



**Cortland County
Legislature
Legislative Session
~ Minutes ~**

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

Thursday, March 26, 2026

6:00 PM

Legislative Chambers

Public Hearings

1. **Proposed Local Law "A" of 2026 - A Local Law To Ensure the Safety of Vulnerable Road Users in Cortland County**

RESULT:	CLOSED (17 TO 0)
MOVER:	Legislator Reed Cleland
SECONDER:	Legislator Joseph Nauseef
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

2. **Proposed Local Law "B" of 2026 - A Local Law Creating an Exception to the Residency Requirement for Appointed Public officers for the County of Cortland**

RESULT:	CLOSED (17 TO 0)
MOVER:	Legislator Joseph Nauseef
SECONDER:	Legislator Jason Prentice
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

3. **Proposed Local Law "C" of 2026 - A Local Law Amending Local Law 3 of 1987 to Rename the Department of Employment and Training Grant Administration to the Workforce Development Office**

RESULT:	CLOSED (17 TO 0)
MOVER:	Minority Leader Sandra Price
SECONDER:	Legislator Beau Harbin
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

4. **Proposed Local Law "D" of 2026 - A Local Law Amending Local Law 5 of 1971, as Amended by Local Law 3 of 2000, to Rename the Department of Central Services as the Department of Information Technology**

RESULT:	CLOSED (17 TO 0)
MOVER:	Legislator Joseph Nauseef
SECONDER:	Minority Leader Sandra Price
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

5. **Proposed Local Law "E" of 2026 - A Local Law Amending Local Law No. 9 of 2022, Which Amended Local Law No. 3 of 1975, as Previously Amended, to Change the Name of the Planning Department to the Department of Planning and Economic Development and the Title of the Director to Director of Planning and Economic Development**

RESULT:	CLOSED (17 TO 0)
MOVER:	Legislator Joseph Nauseef
SECONDER:	Legislator Beau Harbin
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	

ABSENT:

Call to Order

The meeting was called to order at 6:07 PM by Chairman Kevin Fitch.

Salute to the Flag

Roll Call

PRESENT:	Legislator Douglas Bentley, Legislator Beau Harbin, Legislator Cathy Bischoff, Legislator Ronald VanDee, Legislator Jason Prentice, Legislator Dominick Mantella, Legislator Keith VanGorder, Chair of the Legislature Kevin Fitch, Legislator Linda Jones, Legislator Reed Cleland, Legislator Christopher Newell, Legislator Joseph Nauseef, Legislator Eugene Waldbauer, Minority Leader Sandra Price, Legislator William McGovern, Legislator Paul Heider, Legislator Mitchel Eccleston
ABSENT:	
EXCUSED:	

Approval of Minutes

1. **Cortland County Legislature - Legislative Session - February 26, 2026**

RESULT:	APPROVED
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Privilege of the Floor

RESULT:	COMPLETED
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Proclamations & Recognitions

1. **Nancy Smith Retirement Proclamation**

RESULT:	COMPLETED
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2. **Fair Housing Month Proclamation**

RESULT:	COMPLETED
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Presentation of Petitions, Communications, Presentations and Notices

1. **Believe 31 Presentation**

RESULT:	POSTPONED
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2. National Grid Presentation - Travis Glazier, Regional Manager External Affairs

RESULT:	COMPLETED
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Reports of Standing, Special and Ad Hoc Committees

RESULT:	COMPLETED
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Receive and File

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

RESULT:	ADOPTED (17 TO 0)
MOVER:	Chair of the Legislature Kevin Fitch
SECONDER:	Legislator Cathy Bischoff
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF KEVIN FITCH

RESOLUTION NO. 58-26

Appoint Members to the Cortland County Industrial Development Agency Board of Directors

WHEREAS, pursuant to General Municipal Law 856, the Cortland County Legislature, on recommendation of the Chair of the Cortland County Legislature, is required to appoint the members of the Industrial Development Agency Board of Directors; NOW THEREFORE BE IT

RESOLVED, that the following individuals are appointed to the Industrial Development Agency Board of Directors effective immediately for a term to expire 12/31/27 or until such time that the Cortland County Legislature make new appointments by Resolution:

Patrick Quinn, 14 Balmoral Drive, Homer, New York 13077
Jason Hage, 19 Clinton Avenue, Homer, New York, 13077
Michael McMahon, 5005 Creal Road, Homer, New York 13077
Deborah Hayden, 6271 State Route 281, Preble, New York 13141

