



## Legislative Support Minutes

July 9, 2020

**Legislator Attendance:** All Legislators were present.

**Staff Attendance:** Legislative Clerk Haskell, County Attorney DeWind, Budget Officer Bailey, County Attorney Secretary Stephens, Sustainability Manager Pratt, Commissioner of Public Works Hammond, and Director of Emergency Services Simmons were present.

**Guest Attendance:** None

### MINUTES - Approval of June 4, 2020 Legislative Support Minutes:

Legislator Hollenbeck made the motion, seconded by Legislator Sullivan to approve the June 4, 2020 Legislative Support minutes, as written. Motion carried.

### FINANCIAL – YTD Budget and Fringe Reports:

Financial reports for June 2020 were emailed to all Legislators.

### OLD BUSINESS:

- **June Legislative Meetings** - Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following meetings:
  - Sixth Regular Legislative Meeting – Tuesday, June 9, 2020.
- **Sales Tax Extender Bill Resolution –**  
A scanned copy of the adopted resolution was emailed to our County's assigned NYS Taxation & Finance attorney on June 10, 2020. In addition, certified copies were mailed to the NYS Taxation & Finance Department, NYS Secretary of State, NY State Comptroller, and the Tioga County Clerk well in advance of the established deadline of September 2, 2020. Received correspondence from NYS Taxation & Finance acknowledging receipt of the County's certified resolution adopted June 9, 2020. This enactment extends the County's additional one percent rate of sales and compensating use taxes for the period of December 1, 2020 through November 30, 2023.
- **Board of Ethics Vacancy –** Board of Ethics has two vacancies. The Legislature is responsible for filling these positions. The individuals who vacated these board seats were from Candor, NY (District #7) and Spencer, NY (District #6); however, recruitment does not necessarily need to be from these districts.
- **Annual Review of County Policies & Financial Disclosures –** As of July 9, 2020, two Legislators need to complete their financial disclosure and annual review of policies/attestation forms. The attestation form has to be done on the County's Intranet.

# 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



## **NEW BUSINESS:**

- **Leaders Meeting:** Attended the June 24, 2020 meeting.
- **July Legislative Meeting:** Meeting agenda and all resolutions for the Seventh Regular Legislature meeting were reviewed with the Legislature at the July 9, 2020 Legislative Worksession.

The Seventh Regular Legislature Meeting will be on Tuesday, July 14, 2020, at 12:00 p.m. with Finance/Legal Committee meeting at 10:30 a.m. Both meetings will be held in the Hubbard Auditorium.

Legislator Sullivan will lead us in the prayer, pledge and start the voting process.

**Recognition Resolutions:** There are five recognition resolutions for the July 14, 2020 Legislature meeting:

- **Recognize Jean Slocum's 30 Years of Dedicated Service to Tioga County –** Legislator Standinger will read and present to Ms. Slocum.
- **Recognize Steve DuVarney's 32 Years of Dedicated Service to Tioga County –** Legislator Mullen will read and present to Mr. DuVarney.
- **Recognize Susan Fortier's 32 Years of Dedicated Service to Tioga County –** Legislator Mullen will read and present to Ms. Fortier.
- **Recognize Judy Keil's 19 Years of Dedicated Service to Tioga –** Ms. Keil is not attending the meeting; therefore, this resolution will be noted in the minutes.
- **Recognize Paul Garlitz's 18 Years of Dedicated Service to Tioga County –** Mr. Garlitz is not attending the meeting; therefore, this resolution will be noted in the minutes.

**Proclamations:** There are two proclamations for the July 14, 2020 Legislature meeting:

- **Lyme Disease Awareness Month –** This proclamation has been presented previously in years past, therefore, will be noted in the minutes.
- **Employee Recognition and Appreciation Week (July 13<sup>th</sup> – 17<sup>th</sup>) –** A member of the Employee Recognition Committee will read and present this proclamation to this year's recipients.

**Employee Recognition Committee Presentation – Recognition of 25 & 30-Year Employees:** The Employee Recognition Committee (ERC) will be honoring five of the six long-term employees who have attained over 25 years of service at the July 14, 2020 Legislature meeting.

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- **Public Hearing for 8-Year Ag District #2 (Towns of Owego and Nichols)** – Public Hearing is scheduled for Monday, July 27, 2020 at 1:00 p.m. at the Owego Town Hall, Route 434. A Legislative quorum is required. Legislators Hollenbeck, Roberts, Standinger, Sullivan, and Weston will attend.

## PERSONNEL:

- **Job Sharing** – In light of forgoing the filling of the Deputy Legislative Clerk position for the remainder of 2020, Ms. Haskell corresponded with the following County staff to arrange Legislative Office coverage in her absence:
  - **Munis Accounts Payable Backup Coverage** – Met with County Treasurer McFadden, Chief Accountant Jerzak, and Legislative Chair Sauerbrey on June 9, 2020 to inquire about backup Munis coverage from the Treasurer's Office. Ms. Jerzak acknowledged her availability to assist. On July 8, 2020, Ms. Haskell provided training to Ms. Jerzak on the County Auditor function of auditing and approving accounts payable invoices and doing the weekly check run in Munis.
  - **Office Coverage** – Sent an email to Personnel Officer O'Rourke and ED&P Director Tinney to request the services of their secretaries for periodic office coverage, as needed. Ms. Haskell reported both Directors and secretaries were willing to assist. Ms. Haskell reported the two secretaries provided split coverage on June 29, 2020 and a follow-up request has been made for three additional dates to allow Ms. Haskell to use her remaining vacation time prior to her August 9, 2020 anniversary date.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk