



**LEGISLATIVE SUPPORT AGENDA  
THURSDAY, FEBRUARY 10, 2022  
1:00 P.M.**

APPROVAL OF MINUTES

- Approval of January 6, 2022 minutes

FINANCIAL

- Year to Date Budget Report

OLD BUSINESS

- January 2022 Meetings
- Board of Ethics Vacancy
- Mailing of Local Laws No. 1 & 2 of 2022

NEW BUSINESS

- February 2022 Legislative Meetings

PERSONNEL

- N/A

RESOLUTIONS

- N/A

PROCLAMATIONS

- N/A

ADJOURNMENT



## Legislative Support Minutes

January 6, 2022

**Legislators:** Legislators Brown, Ciotoli, Hollenbeck, Mullen, Sauerbrey, Roberts, Standinger, and Weston were present with Legislator Monell being absent.

**Staff:** Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Personnel Officer O'Rourke, ED&P Director Tinney, and Public Health Director were present.

Legislative Clerk Haskell reported the Legislative Support Committee is a committee of the whole Legislature and pertains to all matters related to Rules of Procedure of the Legislature, matters of the Legislative Office, resolutions, and duties of the Legislative Clerk and County Auditor.

### MINUTES:

#### **Approval of December 9, 2021 Legislative Support Minutes:**

Legislator Mullen made the motion, seconded by Legislator Standinger to approve the December 9, 2021 Legislative Support minutes, as written. Motion carried.

### FINANCIAL:

#### **2021 YTD Budget and Fringe Reports:**

Financial reports for December 2021 were emailed to all Legislators with no issues of concern noted. Ms. Haskell reported the Legislative Office used 93% of the 2021 budget, therefore, came in under budget for the year.

### OLD BUSINESS:

**2022 Countywide Shared Services Initiative Plan:** Ms. Haskell reported this is a mandated Initiative announced by the Governor in 2017. Chair Sauerbrey serves as the Chair of the Shared Services Panel consisting of the County's village mayors and town supervisors, and most recently our newest member, the Owego-Apalachin Central School District. In 2018, the County submitted a Shared Services Plan highlighting the shared Information Technology services with municipalities. Most recently, the County submitted our 2022 Shared Services Plan highlighting Tioga County's health insurance project and the Owego-Apalachin Central School District prescription drug plan project. Both projects have an effective date of January 1, 2022. The 2022 Shared Services Plan was submitted on December 20, 2021 and we received confirmation from the State that our Plan was received prior to the December 31, 2021 deadline.

**December Legislative Meetings:** Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following meetings:

- **Twelfth Regular Legislature Meeting – December 14, 2021**

# 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

In addition, the Complete Journal of Proceedings has been prepared and is awaiting approval of the December 2021 minutes in order to proceed with the microfilming process.

## **Meetings Attended:**

- Legislative Standing Committees – December 7 and 9, 2021
- Legislative Worksession – December 9, 2021
- Finance/Legal Committee – December 14, 2021
- Twelfth Regular Legislature Meeting – December 14, 2021
- Finance Meeting – December 15, 2021
- Executive Team Meeting – December 16, 2021

**Board of Ethics Vacancy:** There are two resolutions for board member appointments for Legislature consideration on January 11, 2022, however, as of March 2022, there will still be two vacancies. The Legislature is responsible for recommending the Board of Ethics appointments. All new board appointments are required to submit a resume.

## **NEW BUSINESS:**

**Leadership Tioga 2022:** Ms. Haskell reported she will be participating in this year's Leadership Tioga Program that will kick-off on January 12, 2022. The meetings will be held on the 2<sup>nd</sup> Wednesday of every month from 7:30 a.m. – 10:00 a.m.

**Local Law Introductory No. A of 2022 and Local Law Introductory No. B. of 2022:** Ms. Haskell reported the two local laws were introduced prior to this meeting at the Second Special Legislature Meeting of 2022 and the Legislature adopted two resolutions to schedule the respective public hearings.

Ms. Haskell reported the following timeline:

- Tuesday, January 11<sup>th</sup> – Prior to the start of the 1<sup>st</sup> Regular Legislature meeting, we will conduct the two public hearings for the above-referenced local laws.
- Thursday, January 20<sup>th</sup> – Prior to the start of the 2<sup>nd</sup> Legislative Worksession, we will conduct the Third Special Legislature Meeting of 2022 to adopt the above-referenced local laws.

In regards to Local Law Introductory No. A, Chair Sauerbrey reported the Legislature has been working on the 911 Surcharge Bill for the past two years. The Governor signed the Bill at the end of last year authorizing Tioga County to increase our cell phone and landline surcharges by an additional one dollar (\$1.00) per line/per month. The surcharge funds go into the E911 account to be used for equipment upgrades and maintenance of the 911 system. This local law will sunset in ten years and at such time our local law would revert to the original surcharge amounts.

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Cathy Haskell Legislative Clerk Amy Eiklor Deputy Legislative Clerk

**January 2022 Legislative Meeting:** The 1<sup>st</sup> Regular Legislature meeting will be held on Tuesday, January 11<sup>th</sup>, at 12:00 p.m. with Finance/Legal Committee meeting just prior at 10:30 a.m.

