



LEGISLATIVE SUPPORT AGENDA THURSDAY, FEBRUARY 6, 2025

MINUTES

- Approval of January 9, 2025 minutes

FINANCIAL

- 2025 Year to Date Budget Report
- 2025 County Auditor Accounts Payable Update

OLD BUSINESS

- January 2025 Meetings
- 2024 Journal of Proceedings
- Sales Tax Extender (2-Yr) – Process to begin in February 2025

NEW BUSINESS

- Public Hearing: Northern Tioga Ag District 8 Yr Review – 2/18/25 – Berkshire Town Hall
- Public Hearing: Annual Ag District Inclusions – 2/20/25 – Legislative Worksession
- Annual Policy Review and Attestation (Neogov) – Due by 3/31/25
- Annual Statement of Financial Disclosure – Due by 5/15/25
- 2025 NYSAC Directory
- 2024 Annual Report
- Legislative Clerk Conference – May 14-16, 2025 - Wyoming County
- February 2025 Legislative Meeting

PERSONNEL

- Deputy Legislative Clerk Vacancy

RESOLUTIONS

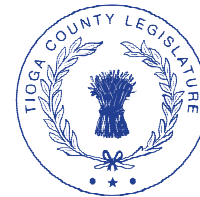
- B08- Adopt Local Law No. 1 of 2025
- B21- Re-Appointment of County Historian
- B48 – Resolution Requesting State Home Rule Legislation for Two-Year Extension of Additional 1% Sales Tax for Tioga County through November 30, 2027

PROCLAMATIONS

- None

ADJOURNMENT

Office of the Legislative Clerk



Legislative Support Minutes

January 9, 2025

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, County Administrator Bailey, County Attorney DeWind, and Personnel Officer Parke.

Guests: None

APPROVAL OF MINUTES

Legislator Monell made the motion, seconded by Legislator Flesher to approve the December 5, 2024 Legislative Support minutes, as written. Motion carried.

FINANCIAL

2024 YTD Budget Reports: The 2024 Legislative Office YTD Budget Report is included in today's committee agenda packet and was emailed to all Legislators and posted on the County website prior to this meeting. Legislative Clerk Haskell reported 94.8% utilization noting there will be funds returned in the full-time salary line due to the Deputy Legislative Clerk vacancy since August 2024.

Ms. Haskell reported 94.5% utilization of the Legislative Office YTD Capital Budget Report noting \$7,558.00 has been expended for the payment of the Legislative Bronze Wall Plaque leaving a balance of \$442.00. No further expenditure is expected from this budget.

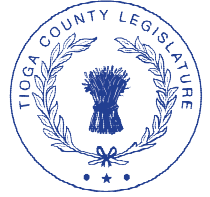
2025 YTD Budget Reports: Ms. Haskell reported there have been no expenditures to date for 2025.

County Auditor Accounts Payable Report: Ms. Haskell reported the following accounts payable report for the month of December 2024, Q4 2024, and YTD 2024. This report is included in today's committee agenda packet.

Month	AP Invoices	AP Total	P-Card Transactions	P-Card Total
December	738	\$1,858,882.10	237	\$69,560.20
4 th Quarter	2,301	\$8,513,740.98	717	\$192,093.07
YTD 2024	8,725	\$25,826,582.49	2,447	\$597,909.74

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OLD BUSINESS

December 2024 Meetings:

Minutes were taken, typed, copied, indexed, and recorded for the Legislature and Journal of Proceedings for the following Legislature meetings in December 2024:

- Twelfth Regular Legislature Meeting – December 10, 2024

The 2024 Journal of Proceedings is completed and will be posted after the December minutes are approved at the January 14, 2025 Legislature meeting. At that time, arrangements will be made with the Director of Records Management for microfilming.

