

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

Cathy Haskell Legislative Clerk **Amy Eiklor** Deputy Legislative Clerk

Legislative Support Minutes

January 5, 2023

1:00 p.m.

ATTENDANCE

Legislators: Legislators Brown, Ciotoli, Mullen, Roberts, Sauerbrey, Standinger, and Weston were present.

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Personnel Officer Parke

Guests: None

APPROVAL OF MINUTES

Legislator Standinger made the motion, seconded by Legislator Brown to approve the December 8, 2022 Legislative Support minutes, as written. Motion carried.

FINANCIAL

2022 YTD Budget Report: Legislative Clerk Haskell reported the 2022 YTD Budget Report was emailed to all Legislators prior to this meeting and is included in today's committee agenda packet. Ms. Haskell reported the Legislative Office expended 92.5% of their budget to date, which includes encumbrances for anticipated 2022 year-end expenses.

OLD BUSINESS

December 2022 Meetings:

Minutes were taken, typed, copied, indexed, and put on disc for the Legislature and Journal of Proceedings for the following Legislature meetings in December 2022:

- Public Hearing: Local Law Introductory No. D of 2022 – December 8, 2022
 - Twelfth Regular Legislature Meeting – December 13, 2022

The Legislative Clerk attended the following meetings in December 2022:

- E911 Surcharge Meeting w/Finance and Budget – December 5, 2022
- Legislative Standing Committees – December 6 and 8, 2022
- Legislative Worksession – December 8, 2022
- Public Hearing: LL Introductory No. D of 2022 – December 8, 2022
- Finance/Legal Committee – December 13, 2022
- Twelfth Regular Legislature Meeting – December 13, 2022

Journal of Proceedings: Ms. Haskell reported the 2022 Journal of Proceedings has been compiled and following the approval of the December 8 and 13, 2022 Legislative minutes, the Journal will be given to the Director of Records Management for microfilming.

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NEW BUSINESS

GSA Per-Diem Rate Discussion – Ms. Haskell reported she wanted to discuss the current policy related to per-diem meal reimbursement allowances prior to the Chief Accountant issuing the 2023 General Services Administration (GSA) per-diem rates. Ms. Haskell researched the historical trend of how the County has established these rates noting the following methodology; flat daily rate, GSA established rates, and currently since 2011 using GSA established rates less 30%. Ms. Haskell reported staff is beginning to resume travel and she is receiving feedback that the current GSA chart using the less 30% rates are not adequate for some travel locations. In addition, the 2022 GSA chart provides a link for out-of-state travel, however, this is contradictory to current practice of the County using the standard rate less 30% for areas not listed on the chart for a total daily rate of \$41.00.

The Legislators decided to set a standard daily rate of \$65.00 for all travel within New York State and an out-of-state GSA rate based on the specific travel location via <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/>, in accordance with the time of travel and the meal reimbursement allowances breakdown rates per meal.

ACTION: Ms. Haskell will prepare a resolution for Legislature consideration at the January 10, 2023 Legislature meeting to amend the Employee Handbook Travel Policy and Procedures and the Purchasing and Payment Policy to reflect the standard daily per-diem rate of \$65.00 for all travel within New York State, in accordance with the time of travel and the Meal Reimbursement Allowances Breakdown Rates of \$14.00 for breakfast, \$16.00 for lunch, \$30.00 for dinner, and \$5.00 for incidentals. Out-of-state travel will be based on the provided GSA link, in accordance with the time of travel and the established Meal & Incidental Rates. Ms. Haskell will request the Chief Accountant establish a 2023 Meal Reimbursement Allowances Chart based on the newly adopted policies for distribution to the Departments following the January 10th Legislature meeting.

Local Law Introductory No. A of 2023 – Ms. Haskell reported due to the timing of the 2023 election cycle process and the need to establish the salaries for the County Clerk and Sheriff prior to petition carrying the first week in March, Ms. Haskell asked Personnel Officer Parke to attend today's meeting to provide salary recommendations for these two offices. Ms. Parke provided salary recommendations for both offices based on using the historical methodology from the former Personnel Officer. Ms. Haskell reminded Legislators these are recommendations, and that the Legislature can propose their own recommendations.

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Ms. Haskell further reported the following timeline for adoption of the Local Law:

| Date | Action | Meeting |
|-------------|---|-------------------------|
| 1/5/23 | Establish Salaries | Legislative Worksession |
| 1/10/23 | Legislator to Introduce Local Law Adopt Resolution to Set Public Hearing | Legislative Meeting |
| 1/19/23 | Conduct Public Hearing | Legislative Worksession |
| 2/14/23 | Adopt Local Law No. 1 of 2023 (Effective 1/1/24) | Legislative Meeting |

Legislator Fund – Legislators were in favor of continuing the Legislator Fund for 2023. Ms. Haskell reported she will be responsible for collecting money and monitoring the fund, in accordance with, how Legislators wish to use the fund.

January 2023 Legislature Meeting - The First Regular Legislature meeting will be held on Tuesday, January 10, 2023, at 12:00 p.m. with Finance, Legal, and Safety Committee meeting held just prior at 10:30 a.m. Legislator Monell will lead the Legislature in the prayer, pledge, and voting process.

RECOGNITION RESOLUTIONS:

- **Recognition Resolution Recognizing Legislator Hollenbeck Posthumously** – Chair Sauerbrey will read and present this resolution to the family of Legislator Eddie J. Hollenbeck.
- **Recognition Resolution Recognizing Aaron Gowan’s 30 Years of Dedicated Service to Tioga County Industrial Development Agency (IDA)** – Legislator Monell will read and present this resolution.
- **Recognition Resolution Recognizing Christine Fay’s 19 Years of Dedicated Service to Tioga County and Tioga County Department of Mental Hygiene** – This resolution will just be noted in the minutes, as Ms. Fay will not be attending the meeting.
- **Recognition of The Honorable Gerald A. Keene’s 41 Years of Dedicated Service to Tioga County** – Legislator Monell will read and present this resolution.

PROCLAMATION

- **Human Trafficking Awareness Month** – This proclamation will just be noted in the minutes, as this resolution has been read and presented in year’s past.

LEGISLATOR VACANCY COMMITTEE: Chair Sauerbrey will appoint the following Legislators to the Legislator Vacancy Committee: Chair Sauerbrey, Legislator Monell, Legislator Roberts, and Legislator Standingier.

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2023 LEGISLATIVE STANDING COMMITTEES - Chair Sauerbrey will announce the establishment of the 2023 Legislative Standing Committees that will take effect in February.

RESOLUTIONS

All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the January 10, 2023.

PERSONNEL

N/A

EXECUTIVE SESSION

N/A

ADJOURNMENT

Legislator Brown motioned to adjourn at 3:01 p.m., seconded by Legislator Mullen.

Respectfully submitted,

Cathy Haskell

Legislative Clerk