



**Cortland County
Government Operations
Committee
Committee Meeting
~ Agenda ~**

60 Central Ave.
Cortland, NY 13045
www.cortlandcountyny.gov

Tuesday, December 2, 2025

10:30 AM

Room 302

View Meeting Virtually

Webex Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m7489324b2ffb7310c989d62db4f87ae6>

Tuesday, December 2, 2025 10:30 AM | 1 hour | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 2341 351 6103

Password: wNQq7vTMa43

Join by phone

+1-415-655-0001 US Toll

Access code: 234 135 16103

Call to Order

Attendee Name	Present	Absent	Late	Arrived
Committee Member Douglas Bentley				
Committee Member Cathy Bischoff				
Committee Member Paul Heider				
Committee Member Linda Jones				
Committee Member Dominick Mantella				
Committee Vice-Chair Mitchel Eccleston				
Committee Chair Joseph Nauseef				

Approval of Minutes

- 1. November 4, 2025 Government Operations Committee Minutes**

Resolutions

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 1.

Authorize Agreement with Hopdox, LLC - Electronic Recording Vendor - County Clerk

WHEREAS, effective September 2012, New York State lawmakers signed legislation allowing County Clerks to record digitized documents, no longer requiring physical papers to be delivered for processing; AND

WHEREAS, in 2013 the Cortland County Clerk's office began working with vendors who transmit submitted documents to the County Clerk's Office for processing; AND

WHEREAS, in 2024 52% of land recordings in Cortland County were submitted via the electronic recording option through one of the four established vendors; AND

WHEREAS, Hopdox, LLC is a vendor providing electronic recording services; AND

WHEREAS, entering into an agreement with Hopdox, LLC has no associated expenses for Cortland County as the service fees are paid for by the filer; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney and the Chief Information Officer or their designees, be and hereby is authorized to execute an agreement with Hopdox, LLC.

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 2.

Standard Workday Reporting 2025

WHEREAS, the New York State Comptroller is authorized by Sections 34 and 334 of the Retirement and Social Security Law to adopt rules and regulations for reporting the service and salary information for all employees of participating employers in the New York State and Local Employees' Retirement System ("Retirement System"); AND

WHEREAS, Cortland County is a participating employer in the Retirement System; AND

WHEREAS, the New York State Comptroller has promulgated Regulation 315.4 which imposes certain reporting requirements for elected and appointed officials of participating employers, and requires the governing board of each participating employer to adopt a resolution establishing a standard work day for each elected or appointed official; AND

WHEREAS, among the requirements for employers are a more detailed description of a Standard Work Day along with a Legislative resolution establishing and reporting such Standard Work Day, public posting of the Resolution, and submission of the Resolution to the New York State Retirement System; AND

WHEREAS, pursuant to Regulation 315.4, in the event that elected or appointed officials do not participate in an employer's time keeping system, they are required to keep a record of activities (ROA) for a three (3) month period; AND

WHEREAS, each of the elected or appointed officials listed in this resolution have kept records of their actual time (ROA) worked in their current position for the required ninety days or taken part in the Cortland County time keeping system; NOW THEREFORE BE IT

RESOLVED, that the County of Cortland/10011 hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Name	SSN	NYSLRS ID	Title	Current Term	Standard	Record of	Not Submitted	Pay Frequency	Tier 1
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				Begin & End Dates	Work Day	Activities Result			
Elected Officials:									
Patrick Perfetti			District Attorney	01/01/25 - 12/31/28	7	30.84	☐	Bi-weekly	☐
Kevin Fitch			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Beau Harbin			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Dominick Mantella			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Reed Cleland			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Joseph Nauseef			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Mitchel Eccleston			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Brooke Kemak			County Clerk	01/01/24-12/31/27	7	21.60	☐	Bi-weekly	☐

I, Savannah M. Hempstead, ~~secretary~~/clerk of the governing board of Cortland County, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 18th day of December, 2025 on file as part of the minutes of such meeting, and that same is true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the County of Cortland on this ____ day of _____, 2025.

Affidavit of Posting: I Savannah M. Hempstead, being duly sworn, deposes and says that the posting of the Resolution began on December 19, 2025 and continued for at least 30 days, and that the Resolution was available to the public on the:

Employer's website at www.cortlandcounyny.gov

Official sign board at 60 Central Avenue, Cortland NY 13045

Main entrance secretary or clerk's office at 60 Central Avenue, Room 306, Cortland NY 13045

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 3.

Authorize Agreement Catapult Consulting - Personnel Department

WHEREAS, the Cortland County Legislature wishes to review the salaries and benefits of the County's Department Heads, Management Employees and Management/Confidential Employees; AND

WHEREAS, a review of the salaries of the County's Department Heads, Management Employees and Management/Confidential employees was completed in 2021 by the Burke Group; AND

WHEREAS, the Government Operations Committee wishes to have these salaries and benefits reviewed from time to time; AND

WHEREAS, the Cortland County Legislature is desirous of entering into an agreement with Catapult Consulting to perform the above referenced analysis of the salaries and benefits of the County's Department Heads, Management Employees and Management/Confidential Employees; AND

WHEREAS, the funding for this agreement is available in account number A14305.54055; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute an agreement with Catapult Consulting to provide the above referenced services for an amount not to exceed \$17,500, effective January 1, 2026.

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 4.

**Authorize Carryover of Unused 2025 Maintenance Funds for 2026 Maintenance Agreement Costs -
Clerk of the Legislature**

WHEREAS, the 2026 Adopted Budget includes appropriations for various maintenance agreements; AND

WHEREAS, the billing cycle for a required maintenance agreement is being split between fiscal years, resulting in a portion of the expense falling into the 2026 budget year; AND

WHEREAS, unused appropriations may remain in the 2025 budget for the same agreement due to the timing of the billing; NOW THEREFORE BE IT

RESOLVED, that the Director of Finance is hereby authorized to move any unused funding from the 2025 budget into the 2026 budget for Account No. A10405.54015 – Maintenance Agreements to ensure proper payment of the agreement; AND BE IT FURTHER

RESOLVED, that the Director of Finance shall make any and all accounting entries necessary to effectuate this resolution.

Monthly Reports

1. **County Clerk/DMV Monthly Report**
2. **Clerk of the Legislature Monthly Reports**
3. **Board of Elections Monthly Report**
4. **County Attorney Monthly Report**
5. **Safety Director's Monthly Report**
6. **Personnel Monthly Report**

Discussion Items

Adjournment