

# Office of the Legislative Clerk



## Legislative Support Minutes

April 10, 2025

1:00 p.m.

### ATTENDANCE

**Legislators:** Legislators Brown, Bunce, Ciotoli, Flesher, Monell, Mullen, Roberts, Sauerbrey, and Standing were present.

**Staff:** Legislative Clerk Haskell, Deputy Legislative Clerk Baldwin, County Attorney DeWind, County Administrator Bailey, Personnel Officer Parke, Public Defender Cline, and Commissioner of Public Works Hammond.

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

### APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Brown to approve the March 6, 2025 Legislative Support minutes, as written. Motion carried.

### FINANCIAL

**2025 YTD Budget Reports:** Ms. Haskell reported 23.5% utilization noting no concerns at this time.

**County Auditor Accounts Payable Report:** Ms. Haskell reported the following accounts payable report for the month of March and 1<sup>st</sup> Quarter 2025. This report is included in today’s committee agenda packet.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
March	742	\$2,175,316.36	200	\$40,801.01
1 <sup>st</sup> Quarter	2,451	\$6,437,770.45	606	\$132,888.35

### OLD BUSINESS

#### March 2025 Meetings:

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

- Third Regular Legislature Meeting – March 11, 2025

The Legislative Clerk attended the following meetings in March 2025:

- Legislative Committees – March 4 and 6, 2025
- Legislative Worksessions – March 6 and 20, 2025
- Finance, Legal & Safety Committee – March 11, 2025
  - Munis Module Owners Meeting – March 12, 2025
- Meeting w/Coroners & County Administrator – March 13, 2025
  - IT Steering Committee – March 19, 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 **Stephanie Baldwin** Deputy Legislative Clerk

**Sales Tax Extender (2 Year):** Ms. Haskell reported the Home Rule Request forms were mailed to the Assembly and Senate Counsel Offices in Albany, NY on March 13, 2025. Ms. Haskell confirmed the forms were received by both offices. Ms. Haskell reported that while we wait for the Governor to sign the legislation, she will prepare a final resolution to be reviewed by the County Attorney and our assigned NYS Taxation and Finance Attorney. To date, Ms. Haskell reported she has not received any correspondence regarding the assignment of the NYS Taxation and Finance attorney. The process must be completed and the resolution postmarked by September 1, 2025 to avoid a waiver request.

**Local Law No. 1 of 2025** – Ms. Haskell reported she received notification on March 6, 2025 that Local Law No. 1 of 2025 – Establish Salary for the Office of the County Treasurer effective January 1, 2026 was filed with the State on February 27, 2025.

## NEW BUSINESS

**Fixed Asset Inventory** – Ms. Haskell reported the Legislature Fixed Asset Inventory was completed and submitted to the Director of Fixed Assets and Records Management Hopkins on March 27, 2025. Ms. Haskell reported this inventory included the Legislative Office, Legislative Conference Room, and Hubbard Auditorium.

Ms. Haskell reported she also provided an additional inventory list of items not included on the inventory list received from the Director of Fixed Assets and Records Management but are in the Legislative Office assigned areas.

Chair Sauerbrey inquired about the storage area behind the Hubbard Auditorium. Ms. Haskell reported this area was included for the items belonging to the Legislature such as the large whiteboard.

### **April 2025 Legislative Meeting:**

- **Prayer, Pledge, Voting:** Legislator Roberts will lead us in the prayer, pledge and voting process for the April 15, 2025 Legislature meeting.
- **Recognition Resolution:** There is one recognition resolution that will be read and presented at the April 15, 2025 Legislature meeting. Sheriff Howard will also be attending to speak on behalf of his employee.

**Recognizing Brian Henry's 28 Years of Dedicated Service to Tioga County**

# 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 **Stephanie Baldwin** Deputy Legislative Clerk



- **Proclamations:** There are three proclamations for the April 15, 2025 Legislature meeting:

***In Memory of Kenneth Franklin Easton –***

The proclamation will be read by Legislator Flesher and presented to the family of Kenneth Franklin Easton.

***Fair Housing Month –***

The proclamation will be noted in the minutes of the April 15, 2025 Legislature meeting.

***Child Abuse Prevention Month -***

The proclamation will be noted in the minutes of the April 15, 2025 Legislature meeting.

- **Appointments/Reappointments:** Chair Sauerbrey will be appointing the following members to the Tioga County Law Enforcement Association (TCLEA) and Tioga County Corrections Association (TCCA) Negotiations Team:

**Legislator Flesher  
Legislator Monell  
County Administrator Bailey  
Personnel Officer Parke  
Sheriff Howard**

- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the April 15, 2025 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is expecting one late-file resolution at this time.

## PERSONNEL

- **Legislative Clerk Conference:** Ms. Haskell reported she will be out of the office May 14-16, 2025 attending the annual NYS Association of Clerks of County Legislative Boards (NYSACCLB) conference in Java Center, NY.
- **Legislative Clerk Vacation:** Ms. Haskell reported County policy allows an employee to make a vacation carryover request due to extenuating circumstances. Ms. Haskell reported she submitted a vacation carryover request, which was approved by the Personnel Officer in the event she is not able to use her time prior to her anniversary date in August.

TIOGA COUNTY, NEW YORK

# 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 **Stephanie Baldwin** Deputy Legislative Clerk

## RESOLUTIONS

None

## PROCLAMATIONS

- None

## ADJOURNMENT

Meeting adjourned at 2:17 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk