



LEGISLATIVE SUPPORT AGENDA THURSDAY, APRIL 10, 2025

MINUTES

- Approval of March 6, 2025 minutes

FINANCIAL

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

OLD BUSINESS

- March 2025 Meetings
- Sales Tax Extender (2-Yr)
- Local Law No. 1 of 2025

NEW BUSINESS

- Fixed Asset Inventory
- April 2025 Legislative Meeting

PERSONNEL

- Legislative Clerk Conference – May 14-16, 2025
- Legislative Clerk Vacation

RESOLUTIONS

- None

PROCLAMATIONS

- None

ADJOURNMENT



Legislative Support Minutes

March 6, 2025

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Baldwin, County Administrator Bailey, and County Attorney DeWind.

Guests: Matt Freeze, Reporter, Morning Times

APPROVAL OF MINUTES

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

FINANCIAL

2025 YTD Budget Reports: Ms. Haskell reported 15.2% utilization noting this is primarily due to the NYSAC Conference expenses in February 2025.

County Auditor Accounts Payable Report: Ms. Haskell reported the following accounts payable report for the month of February 2025. This report is included in today's committee agenda packet.

| Month | AP Invoices | AP Total | P-Card Transactions | P-Card Total |
|----------|-------------|----------------|---------------------|--------------|
| February | 785 | \$1,261,356.90 | 186 | \$45,063.62 |

OLD BUSINESS

February 2025 Meetings:

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

- Second Regular Legislature Meeting – February 11, 2025
- Public Hearing – North Tioga Ag District #3 Eight Year Review – February 18, 2025
 - Public Hearing – Annual Ag District Inclusion – February 20, 2025

The Legislative Clerk attended the following meetings in February 2025:

- Legislative Committees – February 4 and 6, 2025
- Legislative Worksessions – February 6 and 20, 2025
- Finance, Legal & Safety Committee – February 11, 2025
- Public Hearing: North Tioga Ag District #3 Eight Year Review – February 18, 2025
 - Public Hearing: Annual Ag District Inclusion – February 20, 2025

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 Stephanie Baldwin Deputy Legislative Clerk

Sales Tax Extender (2 Year): Ms. Haskell reported she mailed the certified resolution that was adopted by the Legislature on February 11, 2025 to Assembly Friend's office formally requesting the Assembly and Senate Bill numbers. Ms. Haskell spoke with Assemblyman Friend's Chief of Staff on February 13, 2025 to inquire about the Bill numbers. Ms. Haskell reported she received the Senate Bill number on March 3, 2025 and the Assembly Bill number on March 5, 2025. Ms. Haskell reported she prepared a resolution that is included in the meeting agenda packet for Legislature consideration at the March 11, 2025 Legislature meeting in support of this legislation. Following the adoption of this resolution on March 11, 2025, Ms. Haskell reported the next step in the process is to prepare the required eight (8) Home Rule Request forms and mail accordingly. While we wait for the Governor to sign this legislation, a final resolution will be prepared and reviewed by the assigned NYS Taxation and Finance attorney and County Attorney DeWind. This resolution cannot be presented and adopted by the Legislature until the Governor signs the legislation. This process must be completed and postmarked by September 1, 2025 or a waiver will need to be requested.

Annual Policy Review and Attestation – Ms. Haskell reminded the Legislators that the annual policy review can be done either on the Neogov platform or in paper format and is due no later than March 31, 2025.

Annual Statement of Financial Disclosure – Ms. Haskell reminded the Legislators that the annual statement of financial disclosure is only available in paper format and is due no later than May 15, 2025.

NEW BUSINESS

2024 Venesky Legislative Clerk Data Report – Ms. Haskell reported she submitted the annual information by the February 28, 2025 deadline. This report includes the 2024 Legislative budget and verifies the 2024 office structure for Legislators, Legislative Clerk, Deputy Legislative Clerk and County Auditor and the percentage of time spent on auditing, budgeting, personnel, and Board activities as related to the respective positions.

March 2025 Legislative Meeting:

- **Prayer, Pledge, Voting:** Legislator Mullen will lead us in the prayer, pledge and voting process for the March 11, 2025 Legislature meeting.

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Cathy Haskell Legislative Clerk **Stephanie Baldwin** Deputy Legislative Clerk

- **Recognition Resolution:** There is one recognition resolution that will just be noted in the March 11, 2025 Legislature meeting minutes.

