



LEGISLATIVE SUPPORT AGENDA THURSDAY, JANUARY 5, 2023

MINUTES

- Approval of December 8, 2022 minutes

FINANCIAL

- Year to Date Budget Report

OLD BUSINESS

- December 2022 Meetings

NEW BUSINESS

- GSA Per Diem Rate Discussion
- Local Law Introductory No. A of 2023
- Legislator Fund
- January 2022 Legislative Meetings

PERSONNEL:

- None

RESOLUTIONS

- N/A

PROCLAMATIONS

- N/A

ADJOURNMENT

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 **Amy Eiklor** Deputy Legislative Clerk

Legislative Support Minutes

December 8, 2022

1:00 p.m.

ATTENDANCE

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

Staff: Legislative Clerk Haskell, Deputy Legislative Clerk Eiklor, County Attorney DeWind, Personnel Officer Parke, Chief Accountant Jerzak, Commissioner of Public Works Hammond, Director of Administrative Services (PH) McCann

Guests: None

APPROVAL OF MINUTES

Legislator Mullen made the motion, seconded by Legislator Brown to approve the November 10, 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 84.7% of their budget to date, which is slightly lower than this time last year. Ms. Haskell reported she will be encumbering funds for year-end purchase orders to cover anticipated invoices for December expenses.

OLD BUSINESS

Cybersecurity Training – Ms. Haskell reported all Legislators have completed the required cybersecurity training.

Annual Trainings – Ms. Haskell reminded Legislators of the December 9, 2022 deadline for completion of the required trainings.

November 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 November 2022:

- Eleventh Regular Legislature Meeting – November 15, 2022
- Tenth Special Legislature Meeting – November 22, 2022

The Legislative Clerk attended the following meetings in November 2022:

- NYSAC Webinar: Moving Past the Great Resignation – November 4, 2022
- Legislative Standing Committees – November 8 and 10, 2022
- Leadership Tioga Graduation – November 9, 2022

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- Legislative Worksessions – November 10 and 22, 2022
- Finance/Legal Committee – November 15, 2022
- Eleventh Regular Legislature Meeting – November 15, 2022
- Tenth Special Legislature Meeting – November 22, 2022
- Executive Team Meeting – November 28, 2022
- Leaders Meeting – November 29, 2022
- Year-End 2022 Finance Meeting – November 29, 2022

NEW BUSINESS

December 22, 2022 2nd Legislative Worksession – Ms. Haskell reported the December 22, 2022 Legislative Worksession will be cancelled. Notification will be sent to Legislators, Directors, Administrative Assistants, and media, as well as posting on the designated bulletin boards and County website.

2023 Organizational Meeting Agenda Review – Due to the cancellation of the December 22, 2022 Legislative Worksession, Ms. Haskell reviewed the 2023 Organizational Meeting agenda for the January 3, 2023 meeting at 9:00 a.m. in the Hubbard Auditorium.

Ms. Haskell reported nominations and elections of the following one-year term positions will occur: Chair of the Legislature, Deputy Chair of the Legislature, Public Information Officer, and Republican Majority Leader. County Clerk Klett will attend to swear-in the Chair and Deputy Chair of the Legislature, as well as two appointed officials; Republican and Democratic Election Commissioners and one elected official; County Coroner. Legislators will be required to go on the record and disclose any conflicts with your position as a Legislator. The annual standard resolutions were reviewed. We will not be taking a Legislature photo this year.

Due to the timing of the Organizational Meeting, the Legislative Standing Committees start time for January 3, 2023 will be pushed back one hour. Legislators, Directors, and media have been notified of the time change.

December 2022 Legislature Meeting - The Twelfth Regular Legislature meeting will be held on Tuesday, December 13, 2022, at 12:00 p.m. with Finance, Legal, and Safety Committee meeting held just prior at 10:30 a.m. Legislator Ciotoli will lead the Legislature in the prayer, pledge, and voting process.

MOMENT OF SILENCE

- **Legislator Eddie J. Hollenbeck** - Chair Sauerbrey will ask for a Moment of Silence to remember our dear colleague and friend, Legislator Eddie J. Hollenbeck. The Legislature will recognize Legislator Hollenbeck posthumously at the January 10, 2023 Legislature meeting.

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INSTITUTE FOR ADVANCEMENT (I4A) GRADUATION CEREMONY

Ms. Haskell reported the Institute for Advancement (I4A) is the County's Leadership Program. Steve Palinosky, I4A member, will MC the graduation ceremony at the December 13, 2022 Legislature meeting recognizing this year's graduates.

RECOGNITION RESOLUTION

- **Recognizing Joseph Picco's 11 Years of Dedicated Service to Tioga County Board of Health** – Dr. Picco will not be attending the December 13, 2022 Legislature meeting, therefore, this resolution will be noted in the minutes.

PROCLAMATIONS

- **Stress Management and Seasonal Affective Disorder Month** – This is a new proclamation from the Public Health Department. Legislator Standinger will read and present to Public Health Educator, Katie Wait at the December 13, 2022 Legislature meeting.

RESOLUTIONS

Reso L47: 2023 Staff Changes – Legislative Office: The Part-Time Information Security Officer position in the Legislative Office will be abolished effective January 1, 2023.

All resolutions presented by the Departments at their respective Legislative Standing Committees were reviewed for Legislature consideration at the December 13, 2022.

PERSONNEL

N/A

EXECUTIVE SESSION

N/A

ADJOURNMENT

Legislator Monell motioned to adjourn at 2:15 p.m., seconded by Legislator Brown.

