskell provided options for both high-back and mid-back chairs for Legislature consideration. Ms. Haskell reported one vendor is willing to do a "try before you buy" option, so the Legislators can physically see the chairs before purchasing. Based on the chair options offered, the Legislature expressed interest in moving forward with one of the vendors. Ms. Haskell reported she spoke with Commissioner of Public Works Hammond to determine if he could absorb the cost of the chairs in his budget, as this was done previously. Cost estimates were sent to Mr. Hammond to determine his preference for purchase from the 2023 or 2024 budget. Ms. Haskell thanked Mr. Hammond for his willingness to purchase the chairs. Ms. Haskell will contact the vendor to plan to have one of each chair style delivered for the Legislature to determine the chair style they wish to purchase.

Local Law Introductory No. B of 2023: Ms. Haskell reported the resolution to adopt Local Law No. 2 of 2023 – A Local Law Providing Real Property Tax Exemptions for Volunteer Firefighters and Ambulance Workers is included in the agenda for Legislature consideration at the August 15, 2023 Legislature meeting. Upon adoption of the resolution, Ms. Haskell reported a press release will be prepared. This local law will take effect on January 1, 2024 and shall apply to taxable status dates occurring on or after this date.

NEW BUSINESS

Ms. Haskell reported the following two local laws will be introduced at the August 15, 2023 Legislature meeting. Below is the timeline for each local law:

Local Law Introductory No. C of 2023 – A Local Law Providing for the Collection of a Hotel and Motel Tax in Tioga County:

- 8/15/23 – Legislator Roberts to introduce Local Law at Legislature Meeting.
- 8/15/23 – Legislature to adopt resolution setting the Public Hearing.
- 8/24/23 - Legislature to conduct Public Hearing at 2nd Legislative Worksession.
ED&P Director Tinney will provide a brief presentation.
- 9/12/23 - Legislature to adopt Local Law No. 3 of 2023 at Legislature Meeting.
- 12/1/23 – Local Law Effective Date.

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Local Law Introductory No. D of 2023 – A Local Law Establishing the Position of County Administrator for the County of Tioga:

8/15/23 – Legislator Standinger to introduce Local Law at Legislature Meeting.

8/15/23 – Legislature to adopt resolution setting the Public Hearing.

8/24/23 - Legislature to conduct Public Hearing at 2nd Legislative Worksession.

Chair Sauerbrey will provide a brief presentation.

9/12/23 - Legislature to adopt Local Law No. 4 of 2023 at Legislature Meeting.

August 2023 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Flesher will lead us in the prayer, pledge and voting process at the August 15, 2023 Legislature meeting.

- **Recognition Resolutions:** There is one (1) Recognition Resolution:

✓ **Recognize Anita T. Teed's 34 Years of Dedicated Service –
Department of Social Services**

- **Proclamations:** There are two (2) proclamations that have been read/presented in previous years therefore will just be noted in the minutes of the August 15, 2023 Legislature Meeting:

✓ **National Suicide Prevention Awareness Month in Tioga County**
✓ **National Recovery Month in Tioga County**

- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the August 15, 2023 Legislature meeting.

Late-File Resolutions: Ms. Haskell reported she anticipates two late-file resolutions for Legislature consideration at the August 15, 2023 Finance, Legal & Safety Committee and Legislature meeting.

PERSONNEL

None

RESOLUTIONS:

H01 – Schedule Public Hearing Local Law Introductory No. C of 2023 – Providing for the Collection of a Hotel and Motel Tax in Tioga County.

H02 – Adopt Local Law No. 2 of 2023 – Real Property Tax Exemptions for Volunteer Firefighters and Ambulance Workers.

H05 – Schedule Public Hearing Local Law Introductory No. D of 2023 – Establishing the Position of County Administrator for the County of Tioga.

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H17 – Resolution of the Legislature of Tioga County Amending Resolution No. 118-20 to Extend Imposition of an Additional One Percent Rate of Sales and Compensating Use Tax for a Period of Two Years through November 30, 2025.

The Legislative Support resolutions were reviewed for Legislature consideration at the August 15, 2023 Legislature meeting.

EXECUTIVE SESSION

None

ADJOURNMENT

Meeting adjourned at 2:16 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk