



**LEGISLATIVE SUPPORT AGENDA**  
**THURSDAY, SEPTEMBER 8, 2022**  
**1:00 P.M.**

APPROVAL OF MINUTES

- Approval of August 4, 2022 minutes

FINANCIAL

- Year to Date Budget Report

OLD BUSINESS

- August 2022 Meetings

NEW BUSINESS

- Department Head Evaluations – due by September 9, 2022
- September 2022 Legislative Meetings

PERSONNEL

- N/A

RESOLUTIONS

- Reso I04 – 2022 Budget Modification and Transfer of Funds for Purchase of Office Chairs for the Legislative Office

PROCLAMATIONS

- N/A

ADJOURNMENT



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 09

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>A1010 Legislative Board</b>							
A1010 510010 Full Time	259,191	0	259,191	164,749.12	.00	94,441.88	63.6%
A1010 510020 Part Time/Temporar	2,746	0	2,746	1,689.92	.00	1,056.08	61.5%
A1010 510050 All Other(On Call,	8,487	0	8,487	3,609.73	.00	4,877.17	42.5%
A1010 540010 Advertising	350	200	550	359.31	.00	190.69	65.3%
A1010 540140 Contracting Servic	100	0	100	32.40	.00	67.60	32.4%
A1010 540180 Dues	100	0	100	100.00	.00	.00	100.0%
A1010 540320 Leased/Service Equ	2,700	0	2,700	1,206.23	.00	1,493.77	44.7%
A1010 540340 Literature	445	0	445	312.82	.00	132.18	70.3%
A1010 540390 Mileage Expense	4,800	-325	4,475	1,088.69	.00	3,386.31	24.3%
A1010 540420 Office Supplies	1,000	0	1,000	172.83	.00	827.17	17.3%
A1010 540480 Postage	315	0	315	166.12	.00	148.88	52.7%
A1010 540485 Printing/Paper	350	0	350	.00	.00	350.00	.0%
A1010 540520 Recording/Microfil	200	125	325	325.00	.00	.00	100.0%
A1010 540640 Supplies (Not offi	400	0	400	240.99	.00	159.01	60.2%
A1010 540660 Telephone	1,205	0	1,205	386.77	.00	818.23	32.1%
A1010 540732 Training/County Re	2,200	0	2,200	1,367.00	.00	833.00	62.1%
A1010 581088 State Retirement F	35,538	0	35,538	23,411.77	.00	12,126.65	65.9%
A1010 583088 Social Security Fr	19,834	0	19,834	12,110.69	.00	7,722.83	61.1%
A1010 584088 Workers Compensati	15,917	0	15,917	10,121.00	.00	5,796.24	63.6%
A1010 585588 Disability Insuran	204	0	204	88.74	.00	114.98	43.6%
A1010 586088 Health Insurance F	192,221	0	192,221	110,315.08	.00	81,906.12	57.4%
A1010 588988 Eap Fringe	190	0	190	116.16	.00	74.20	61.0%
TOTAL Legislative Board	548,493	0	548,493	331,970.37	.00	216,522.99	60.5%
TOTAL General Fund	548,493	0	548,493	331,970.37	.00	216,522.99	60.5%
TOTAL EXPENSES	548,493	0	548,493	331,970.37	.00	216,522.99	

# 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 **Amy Eiklor** Deputy Legislative Clerk

## Legislative Support Minutes

August 4, 2022

1:00 p.m.

### ATTENDANCE

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

**Staff:** Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Director of Community Services Morgan, Deputy Director of Community Services Begeal, Commissioner of Public Works Hammond, Personnel Officer Parke, ED&P Director Tinney, Accountant Schurter, and Director of Emergency Services Simmons.

**Guests:** None

### APPROVAL OF MINUTES

Legislator Brown made the motion, seconded by Legislator Monell to approve the July 7, 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 has expended 53.1% of their budget to date, which is slightly less than the percentage expended for last year at this time. There is nothing notable to report at this time.