Respectfully submitted,

Cathy Haskell

Legislative Clerk



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
A General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
A1010 Legislative Board							
A1010 510010 Full Time	259,191	0	259,191	251,920.10	.00	7,270.90	97.2%
A1010 510020 Part Time/Temporar	2,746	0	2,746	2,640.50	.00	105.50	96.2%
A1010 510050 All Other(On Call,	8,487	0	8,487	8,322.53	.00	164.37	98.1%
A1010 520070 Chairs	0	500	500	436.98	.00	63.02	87.4%
A1010 540010 Advertising	350	750	1,100	725.02	326.70	48.28	95.6%
A1010 540140 Contracting Servic	100	0	100	32.40	67.60	.00	100.0%
A1010 540180 Dues	100	0	100	100.00	.00	.00	100.0%
A1010 540320 Leased/Service Equ	2,700	0	2,700	1,800.49	250.00	649.51	75.9%
A1010 540340 Literature	445	50	495	454.82	.00	40.18	91.9%
A1010 540390 Mileage Expense	4,800	-2,175	2,625	1,591.16	243.75	790.09	69.9%
A1010 540420 Office Supplies	1,000	0	1,000	242.23	.00	757.77	24.2%
A1010 540480 Postage	315	0	315	187.53	.00	127.47	59.5%
A1010 540485 Printing/Paper	350	-350	0	.00	.00	.00	.0%
A1010 540520 Recording/Microfil	200	125	325	325.00	.00	.00	100.0%
A1010 540640 Supplies (Not Offi	400	500	900	278.99	500.00	121.01	86.6%
A1010 540660 Telephone	1,205	0	1,205	618.73	.00	586.27	51.3%
A1010 540732 Training/County Re	2,200	600	2,800	2,228.00	.00	572.00	79.6%
A1010 581088 State Retirement F	35,538	0	35,538	35,546.50	.00	-8.08	100.0%
A1010 583088 Social Security Fr	19,834	0	19,834	18,562.68	.00	1,270.84	93.6%
A1010 584088 Workers Compensati	15,917	0	15,917	15,173.33	.00	743.91	95.3%
A1010 585588 Disability Insuran	204	0	204	135.72	.00	68.00	66.6%
A1010 586088 Health Insurance F	192,221	0	192,221	164,690.71	.00	27,530.49	85.7%
A1010 588988 Eap Fringe	190	0	190	174.14	.00	16.22	91.5%
TOTAL Legislative Board	548,493	0	548,493	506,187.56	1,388.05	40,917.75	92.5%
TOTAL General Fund	548,493	0	548,493	506,187.56	1,388.05	40,917.75	92.5%
TOTAL EXPENSES	548,493	0	548,493	506,187.56	1,388.05	40,917.75	



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	548,493	0	548,493	506,187.56	1,388.05	40,917.75	92.5%

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

MEAL REIMBURSEMENT ALLOWANCES

Effective January 1, 2022 Based on GENERAL SERVICES ADMINISTRATION

MEALS			
Location	County	Allowances	Minus 30%
Albany County	Albany	\$69	\$48
Binghamton	Broome	\$64	\$45
Buffalo	Erie	\$69	\$48
Floral Park/Garden City/ Great Neck	Nassau	\$74	\$52
Glens Falls	Warren	\$69	\$48
Ithaca/Waterloo/Romulus	Tompkins and Seneca	\$74	\$52
Kingston	Ulster	\$69	\$48
Lake Placid	Essex	\$79	\$55
Manhattan (includes the boroughs of Manhattan, Brooklyn, the Bronx, Queens and Staten Island)	Bronx, Kings, New York, Queens and Richmond	\$79	\$55
Niagara Falls	Niagara	\$69	\$48
Nyack/Palisades	Rockland	\$69	\$48
Owego	Tioga	\$59	\$41
Poughkeepsie	Dutchess	\$69	\$48
Riverhead/Ronkonkoma/Melville	Suffolk	\$69	\$48
Rochester	Monroe	\$69	\$48
Saratoga Springs/Schenectady	Saratoga and Schenectady	\$64	\$45
Standard Rate	Applies for all locations without specified rates	\$59	\$41
Syracuse / Oswego	Onondaga	\$64	\$45
Tarrytown/White Plains/New Rochelle	Westchester	\$74	\$52
Troy	Rensselaer	\$64	\$45
West Point	Orange	\$64	\$45

<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/>

*****Click on per diem and then click on the State where you are going.

Use the M&IE column for the location

If the location is not shown on the list then the \$59.00 standard rate minus 30% applies for a total of \$41.00.

You may want to bookmark the above link for easy access in the future

Meal Reimbursement Allowances Breakdown										
Effective 1/1/22 Based on General Services Administration										
	GSA	-30%	GSA	-30%	GSA	-30%	GSA	-30%	GSA	-30%
Total	\$59.00	\$41.00	\$64.00	\$45.00	\$69.00	\$48.00	\$74.00	\$52.00	\$79.00	\$55.00
Breakfast	\$13.00	\$9.00	\$14.00	\$10.00	\$16.00	\$11.00	\$17.00	\$12.00	\$18.00	\$13.00
Lunch	\$15.00	\$11.00	\$16.00	\$11.00	\$17.00	\$12.00	\$18.00	\$13.00	\$20.00	\$14.00
Dinner	\$26.00	\$18.00	\$29.00	\$20.00	\$31.00	\$22.00	\$34.00	\$24.00	\$36.00	\$25.00
Incidentals	\$5.00	\$3.00	\$5.00	\$4.00	\$5.00	\$3.00	\$5.00	\$3.00	\$5.00	\$3.00