



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

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

Tuesday, February 10, 2026

10:30 AM

Room 302

View Meeting Virtually

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=mca00b6c4afc1f79f443e9cfae6268cc1>

Tuesday, February 10, 2026 10:30 AM | 1 hour 30 minutes | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 2340 285 6812

Password: vjEFsiXs433

Join by phone

+1-415-655-0001 US Toll

Access code: 234 028 56812

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

- January 6, 2026 Government Operations Committee Minutes**

Resolutions

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 1.

Authorize Agreement Roemer Wallens Gold & Mineaux, LLP

WHEREAS, Cortland County has a need for labor law attorneys and consultants to provide the County with comprehensive professional services; AND

WHEREAS, the Government Operations Committee is desirous of entering into an agreement with Roemer Wallens Gold and & Mineaux, LLP to provide these services; AND

WHEREAS, the funding for this agreement is available in account number A14305.54063; 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 Roemer Wallens Gold and Mineaux, LLP to provide the above referenced services, effective February 26, 2026 through December 31, 2028.

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 2.

Establishing and Delegating Authority to the County Administrator to Execute Certain Agreements in Accordance with Established County Procedures - County Legislature

WHEREAS, Resolution No. 126-22 of the Cortland County Legislature authorized the County Administrator to execute contracts that had been previously approved through the adopted County budget, thereby reducing duplicative legislative authorizations and improving administrative efficiency; AND

WHEREAS, the County Legislature retains authority over appropriations, budget adoption, and the establishment of purchasing policies and thresholds, while day-to-day administrative execution of minor contractual matters is appropriately delegated to the County Administrator; AND

WHEREAS, the County's adopted procurement policy establishes a discretionary purchasing threshold of \$2,500, under which formal quoting is not required; AND

WHEREAS, requiring individual legislative approval for contracts at or below the discretionary procurement threshold creates unnecessary administrative delay and consumes legislative and staff time disproportionate to the fiscal impact of such agreements; AND

WHEREAS, authorizing the County Administrator to execute contracts within this existing discretionary threshold, when sufficient budgeted appropriations exist, will improve operational efficiency, reduce administrative burden, and maintain appropriate fiscal controls; AND

WHEREAS, such authority would apply only to contracts that comply with all applicable procurement laws, County purchasing policies, and budgetary controls, and would not diminish the Legislature's fiscal oversight role; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator to execute contracts and agreements on behalf of Cortland County in an amount not to exceed \$2,500 per contract, consistent with the County's discretionary procurement threshold, provided that:

- Sufficient funds have been appropriated in the adopted County budget; and
- The contract complies with all applicable provisions of New York State General Municipal Law, County procurement policies, and any other applicable laws or regulations; and
- The contract is for routine operational purposes and does not involve the acquisition or disposition of real property, long-term obligations, or matters otherwise requiring legislative approval by law;

; AND BE IT FURTHER

RESOLVED, that this authorization is intended to further the policy established by Resolution No. 126-22 by eliminating unnecessary duplicative legislative approvals for minor contracts, while preserving legislative oversight through the budget process and established procurement thresholds; AND BE IT FURTHER

RESOLVED, that the County Administrator shall file quarterly with the Clerk of the Legislature a report identifying all contracts executed pursuant to this authorization, including the vendor name, contract purpose, and dollar amount of each contract.

ON MOTION OF JOSEPH NAUSEEF

AGENDA ITEM NO. 3.

Establishing a Standardized Policy Development Framework for County Operations

WHEREAS, the Cortland County Legislature is the policy-making body of the County and is responsible for establishing overall legislative direction; AND

WHEREAS, the County Administrator is responsible for the day-to-day administration of County operations and utilizes policies and procedures as administrative tools to implement legislative direction and ensure consistent, effective, and transparent County operations; AND

WHEREAS, Cortland County currently lacks a uniform, countywide framework for the development, review, and implementation of operational policies and procedures, resulting in inconsistent practices across departments; AND

WHEREAS, Departments have historically relied on legacy practices or informal guidance without a standardized process for review, coordination, documentation, or revision; AND

WHEREAS, establishing a standardized policy development framework will promote consistency, accountability, transparency, and continuity across county government while preserving legislative authority; AND

WHEREAS, it is the intent of the Legislature to organize the process by which policies and procedures are developed and administered, without limiting its authority to adopt, amend, or rescind policy by resolution; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the following policy development framework for countywide operational policies and procedures:

Section 1. Establishment of Framework

The Cortland County Legislature hereby establishes a standardized framework for the development, review, and administration of policies and procedures.

Section 2. Legislative Authority

The Legislature retains full authority to:

- Adopt policy direction by resolution;
- Direct the County Administrator to develop policies and procedures; and
- Review, amend, or rescind any administrative or operational policy or procedure developed pursuant to this framework.

Nothing in this resolution shall be construed to limit or diminish the authority of the Legislature.

Section 3. Role of the County Administrator

The County Administrator is hereby authorized and directed to:

- Develop and draft policies and procedures consistent with legislative intent;
- Consult with Department Heads, or other resources, as appropriate;
- Submit proposed policies and procedures to the relevant statutory committee for review;
- Implement approved policies and procedures following committee review; and
- Maintain a centralized repository of all adopted policies and procedures and revisions thereto.

Section 4. Role of Legislative Committees

Statutory committees shall provide subject-matter oversight and review of policies and procedures within their respective jurisdictions.

Each policy or procedure shall identify a responsible department for implementation. The statutory committee with jurisdiction over that department shall review the policy or procedure. Any question regarding committee jurisdiction shall be resolved by the Chair of the Legislature.

Committee review shall include consideration of:

- Alignment with legislative intent;
- Clarity, effectiveness, and potential impacts; and
- Readiness for implementation.

Section 5. Role of Department Heads

Department Heads may establish department-level procedures tailored to their operational needs, provided such procedures do not conflict with adopted countywide policies.

Department-level procedures:

- Shall be submitted to the County Administrator for review to ensure consistency, unless otherwise exempt;
- Must comply with applicable countywide policies;
- Must be maintained in writing; and
- Must be periodically reviewed and updated.

Section 6. Policy Structure and Content Principles

Policies and procedures developed under this framework shall follow a generally uniform structure sufficient to promote consistency, clarity, and effective implementation.

As appropriate to their subject matter, such policies and procedures shall address:

- Purpose and intent;
- Scope of applicability;
- Relevant legal or regulatory authority;
- Roles and responsibilities for implementation; and
- Any procedures or guidance necessary to support consistent administration.

The specific format, level of detail, and supporting documentation for policies and procedures shall be determined by the County Administrator, in consultation with affected Departments, and may evolve over time to reflect operational needs and best practices. All approved policies must be indexed and titled according to said format determined by the County Administrator.

All approved policies must reference the date approved and legislative committee that approved said Policy.

Monthly Reports

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

Discussion Items

1. **2025 County Clerk Annual Report**

Adjournment