Recognizing Larry Brink's 24 Years of Dedicated Service to Tioga County

- **Proclamation:** There is one proclamation that will just be noted in the March 11, 2025 Legislature meeting minutes.

Public Health Week (April 7th – 13th, 2025)

- **State of the County Address:** Ms. Haskell reported Chair Sauerbrey, in conjunction with County Administrator Bailey, will be delivering the State of the County Address at the March 11, 2025 Legislature meeting.
- **Resolutions:** All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the March 11, 2025 Legislature meeting.
- **Late-File Resolutions:** Ms. Haskell reported she is unaware of any late-file resolutions at this time.

PERSONNEL

- **Deputy Legislative Clerk:** Ms. Haskell officially welcomed Stephanie Baldwin as the new Deputy Legislative Clerk who started on February 24, 2025.

RESOLUTIONS

None

PROCLAMATIONS

- None

ADJOURNMENT

Meeting adjourned at 2:00 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 04

| 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 | 61,658.01 | .00 | 229,527.99 | 21.2% |
| A1010 | 510050 | All other(On Call, | 9,894 | 0 | 9,894 | 2,502.96 | .00 | 7,390.69 | 25.3% |
| A1010 | 540010 | Advertising | 700 | 0 | 700 | 80.00 | .00 | 620.00 | 11.4% |
| 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 | 509.71 | .00 | 1,590.29 | 24.3% |
| A1010 | 540340 | Literature | 695 | 0 | 695 | 306.03 | .00 | 388.97 | 44.0% |
| A1010 | 540390 | Mileage Expense | 3,450 | 0 | 3,450 | 486.50 | .00 | 2,963.50 | 14.1% |
| A1010 | 540420 | Office Supplies | 700 | 0 | 700 | 131.02 | .00 | 568.98 | 18.7% |
| A1010 | 540480 | Postage | 215 | 0 | 215 | 31.66 | .00 | 183.34 | 14.7% |
| 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 | 50.00 | .00 | 350.00 | 12.5% |
| A1010 | 540660 | Telephone | 955 | 0 | 955 | .00 | .00 | 955.00 | .0% |
| A1010 | 540732 | Training/County Re | 7,950 | 0 | 7,950 | 2,940.00 | .00 | 5,010.00 | 37.0% |
| A1010 | 581088 | State Retirement F | 34,691 | 0 | 34,691 | 8,018.07 | .00 | 26,672.61 | 23.1% |
| A1010 | 583088 | Social Security Fr | 22,497 | 0 | 22,497 | 5,060.97 | .00 | 17,436.03 | 22.5% |
| A1010 | 584088 | Workers Compensati | 13,145 | 0 | 13,145 | 3,041.80 | .00 | 10,103.20 | 23.1% |
| A1010 | 585588 | Disability Insuran | 136 | 0 | 136 | 19.85 | .00 | 115.87 | 14.6% |
| A1010 | 586088 | Health Insurance F | 156,512 | 0 | 156,512 | 43,453.23 | .00 | 113,058.77 | 27.8% |
| A1010 | 588988 | Eap Fringe | 176 | 0 | 176 | 41.09 | .00 | 134.91 | 23.3% |
| TOTAL Legislative Board | | | 546,401 | 0 | 546,401 | 128,630.90 | .00 | 417,770.15 | 23.5% |
| TOTAL General Fund | | | 546,401 | 0 | 546,401 | 128,630.90 | .00 | 417,770.15 | 23.5% |
| TOTAL EXPENSES | | | 546,401 | 0 | 546,401 | 128,630.90 | .00 | 417,770.15 | |



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2025 04

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| GRAND TOTAL | 546,401 | 0 | 546,401 | 128,630.90 | .00 | 417,770.15 | 23.5% |

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

Office of the Legislative Clerk

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Cathy Haskell Legislative Clerk **Stephanie Baldwin** Deputy Legislative Clerk

COUNTY AUDITOR ACCOUNTS PAYABLE UPDATE – MARCH 2025

| MONTH/ QUARTER | AP INVOICES | AP INVOICE TOTALS | P-CARD TRANSACTIONS | P-CARD TOTAL |
|---------------------------|------------------------|------------------------------|--------------------------------|-------------------------|
| March | 742 | \$2,175,316.36 | 200 | \$40,801.01 |
| 1 st Quarter | 2,451 | \$6,437,770.45 | 606 | \$132,888.35 |