Clint Brooks, 6438 East Homer Baltimore Road, Homer, New York 13077
Dr. Kathleen Burke, 16 Lansing Avenue, Cortland, New York 13045
William McGovern, 28 W. Main Street, Marathon, New York 13803

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Paul Heider
SECONDER:	Legislator Beau Harbin
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF PAUL HEIDER

RESOLUTION NO. 59-26

Proposed Local Law 3 of 2026 - A Local Law Amending Local Law No. 5 of 1971, as Amended by Local Law No. 3 of 2000, to Rename the Department of Central Services as the Department of Information Technology

WHEREAS, said Local Law has been in final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required; NOW THEREFORE

BE IT ENACTED by the Cortland County Legislature as follows:

SECTION 1. LEGISLATIVE INTENT

The Cortland County Legislature previously established the Department of Central Services pursuant to Local Law No. 5 of 1971, which was subsequently amended by Local Law No. 3 of 2000. The Legislature finds that the functions performed by this department have evolved over time and are more accurately reflected under the title Department of Information Technology. The purpose of this Local Law is to update the name of the department to better reflect its mission and responsibilities while maintaining continuity of authority, duties, and operations.

SECTION 2. NAME CHANGE

Local Law No. 5 of 1971 entitled "A Local Law Establishing the Department of Central Services," as amended by Local Law No. 3 of 2000, is hereby amended so that the Department of Central Services shall hereafter be known as the Cortland County Department of Information Technology. All references in Local Law No. 5 of 1971, as amended, to the Department of Central Services shall be deemed to refer to the Department of Information Technology.

SECTION 3. CONTINUITY OF AUTHORITY

The change in name shall not alter, diminish, or expand the powers, duties, responsibilities, functions, or authority previously granted to the Department under Local Law No. 5 of 1971, as amended by Local Law No. 3 of 2000. All personnel, programs, records, property, equipment, and contractual obligations previously assigned to or administered by the Department of Central Services shall continue under the Department of Information Technology.

SECTION 4. REFERENCES

Any reference in any local law, resolution, rule, regulation, policy, contract, agreement, or other document to the Department of Central Services shall be deemed to refer to the Department of Information Technology. Any reference in any local law, resolution, rule, regulation, policy, contract, agreement, or other document to the Information Technology Department, Department of Information Technology, or similar designation shall likewise be deemed to refer to the Cortland County Department of Information Technology as established by this Local Law.

SECTION 5. SEVERABILITY

If any clause, sentence, paragraph, subdivision, or part of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof.

SECTION 6. EFFECTIVE DATE

This Local Law shall take effect upon its filing in the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Paul Heider
SECONDER:	Legislator Beau Harbin
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF PAUL HEIDER

RESOLUTION NO. 60-26

Award 2026 Material and Services Bids and Authorize Agreements with Various Vendors - Public Works

WHEREAS, the Cortland County Department of Public Works advertised, received, and opened bids for various materials, supplies and services used by the Department of Public Works; AND

WHEREAS, the costs for these various supplies, materials and services have been appropriated in the 2026 budget; AND

WHEREAS, the Cortland County Commissioner of Public Works has reviewed the various bid responses and recommends that the various materials, supplies and services be awarded based on lowest price, availability and best value to the County; NOW THEREFORE BE IT

RESOLVED, that, in accordance with the recommendations of the Commissioner of Public Works, the Department of Public Works may purchase the various materials, supplies and services from the lowest responsible bidder meeting specifications, as well as location and availability, from the attached Comparison List for the 2026 Material and Service Bid results; AND BE IT FURTHER

RESOLVED, that the County Administrator or Chair of the Legislature, upon review and approval by the County Attorney or designee and subject to funding by the Legislature, is hereby authorized to execute agreements associated with said bid awards.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Paul Heider
SECONDER:	Legislator Ronald VanDee
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF PAUL HEIDER

RESOLUTION NO. 61-26

Amend 2026 Budget to Transfer Social Services Information Technology Responsibilities to the Department of Information Technology - Information Technology

WHEREAS, the needs of the Department of Social Services will be better served by having the Department of Information Technology assume Information Technology duties needed for the Department of Social Services; AND

WHEREAS, it is the recommendation of the Department of Social Services to no longer have the position of Information Systems Administrator in the Department as of April 1, 2026 and to move the position to the Department of Information Technology; AND

WHEREAS, the Department of Social Services has entered into a Memorandum of Understanding commencing on April 1, 2026 to pay the costs of the Department of Information Technology taking on this work and position; NOW THEREFORE BE IT