The Legislative Clerk attended or facilitated the following meetings/trainings in December 2024:

- Conducted Accounts Payable Training w/Personnel staff – December 2, 2024
- Legislative Committees – December 3 and 5, 2024
- Legislative Worksession – December 5, 2024
- Waverly Mental Hygiene Grand Opening – December 4, 2024
- 56 Main Street HVAC Project Construction Meeting – December 9, 2024
- Finance, Legal & Safety Committee – December 10, 2024
- Twelfth Regular Legislature Meeting – December 10, 2024
- Executive Team Meeting – December 12, 2024

HVAC Construction Project Status:

- **Legislative Office** – The project is on schedule and staff will be able to return to the Legislative Office on Monday, January 13, 2025.
- **No Staff Access – 56 Main Street** – There will be no one allowed to access the building over the Martin Luther King, Jr. holiday, as the contractors will be installing an air curtain at the entrance of the building. Staff have been notified via email.

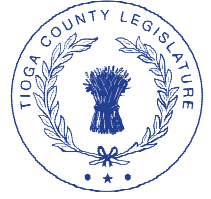
NEW BUSINESS

56 Main Street Building Update – A new timer system was installed this week for the lights in County Office building. The timer is set for lights to be on from 3:30 a.m. – 8:30 p.m. Ms. Haskell reported the Legislative Office has been given a key to override the timer should the need occur.

Local Law Introductory No. A of 2025 – Establish the Salary for the Office of the County Treasurer Effective January 1, 2026 – Ms. Haskell reported the local law is done early due to the early voting so that candidates are aware of the salary at time of petition

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carrying. Ms. Haskell reported a Legislator will need to introduce the local law at the January 14, 2025 Legislature meeting.

Public Hearing: Local Law Introductory No. A of 2025 – Ms. Haskell reported there is a resolution for Legislature consideration to set the public hearing for January 23, 2025 at 10:00 a.m. at the Legislative Worksession.

2025 Legislator Mileage Rate Change – Ms. Haskell reported the County follows the IRS standard, which has increased to .70 cents per mile for 2025.

Legislative Office Renovation – The HVAC project is nearing completion. Discussion has occurred with Buildings & Grounds Supervisor for the installation of new carpeting, desks/countertops in the Legislative Office. County Administrator Bailey reported he would like to renovate the office with the installation of a door to increase the level of privacy and confidentiality for anyone who may be standing in the front office area. Mr. Bailey will work with Buildings & Grounds on an RFP. Legislators will have access through their access badge. Legislator Monell suggested including a noise cancelling system in the RFP.

Public Hearing Dates:

- **Northern Tioga Ag District 8 Year Review** – Ms. Haskell reported a Legislative quorum is required for the public hearing to be held at the Berkshire Town Hall on February 18, 2025 at 1:00 p.m.
- **Annual Ag District Inclusions** – This public hearing is tentative based on receiving any new requests or changes. Tentatively, this hearing will be held on February 20, 2025 at 10:00 a.m. at the Legislative Worksession. Ms. Haskell reported a Legislative quorum is required to conduct the public hearing.

Sales Tax Extender: Ms. Haskell reported the sales tax extender provides the County with an additional 1% sales tax. At present, we have been informed to plan for another 2-year process. The sales tax extender is done by way of resolution whereas in the past this was done by local law. Ms. Haskell reported she will begin the process by February through the request of Bill numbers from the Assemblyman and Senator. A resolution must be adopted and postmarked by September 1, 2025 otherwise the County will need to request a waiver.

January 2025 Legislative Meeting:

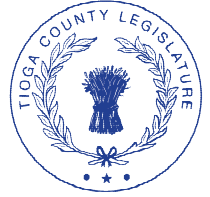
- **Prayer, Pledge, Voting:** Legislator Flesher will lead us in the prayer, pledge and voting process for the January 14, 2025 Legislature meeting.

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- **Moment of Silence:** Chair Sauerbrey will request a moment of silence for former District #3 Legislator Jim Woodruff. Mr. Woodruff served on the Legislature from April 8, 1991 – December 31, 2025. Mr. Woodruff passed away on December 25, 2024.

