



Legislative Support Minutes

February 6, 2020

Legislator Attendance: All Legislators were present.

Staff Attendance: Legislative Clerk Haskell, Deputy Legislative Clerk Heffernan, County Attorney DeWind, Personnel Officer O'Rourke, and ED&P Director Tinney

Guest Attendance: Matt Freeze, Morning Times

MINUTES - Approval of January 9, 2020 Legislative Support Minutes:

Motion for approval of January 9, 2020 Legislative Support minutes. Legislator Sullivan made the motion, seconded by Legislator Monell. Motion carried.

FINANCIAL – YTD Budget and Fringe Reports:

Financial reports for January 2020 emailed to all Legislators. Ms. Haskell reported there were no issues of concerns.

OLD BUSINESS:

- **January Legislative Meetings:** Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following meetings:
 - The First Special & Organizational Meeting of 2020 - Thursday, January 2, 2020 at 9:00 a.m.
 - The First Legislative Meeting of 2020 - Tuesday, January 14, 2020 at 12:00 p.m.
 - Second Special Legislature Meeting of 2020 – Thursday, January 23, 2020 at 10:00 a.m.
- **Sales Tax Extender Bill** – Based on continued discussion with the Assemblyman's and Senator's Office staff, a letter of request for legislation was prepared for Chair Sauerbrey's signature and emailed to both offices on February 3, 2020. The Assemblyman's Office indicated the Senate Bill has been established and they are in the process of establishing the Assembly Bill. Ms. Haskell reported if the Bill numbers are provided, she would bring forth a late-file resolution for Legal/Finance on February 11, 2020 otherwise it may be necessary to conduct a special meeting at the February 20, 2020 Legislative Worksession. Progress continues.

Office of the Legislative Clerk

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Cathy Haskell Legislative Clerk

NEW BUSINESS:

- **Leaders Meeting** – Attended the January 22, 2020 meeting.

- **Munis Training – January 24th and 29th, 2020:**
 - **Accounts Payable Training** – At the request of the Public Defender's Office, I conducted accounts payable training for two staff members who are new to Munis.
 - **Budget Transfers & Resolutions Training** – As requested, I met with Budget Officer Hollenbeck prior to her retirement for training on budget transfers; Department-generated through Munis, as well as transfers occurring through the resolution process. Ms. Hollenbeck indicated this is a budgetary function and not a treasury function, therefore, with the absence of a County Budget Officer there is no one in the Treasurer's Office to do these transfers. The Treasurer's Office suggested this task fall to the Legislative Office until a Budget Officer is appointed. As a temporary measure, Ms. Haskell will be added as an authorized approver in Munis for budget transfers. The Legislature requested Ms. Haskell track time spent on reviewing, transacting, and approving budget transfers.

- **TEAM Tioga 30th Anniversary Event** – Attended the January 30, 2020 event.

- **February Legislative Meeting -**
Meeting agenda and all resolutions for the Second Regular Legislature meeting were reviewed with the Legislature at the February 6, 2020 Legislative Worksession.

Legislator Monell will do the prayer, pledge and start the voting process.

Three Recognition Resolutions will be read and presented:

- Recognize Rita Hollenbeck's 31 Years of Dedicated Service to Tioga County – Legislator Monell will read and present.
- Recognize Margareta C. Olin's 20 Years of Dedicated Service to Tioga County – Legislator Monell will read and present.
- Recognize Charisse R. Campbell's 20 Years of Dedicated Service to Tioga County Social Services – Legislator Standinger will read and present.

UPDATE: Following the worksession, Ms. Haskell was informed Ms. Hollenbeck and Ms. Olin will not be attending the February 11, 2020 meeting and that County Treasurer McFadden would accept resolutions/plaques on their behalf. Resolutions will just be noted in the minutes and not read, as reported in the Worksession.

TIOGA COUNTY, NEW YORK

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Two Proclamations will be read and presented:

- Teen Dating Violence Awareness & Prevention Month – Legislator Standinger will read and present to Laura Bennett, Public Health Educator.
- Agriculture Month – Legislator Weston will read and present to Farm Bureau representative.

Respectfully submitted,

Cathy Haskell

Legislative Clerk