

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 **Stephanie Baldwin** Deputy Legislative Clerk



LEGISLATIVE SUPPORT AGENDA **THURSDAY, MAY 8, 2025**

MINUTES

- Approval of April 10, 2025 minutes

FINANCIAL

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

OLD BUSINESS

- April 2025 Meetings
- Sales Tax Extender (2 Year)

NEW BUSINESS

- 2024 Journal of Proceedings/2023 Annual Reports Microfilming Completed
- Legislator Mullen Service Name Plate
- May 2025 Legislative Meeting

PERSONNEL

- Legislative Clerk Conference – May 14-16, 2025

RESOLUTIONS

- E01 - Resolution Recognizing Dennis M. Mullen's 9 Years of Dedicated Service to the Tioga County Legislature

PROCLAMATIONS

- None

ADJOURNMENT

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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 1st 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 st 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

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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

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- **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.

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RESOLUTIONS

None

PROCLAMATIONS

- None

ADJOURNMENT

Meeting adjourned at 2:17 p.m.

Respectfully submitted,

Cathy Haskell

Legislative Clerk



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2025 05

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	84,920.97	.00	206,265.03	29.2%
A1010 510050 All Other(On Call,	9,894	0	9,894	3,379.48	.00	6,514.17	34.2%
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	670.30	.00	1,429.70	31.9%
A1010 540340 Literature	695	0	695	306.03	.00	388.97	44.0%
A1010 540390 Mileage Expense	3,450	0	3,450	623.70	.00	2,826.30	18.1%
A1010 540420 Office Supplies	700	0	700	131.02	.00	568.98	18.7%
A1010 540480 Postage	215	0	215	44.08	.00	170.92	20.5%
A1010 540485 Printing/Paper	150	0	150	.00	.00	150.00	.0%
A1010 540520 Recording/Microfil	450	0	450	416.00	.00	34.00	92.4%
A1010 540640 Supplies (Not Offi	400	0	400	100.00	.00	300.00	25.0%
A1010 540660 Telephone	955	0	955	24.98	.00	930.02	2.6%
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	10,642.71	.00	24,047.97	30.7%
A1010 583088 Social Security Fr	22,497	0	22,497	6,739.51	.00	15,757.49	30.0%
A1010 584088 Workers Compensati	13,145	0	13,145	4,086.42	.00	9,058.58	31.1%
A1010 585588 Disability Insuran	136	0	136	28.73	.00	106.99	21.2%
A1010 586088 Health Insurance F	156,512	0	156,512	58,717.57	.00	97,794.43	37.5%
A1010 588988 Eap Fringe	176	0	176	55.19	.00	120.81	31.4%
TOTAL Legislative Board	546,401	0	546,401	174,206.69	.00	372,194.36	31.9%
TOTAL General Fund	546,401	0	546,401	174,206.69	.00	372,194.36	31.9%
TOTAL EXPENSES	546,401	0	546,401	174,206.69	.00	372,194.36	

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COUNTY AUDITOR ACCOUNTS PAYABLE UPDATE – APRIL 2025

MONTH/ QUARTER	AP INVOICES	AP INVOICE TOTALS	P-CARD TRANSACTIONS	P-CARD TOTAL
April	685	\$2,224,766.14	173	\$48,617.27

REFERRED TO:

LEGISLATIVE WORKSESSION

RESOLUTION NO. -25

RESOLUTION RECOGNIZING
DENNIS M. MULLEN'S 9 YEARS OF
DEDICATED SERVICE TO THE
TIOGA COUNTY LEGISLATURE

WHEREAS: Dennis M. Mullen was appointed to the position of Tioga County District #5 Legislator on February 9, 2016; and

WHEREAS: Dennis M. Mullen was elected on November 8, 2016 to serve the unexpired term of January 1, 2017 – December 31, 2018; and

WHEREAS: Dennis M. Mullen was re-elected to serve a new term effective January 1, 2019 and was successfully re-elected every term thereafter, including his current term expiring December 31, 2025; and

WHEREAS: Over the course of his Legislative career, Dennis M. Mullen has served as Chairman of several Legislative Standing Committees overseeing numerous departments with his longest running term as Chair of Public Safety for seven years from 2016-2022. Dennis served as the Chair of Administrative Services from 2023-2024 and in January 2025 was appointed to serve as Chair of Personnel. Additionally, Dennis has served on the following Legislative Standing Committees: Health and Human Services, Economic Development & Planning, Finance, Legal & Safety, and Information Technology & Communication Services; and

WHEREAS: Throughout his tenure as a Tioga County Legislator, Dennis M. Mullen has honorably served the people of Tioga County representing District #5 through good governance, leadership, and fiduciary responsibility; and

WHEREAS: Dennis M. Mullen has served with a total of 15 Legislators with whom they shared a mutual professional respect; and

WHEREAS: Dennis M. Mullen has contributed to numerous Legislative efforts over the past nine years and was a strong advocate for several County projects; most notably the Waverly Glen Park, new Waverly Mental Hygiene Clinic, and the Radio Tower Communications project that is currently underway; and

WHEREAS: Dennis M. Mullen has been extremely dedicated and loyal in the performance of his duties and responsibilities over the past nine years to the Tioga County Legislature. He has earned the respect of his fellow Legislators, Tioga County officials, and employees; and

WHEREAS: Dennis M. Mullen resigned from his position as Tioga County District #5 Legislator on May 2, 2025 to accept his new role as the Tioga County Director of Veterans' Service Agency effective May 3, 2025 where he will continue his public service to Tioga County; therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, express sincere gratitude to Dennis M. Mullen for his nine years of public service, leadership, and commitment to the residents of Tioga County; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to this outstanding Legislator, Dennis M. Mullen.