- **Recognition Resolution:** We have one recognition resolution that Legislator Standinger will read and present:

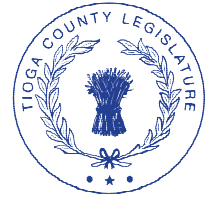
***Recognition of Albert Knapp's 18 Years of Dedicated Service to
Tioga County Public Health***

Mr. Knapp will be attending the meeting along with Director of Public Vroman.

- **Introduction of Local Law Introductory No. A of 2025** – Legislator Ciotoli will introduce the local law establishing the salary for the Office of the County Treasurer for the term of office commencing January 1, 2026. The public hearing will be held on January 23, 2025 at 10:00 a.m. in the Legislative Conference Room.
- **2025 Legislative Standing Committees:** Chair Sauerbrey will announce the 2025 committees have been established noting changes have been made. The new committees will go into effect February 2025.
- **Appointments:** Chair Sauerbrey will announce the following appointments:
 - **Director of Veterans' Services Agency Search Committee:** Chair Sauerbrey, County Administrator Bailey, Legislator Brown, Legislator Standinger, Personnel Officer Parke, and Director of Administrative Services (MH) Korba will serve on this committee.
 - **Coroner's Search Committee:** Chair Sauerbrey, County Administrator Bailey, Legislator Standinger, Legislator Flesher, and Personnel Officer Parke will serve on this committee.
- **Proclamations:** None.
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the January 14, 2025 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.

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PERSONNEL

- **Deputy Legislative Clerk Vacancy:** Ms. Haskell updated the Legislature on the vacancy status and will continue to actively interview until such time the position is filled.

Ms. Haskell reported that the Legislative Clerk does not have a Strategic Plan, however, would like to add one. Due to the status of the current vacancy, Ms. Haskell reported she would like to add the long-term goal of hiring a 2nd Deputy possibly in 2026. Legislators were in favor of adding this to the County's Strategic Plan.

RESOLUTIONS

- A09- Set Public Hearing for Local Law Introductory No. A of 2025

OTHER

- None

EXECUTIVE SESSION

- None

ADJOURNMENT

Meeting adjourned at 2:25 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

ACCOUNTS FOR: A	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A1010 Legislative Board								
A1010	510010 Full Time	291,186	0	291,186	17,276.68	.00	273,909.32	5.9%
A1010	510050 All other(On Call,	9,894	0	9,894	1,908.02	.00	7,985.63	19.3%
A1010	540010 Advertising	700	0	700	47.82	.00	652.18	6.8%
A1010	540140 Contracting Servic	100	0	100	.00	.00	100.00	.0%
A1010	540180 Dues	300	0	300	300.00	.00	.00	100.0%
A1010	540320 Leased/Service Equ	2,100	0	2,100	84.01	.00	2,015.99	4.0%
A1010	540340 Literature	695	0	695	306.03	.00	388.97	44.0%
A1010	540390 Mileage Expense	3,450	0	3,450	.00	.00	3,450.00	.0%
A1010	540420 Office Supplies	700	0	700	.00	.00	700.00	.0%
A1010	540480 Postage	215	0	215	.00	.00	215.00	.0%
A1010	540485 Printing/Paper	150	0	150	.00	.00	150.00	.0%
A1010	540520 Recording/Microfil	450	0	450	.00	.00	450.00	.0%
A1010	540640 Supplies (Not Offi	400	0	400	.00	.00	400.00	.0%
A1010	540660 Telephone	955	0	955	.00	.00	955.00	.0%
A1010	540732 Training/County Re	7,950	0	7,950	85.00	.00	7,865.00	1.1%
A1010	581088 State Retirement F	34,691	0	34,691	3,049.29	.00	31,641.39	8.8%
A1010	583088 Social Security Fr	22,497	0	22,497	1,819.59	.00	20,677.41	8.1%
A1010	584088 Workers Compensati	13,145	0	13,145	945.10	.00	12,199.90	7.2%
A1010	585588 Disability Insuran	136	0	136	6.53	.00	129.19	4.8%
A1010	586088 Health Insurance F	156,512	0	156,512	15,200.29	.00	141,311.71	9.7%
A1010	588988 Eap Fringe	176	0	176	12.75	.00	163.25	7.2%
TOTAL Legislative Board		546,401	0	546,401	41,041.11	.00	505,359.94	7.5%
TOTAL General Fund		546,401	0	546,401	41,041.11	.00	505,359.94	7.5%
TOTAL EXPENSES		546,401	0	546,401	41,041.11	.00	505,359.94	