- ✓ **Prayer, Pledge, Voting Process:** Chair Sauerbrey will lead the Legislature in the prayer, pledge, and the voting process at the January 11, 2022 Legislature meeting, as Legislator Weston will be unable to attend.
- ✓ **Moment of Silence:** The Legislature will do a moment of silence in memory of Ken Del Bianco, former Commissioner of Public Works who served for 14 years.
- ✓ **Proclamations:** Ms. Haskell reported there are two (2) proclamations; one will be read and the other just noted in the minutes. Ms. Haskell reported the established protocol is to ask the Chair of the respective Legislative Standing Committee to read and present to the Department if the proclamation is new otherwise repeat proclamations are just noted in the meeting minutes.
  - **Human Trafficking Awareness Month:** This is a new proclamation presented by the Department of Social Services. Legislator Standinger will read and present to Jen Green, Child Advocacy Center Supervisor.
  - **National Radon Action Month:** This proclamation has been presented in year's past, therefore, will just be noted in the minutes of the January 11, 2022 Legislature meeting.
- ✓ **Resolutions:** All resolutions presented by the Department's at their respective Legislative Standing Committees were reviewed for Legislature consideration at the January 11, 2022 Legislature meeting with the following changes noted.
  - **Reso A14 – Amend Resolution#291-19 Authorize Amended Agreement with Motorola Solutions Change Order #2 Emergency Management** – This resolution went through the Public Safety Committee, however, the resolution title was changed after the resolution was submitted to the Legislative Clerk. The title revision reflects the inclusion of Change Order #2.
  - **Reso A27 – Award Design Services to Delta Engineers for Chiller Replacement at PSB** – This resolution went through the Public Works Committee, however, it was determined that additional language and ARPA project code were needed to clearly identify the use of American Recovery Plan Act (ARPA) funds. Resolution has been revised accordingly.
  - **Reso A28 – Authorization for the Department of Economic Development and Planning to Submit an Application and Administer a USDA ReConnect Grant for Town of Nichols Broadband Project** – This resolution went through the ED&P Committee, however, the ED&P Director has since decided to pull the resolution for Legislature consideration at this time with plans to re-submit next month.

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At this time, Ms. Haskell reported she is unaware of any late-file resolutions for Legislature consideration.

- ✓ **Cornell Cooperative Extension Legislative Representative Appointment:** Legislator Brown has expressed an interest in serving on the Tioga County Cornell Cooperative Extension Board, therefore, Chair Sauerbrey will make this one-year appointment at the January 11, 2022 Legislature meeting.

**PERSONNEL:**

None

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk

DRAFT



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 01

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
A General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<b>A1010 Legislative Board</b>							
A1010 510010 Full Time	259,191	0	259,191	15,184.64	.00	244,006.36	5.9%
A1010 510020 Part Time/Temporar	2,746	0	2,746	105.62	.00	2,640.38	3.8%
A1010 510050 All Other(On Call,	8,487	0	8,487	1,406.73	.00	7,080.17	16.6%
A1010 540010 Advertising	350	0	350	20.72	.00	329.28	5.9%
A1010 540140 Contracting Servic	100	0	100	.00	.00	100.00	.0%
A1010 540180 Dues	100	0	100	100.00	.00	.00	100.0%
A1010 540320 Leased/Service Equ	2,700	0	2,700	202.95	.00	2,497.05	7.5%
A1010 540340 Literature	445	0	445	280.82	.00	164.18	63.1%
A1010 540390 Mileage Expense	4,800	0	4,800	26.91	.00	4,773.09	.6%
A1010 540420 Office Supplies	1,000	0	1,000	42.99	.00	957.01	4.3%
A1010 540480 Postage	315	0	315	14.76	.00	300.24	4.7%
A1010 540485 Printing/Paper	350	0	350	.00	.00	350.00	.0%
A1010 540520 Recording/Microfil	200	0	200	.00	.00	200.00	.0%
A1010 540640 Supplies (Not offi	400	0	400	.00	.00	400.00	.0%
A1010 540660 Telephone	1,205	0	1,205	.00	.00	1,205.00	.0%
A1010 540732 Training/County Re	2,200	0	2,200	300.00	.00	1,900.00	13.6%
A1010 581088 State Retirement F	35,538	0	35,538	2,819.26	.00	32,719.16	7.9%
A1010 583088 Social Security Fr	19,834	0	19,834	1,547.67	.00	18,285.85	7.8%
A1010 584088 workers Compensati	15,917	0	15,917	1,240.64	.00	14,676.60	7.8%
A1010 585588 Disability Insuran	204	0	204	10.44	.00	193.28	5.1%
A1010 586088 Health Insurance F	192,221	0	192,221	14,135.37	.00	178,085.83	7.4%
A1010 588988 Eap Fringe	190	0	190	14.24	.00	176.12	7.5%
TOTAL Legislative Board	548,493	0	548,493	37,453.76	.00	511,039.60	6.8%
TOTAL General Fund	548,493	0	548,493	37,453.76	.00	511,039.60	6.8%
TOTAL EXPENSES	548,493	0	548,493	37,453.76	.00	511,039.60	



**Tioga County  
YEAR-TO-DATE BUDGET REPORT**

FOR 2022 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	548,493	0	548,493	37,453.76	.00	511,039.60	6.8%

\*\* END OF REPORT - Generated by Haskell, Cathy \*\*