**2023 Budget Review:** Ms. Haskell reported the Legislative Office 2023 Budget was emailed to Budget Officer Bailey on July 11, 2022 for his review. The budget reports and notes were emailed to all Legislators prior to this meeting. Ms. Haskell reviewed the 2023 Legislative Office budget noting minimal adjustments were made in the following lines to offset known and anticipated increases: Leased/Service Equipment, Literature, Mileage and Supplies (Not Office). Ms. Haskell reported there is an increase in the Salary All Other line, which reflects the Legislative Clerk's Management/Confidential Vacation Sell-Back of five (5) days, allowable per policy. Ms. Haskell reported the Legislative Office budget is in compliance with the zero-based budget directive.

### OLD BUSINESS

#### July 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 July 2022:

- Seventh Regular Legislature Meeting – July 12, 2022
- Seventh Special Legislature Meeting – July 21, 2022

# 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 **Amy Eiklor** Deputy Legislative Clerk

The Legislative Clerk attended the following meetings in July 2022:

- Legislative Standing Committees – July 5 and 7, 2022
- Legislative Worksessions – July 7 and 21, 2022
- Seventh Regular Legislative Meeting – July 12, 2022
- Leadership Tioga – July 13, 2022
- Executive Team Meeting – July 14, 2022
- New Department Head Orientation – July 19, 2022
- Seventh Special Legislature Meeting – July 21, 2022

Ms. Haskell noted she, Chair Sauerbrey, and County Attorney DeWind conducted a New Department Head Orientation for Republican Commissioner of Elections, Personnel Officer, and Acting Director of Real Property on July 19, 2022.

## NEW BUSINESS

**Department Head Evaluations** – Ms. Haskell reported the Department Head evaluations are due no later than September 9, 2022. Evaluations have been placed in every Legislator's mailbox. The evaluations should be completed in time to meet with the respective Department Heads and obtain the necessary Legislator signatures.

**August 2022 Legislative Meeting** - The Eighth Regular Legislature meeting will be held on Tuesday, August 9, 2022, at 12:00 p.m. with Finance, Legal, and Safety Committee meeting held just prior at 10:30 a.m. Legislator/Chair Sauerbrey will lead the Legislature in the prayer, pledge, and voting process.

There is one (1) recognition resolution this month; **Resolution Recognizing Elizabeth Struble's 18 Years of Dedicated Service to Tioga County – Sheriff's Office**. Ms. Struble will not be attending the August 9, 2022 Legislative meeting, however, Legislator Mullen will read and present the resolution to Sheriff Howard who will be accepting on Ms. Struble's behalf.

There is one (1) proclamation; **Immunization Awareness Month**, which will be noted in the minutes, as this proclamation has been read and presented in year's past.

All resolutions presented by the Department's at their respective Legislative Standing Committees were reviewed for Legislature consideration at the August 9, 2022 Legislature Meeting.

## PERSONNEL

N/A

## RESOLUTIONS

N/A

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 **Amy Eiklor** Deputy Legislative Clerk

## PROCLAMATIONS

N/A

## EXECUTIVE SESSION

N/A

## ADJOURNMENT

Legislator Monell motioned to adjourn at 2:03 p.m.

Respectfully submitted,

*Cathy Haskell*

Legislative Clerk

DRAFT



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

FOR 2022 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	548,493	0	548,493	331,970.37	.00	216,522.99	60.5%

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

REFERRED TO: LEGISLATIVE WORKSESSION  
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22 2022 BUDGET MODIFICATION AND  
TRANSFER OF FUNDS FOR  
PURCHASE OF OFFICE CHAIRS FOR THE  
LEGISLATIVE OFFICE

WHEREAS: The Legislative Office has two office chairs in need of replacement;  
and

WHEREAS: The Legislative Office budget does not have an established budget  
line for Chairs; and

WHEREAS: Amending of Budget and Transfer of Funds requires Legislative  
approval; therefore be it

RESOLVED: That the Legislative Office 2022 budget be modified by establishing a  
new budget line (A1010 520070) and that the following sums be transferred to  
cover the cost of the new office chairs.

From:	A1010 540485 Printing/Paper	\$350.00
	A1010 540390 Mileage	\$150.00
To:	A1010 520070 Chairs (New)	\$500.00