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COUNTY AUDITOR ACCOUNTS PAYABLE UPDATE – JANUARY 2025

MONTH/ QUARTER	AP INVOICES	AP INVOICE TOTALS	P-CARD TRANSACTIONS	P-CARD TOTAL
January	924	\$3,001,097.19	220	\$47,023.72



2024 Annual Report Legislative Clerk/County Auditor

A NOTABLE YEAR FOR ELECTED & APPOINTED OFFICIALS

At the First Special & Organizational Meeting of 2024, the Legislature acknowledged and congratulated District #7 Legislator Flesher, Sheriff Howard, County Clerk Klett, Coroner Kline, and Coroner Williams on their new terms of office. All elected officials were sworn-in by County Clerk Klett.

Legislator/Chair Sauerbrey was appointed by the Legislature and sworn-in by County Clerk Klett to serve as the Chair of the Legislature for 2024 serving her eleventh one-year Chair term.

Legislator Monell was appointed by the Legislature and sworn-in by County Clerk Klett to serve as Deputy Chair of the Legislature for 2024 serving his second one-year Deputy Chair term.

Chair Sauerbrey was appointed as the County's Public Information Officer and Legislator Standinger was appointed as the Republican Majority Leader for 2024.

Sadly, the Legislature mourned the loss of one current and two former Legislators:

- **Legislator Dale N. Weston** passed away in office on April 2, 2024 and was posthumously recognized at the May 14, 2024 Legislature meeting. Legislator Weston was elected to the position of Tioga County District #6 Legislator on January 1, 2005 and successfully was re-elected every term thereafter.
- **Former Legislator Todd E. Smith** passed away on April 8, 2024 and was posthumously recognized at the May 14, 2024 Legislature meeting. Former Legislator Smith was elected to the position of Tioga County District #7 Legislator on January 1, 1999 and successfully re-elected until his resignation on September 30, 2003.
- **Former Legislator Peter L. Ward** passed away on May 8, 2024 and was posthumously recognized at the June 11, 2024 Legislature meeting. Former Legislator Ward was elected to the position of Tioga County District #7 Legislator on January 1, 1996 and successfully re-elected until he left office on December 31, 2004.

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LEGISLATIVE CHAIR APPOINTMENTS

Chair Sauerbrey announced the 2024 Legislative Standing Committees, which went into effect February 2024.

Chair Sauerbrey made the following Legislative Chair appointments in 2024:

Committee	Legislators/Staff
Personnel Legislative Standing Committee <i>(temporary appointment 1/9 – 12/31/24)</i>	Legislator Standinger
ED&P Legislative Standing Committee <i>(temporary appointment 2/13 – 12/31/24)</i>	Legislator Ciotoli
CSEA Negotiations Committee <i>(appointed 2/13/2024)</i>	Legislator Ciotoli Legislator Standinger Personnel Officer Parke Commissioner of Public Works Hammond Deputy Commissioner of Social Services Myers

It is important to note that the CSEA Negotiations Committee was successful in negotiating an agreement for the contract period of 2025-2027 and a resolution to ratify the collective bargaining agreement was adopted at the Twelfth Regular Legislature Meeting on December 10, 2024.