RESOLVED, that one (1) position of Information Systems Administrator (Grade 25, CSEA, \$35,0243 – 44.3319/hr, competitive class, full time with benefits) be moved to the Department of Information Technology effective April 1, 2026; AND BE IT FURTHER

RESOLVED, the 2026 Cortland County budget be amended as follows:

Increase:		
A16805.51005	Salary	\$ 71,299
A16805.58020	Retirement	\$ 10,695
A16805.58030	FICA	\$ 5,454
A16805.58040	Workers' Compensation	\$ 1,350
A16805.58060	Health Insurance	\$ 16,288
A16805.58062	Dental Insurance	\$ 68
A16805.58065	Vision Insurance	\$ 15
A168042.41289	Departmental fees (revenue)	\$ 105,169
A60105.54815	Contracted Agencies	\$ 105,169
Decrease:		
A60105.51005	Salary	\$ 71,299
A60105.58020	Retirement	\$ 10,695
A60105.58030	FICA	\$ 5,454
A60105.58040	Workers Compensation	\$ 1,350
A60105.58060	Health Insurance	\$ 16,288
A60105.58062	Dental Insurance	\$ 68
A60105.58065	Vision Insurance	\$ 15

RESULT:	ADOPTED (17 TO 0)
MOVER:	Minority Leader Sandra Price
SECONDER:	Legislator Reed Cleland
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones,

	Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF SANDRA PRICE

RESOLUTION NO. 62-26

Local Law 4 of 2026 - A Local Law To Ensure the Safety of Vulnerable Road Users in Cortland County

WHEREAS, said Local Law has been in final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required; NOW THEREFORE

BE IT ENACTED, by the County Legislature of the County of Cortland, New York, as follows:

SECTION 1. TITLE

This Local Law shall be known and referred to as the “Cortland County Safe Passing Law”.

SECTION 2. LEGISLATIVE INTENT AND FINDINGS

This Legislature finds and determines that it is the duty of Cortland County to protect the health, safety and welfare of its residents. This Legislature also finds and determines that many Cortland County residents ride bicycles for exercise, recreation, or as a primary mode of transport.

The Cortland County Legislature recognizes that bicyclists, pedestrians, and other vulnerable road users often need to share roadways with motor vehicles out of necessity. The Legislature also acknowledges that in these situations, vulnerable road users are susceptible to the actions of motor vehicle operators who can pose a threat to their health and safety if passing too closely or from the right side of the road.

Therefore, this Legislature finds it necessary to establish a minimum passing distance for motor vehicles approaching or passing vulnerable road users and to penalize those who disregard their safety.

SECTION 3. DEFINITIONS

As used in this local law the following terms shall have the meanings indicated:

A. “Vulnerable Road User” (“VRU”) shall mean any of the following:

1. A pedestrian
 - a. An individual in a wheelchair, or other device driven by muscular or any other

- kind of power, that is designed for and used by a person whose mobility is limited by one or more conditions or functional impairments;
- b. An individual using service animals, plus the animal itself;
 - c. An individual waiting to board, or just having disembarked, mass transit including but not limited to a bus, taxicab, shuttle, train, ferry and streetcar;
 - d. Any other individuals existing upon a roadway and outside of any vehicles;
2. Any rider of a horse, mount or other animal, plus the animal itself;
 3. An individual who is on the roadway because the individual is engaged in construction, maintenance, repair or a similar function while on that part of the roadway;
 4. An individual who is an emergency services personnel and is acting in the course of their duties, including but not limited to a law enforcement officer, firefighter, emergency medical technician, or first responder;
 5. An individual who is not in or on a motor vehicle, streetcar or other motor vehicle running only upon rails, motorized snow vehicle, traction engine, farm tractor, self-propelled instrument of husbandry, or roadbuilding machine;
 6. An individual on a bicycle, on an e-bicycle, on a motor-assisted bicycle, or on other non-motorized modes of transportation such as roller skates, rollerblades, roller skis, skateboard, longboard, or unicycle;

SECTION 4. MINIMUM DISTANCE REQUIREMENTS FOR MOTOR VEHICLES PASSING VULNERABLE ROAD USERS

The operator of a motor vehicle that is approaching or overtaking, from behind, a VRU on the same side of the road shall pass to the left of such VRU at a distance of at least three (3) feet until safely clear thereof. The three-foot distance requirement shall not apply on roads with clearly marked bicycle lanes as defined by New York Vehicle and Traffic Law § 102-a.

If an operator of a motor vehicle does not have sufficient space to approach or pass a vulnerable road user at a distance of at least three feet, the driver must slow down and only approach or pass if it may be done safely and reasonably.