RETIREMENT RECOGNITIONS

The Legislature recognized and congratulated five employees on their retirements in 2024 and thanked them for their eleven to thirty-two years of dedicated service to Tioga County. Through recruitment and promotion, the Legislators welcomed their successors.

LEGISLATIVE MEETINGS – CONDUCTING THE BUSINESS OF THE COUNTY

The Legislature convened twelve regular meetings, three special meetings, and eight public hearings in 2024. Minutes were recorded, typed, indexed, and copied for the official Journal of Proceedings.

The Legislature adopted 470 resolutions, including eight Recognition Resolutions.

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The Legislature adopted the following policy revisions of the County's Employee Handbook; ***Comprehensive Information Security Policy, Personnel Rules, and Building & Vehicle Procedures.***

The Legislature acknowledged twenty proclamations in 2024. Most notably were ***Employee Recognition, American Stroke Month, Great American Smokeout Day, Human Trafficking Awareness Month, Tioga Central Football and Waverly Central Football State Championships, Recognizing Tioga Central Football Coach Aiello on being Selected as the 2023 Lou Rettino High School Coach of the Year, Bell of Sessions/Emma Sedore Day, Salute to Tioga County Employee Veterans and Active Military Day, and Recognition of Centennial Year of the New York State Association of Counties.***

The Chair of the Legislature presented the State of the County Address at the Fourth Regular Legislature Meeting on April 9, 2024.

The County Administrator presented the 2025 Tentative Budget at the public hearing on November 12, 2024.

The Legislature adopted the 2025 County Budget at the Twelfth Regular Legislature Meeting on December 10, 2024.

COUNTY AUDITOR

The County Auditor provided monthly AP updates to the Legislature as part of the Legislative Support Committee report.

The County Auditor reviewed and processed 2,447 purchase card transactions totaling \$597,909.74, which is an increase of 492 transactions and \$67,828.20 from the previous year.

The County Auditor reviewed and processed 8,725 accounts payable invoices totaling \$25,826,582.49, which is a decrease of 406 invoices and \$523,568.70 from the previous year.

Office of the Legislative Clerk



2024 LOCAL LAWS

The Legislature introduced and adopted the following two (2) new Local Laws:

- Local Law No. 1 of the Year 2024 – A Local Law authorizing twelve (12) and thirteen (13) year old licensed hunters to hunt deer with a firearm or crossbow during hunting season with the supervision of an adult licensed hunter. This local law was adopted on April 9, 2024 with an immediate effective date.
- Local Law No. 2 of the Year 2024 – A Local Law Amending Local Law No. 1 of 1988 establishing a Schedule of Fees for permits issued by the Tioga County Department of Health as amended by Local Law No. 1 of 1990, as amended by Local Law No. 3 of 1991, as amended by Local Law No. 8 of 1995 and as amended by Local Law No. 3 of 2002. This local law was adopted on November 12, 2024 with an effective date of January 1, 2025.

PERSONNEL

The Legislature appointed Jackson D. Bailey, II as the new County Administrator effective July 1, 2024.

The Deputy Legislative Clerk position became vacant on August 2, 2024 due to a resignation.

STATE OF EMERGENCY

Chair Sauerbrey, in agreement with the Tioga County Legislature, continued the State of Emergency originally issued on November 8, 2023 throughout 2024 regarding the prohibition of accepting New York City FHEPS and/or SOTA housing vouchers within Tioga County without prior written approval.

On October 31, 2024, Chair Sauerbrey issued a State of Emergency Burn Ban prohibiting outside burning of any type due to the lack of rain and dry conditions, making conditions at an increased risk of fires. The State of Emergency Burn Ban was rescinded as of November 29, 2024.

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The Legislative Office continued to keep the public informed through media releases and posting the State of Emergency Declaration and Emergency Orders on the County website.

2025 GOALS

As we begin the New Year, I look forward to accomplishing the following:

- ❖ Hiring and training for the Deputy Legislative Clerk position.
- ❖ Completing the Two-Year Sales Tax Extender Legislation process.
- ❖ Legislative Office renovation process.
- ❖ Serving on the Executive Committee of the NYS Association of Clerks of County Legislative Boards and 2024 appointment as Chair of the Welcome Committee.
- ❖ Attending the Legislative Clerk's annual NYS Association of Clerks of County Legislative Boards conference May 14-16, 2025 in Wyoming County.
- ❖ Establishing and co-facilitating the Policy Review Committee with the County Administrator.
- ❖ Establishing a Munis training committee and program with the County Administrator.
- ❖ Starting Strategic Plan long-term goal process of hiring additional Deputy Legislative Clerk position.
- ❖ Continued training offered through the County's Institute for Advancement Program.

Dated: February 3, 2025

Respectfully submitted,

Cathy Haskell

Legislative Clerk/County Auditor

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

ADOPT LOCAL LAW NO. 1 OF 2025

WHEREAS: A public hearing was held on January 23, 2025, following due notice thereof to consider the adoption of Local Law Introductory No. A of 2025; a Local Law establishing the salary for the Office of County Treasurer for the term of office set forth by New York State legislation commencing on January 1, 2026; and

WHEREAS: It is in the best interest of the residents of Tioga County to adopt such Local Law which will be Local Law No. 1 of 2025; therefore be it

RESOLVED: That the following Local Law be and hereby is adopted:

County of Tioga County

Local Law No. 1 of the Year 2025.

A Local Law establishing the salary for the Office of County Treasurer for the term of office set forth by New York State legislation commencing on January 1, 2026

Be It Enacted by the Legislature of the County of Tioga as follows:

SECTION 1: PURPOSE

As set forth in Local Law No. 3 of 2003, the annual salary for the elected public office of County Treasurer shall not be increased during a term of office.

Accordingly, it is the purpose and intent of this Local Law to establish the salary for Office of County Treasurer for the term of office set forth by New York State legislation commencing on January 1, 2026.

SECTION 2: ANNUAL SALARY

- A) The annual salary for the Office of County Treasurer for the term of office set forth by New York State legislation commencing January 1, 2026 is hereby established as follows:

1. County Treasurer	\$82,023
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SECTION 3: SEVERABILITY

If any clause, sentence, phrase, paragraph, subdivision, section, rule or part of this ordinance shall be adjudged by any Court or Agency of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, phrase, paragraph, subdivision, section, rule or part thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 4: EFFECTIVE DATE

This Local law shall take effect January 1, 2026.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25

RE-APPOINTMENT OF COUNTY HISTORIAN

WHEREAS: Emma Sedore was first appointed Tioga County Historian on November 13, 2001; and

WHEREAS: She is a dedicated Historian; and

WHEREAS: Her term is set to expire March 31, 2025 and Ms. Sedore is willing and able to serve another two-year term; therefore be it

RESOLVED: That Emma Sedore is hereby re-appointed County Historian for a two-year term from April 1, 2025 until March 31, 2027.

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

RESOLUTION REQUESTING STATE HOME RULE
LEGISLATION FOR TWO-YEAR EXTENSION OF
ADDITIONAL 1% SALES TAX FOR TIOGA COUNTY
THROUGH NOVEMBER 30, 2027

WHEREAS: The County of Tioga presently has State Legislation authority to collect an additional 1% sales tax, but said authority expires as of November 30, 2025; and

WHEREAS: Tioga County is requesting State Home Rule Legislation for another two-year extension of the 1% sales tax through November 30, 2027; therefore be it

RESOLVED: That the Tioga County Legislature hereby requests our State Legislators, Assemblyman Christopher S. Friend and Senator Thomas F. O'Mara, to prepare a Home Rule Statute giving the County of Tioga authority to extend the additional 1% sales tax from November 30, 2025 to November 30, 2027, or the maximum time permissible.