SECTION 5. COMPLIANCE WITH NEW YORK VEHICLE AND TRAFFIC LAWS

Nothing in this Local Law shall be deemed to authorize the passing or crossing left of center of a roadway in violation of New York Vehicle and Traffic Law, including but not limited to Vehicle and Traffic Law §§ 1122-a, 1124, 1125, 1126.

The three-foot distance requirement shall not apply on roads with clearly marked usable bicycle lanes as defined by Vehicle and Traffic Law § 102-a.

[The operator of a motor vehicle that is approaching or passing a vulnerable road user shall not violate New York Vehicle and Traffic Law §§ 1122-a, 1124, 1125, 1126, or any other section pertaining to overtaking and passing.]

SECTION 6. ENFORCEMENT

This Local Law may be enforced by the law enforcement entities in any municipality within

Cortland County, as well as but not limited to the Cortland County Sheriff, State Police, City of Cortland Police, Village of Homer Police, and SUNY Cortland Police.

SECTION 7. PENALTIES

- A. Any person committing the above-referenced offense shall be guilty of a violation and subject to a fine not to exceed \$225 for a first offense, \$325 for a second offense and \$425 for any third or subsequent offense(s).
- B. This section does not preclude a person from being charged with, convicted of, or punished for any other violation of law.

SECTION 8. APPLICABILITY

This law shall apply to all actions occurring on or after the effective date.

SECTION 9. SEVERABILITY

If any clause, sentence, paragraph, section, subdivision, or other part of this local law or its application shall be adjudged by a court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder of the local law which shall remain in full force and effect except as limited by such order or judgment.

SECTION 10. EFFECTIVE DATE

This Local Law shall take effect upon its filing in the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Minority Leader Sandra Price
SECONDER:	Legislator Ronald VanDee
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF SANDRA PRICE

RESOLUTION NO. 63-26

Establishing Hours of Operation for Cortland County Sheriff’s Office – Civil Division

WHEREAS, County Law, §206 permits a County Legislature to fix the hours of the offices for the county clerk, county treasurer, clerk of the legislature and civil office of the sheriff; AND

WHEREAS, County Law, §206 states if a County Legislature does not fix the hours those offices shall be kept open for the transaction of business every day from at least nine o'clock in the forenoon to five o'clock in the afternoon, except Saturdays, Sundays, and holidays; AND

WHEREAS, the Cortland County Sheriff has determined that most business is conducted between the hours of eight o'clock in the forenoon to four o'clock in the afternoon, except Saturdays, Sundays, and holidays; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature establishes hours of the Cortland County Sheriff's Department Civil Division to be eight o'clock in the forenoon to four o'clock in the afternoon, except Saturdays, Sundays, and holidays.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator William McGovern
SECONDER:	Legislator Beau Harbin
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF WILLIAM MCGOVERN

RESOLUTION NO. 64-26

Affirming Recommendations for Appointment to the Central New York Regional Transportation Authority (CENTRO) Board

WHEREAS, pursuant to Public Authorities Law §1328, the Central New York Regional Transportation Authority was created by the State of New York; AND

WHEREAS, pursuant to said law, the Cortland County Legislature is required to submit to the Governor of the State of New York the names of individuals recommended for appointment to the Central New York Regional Transportation Authority Board, with such appointments subject to the advice and consent of the New York State Senate; AND

WHEREAS, the Cortland County Legislature previously adopted Resolution No. 86-25 recommending individuals for appointment to the Central New York Regional Transportation Authority; AND

WHEREAS, the Legislature desires to affirm those recommendations; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby affirms its recommendation that the following individuals be appointed to serve on the Central New York Regional Transportation Authority Board:

Jennifer Hillman

Greg Richards

; AND BE IT FURTHER

RESOLVED, that the Clerk of the Cortland County Legislature is hereby directed to transmit a certified copy of this resolution to the Governor of the State of New York and to the Secretary of the Central New York Regional Transportation Authority.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator William McGovern
SECONDER:	Legislator Beau Harbin
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF WILLIAM MCGOVERN

RESOLUTION NO. 65-26

Local Law 5 of 2026 - A Local Law Amending Local Law No. 9 of 2022, Which Amended Local Law No. 3 of 1975, as Previously Amended, to Change the Name of the Planning Department to the Department of Planning and Economic Development and the Title of the Director to Director of Planning and Economic Development

WHEREAS, said Local Law has been in final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required; NOW THEREFORE

BE IT ENACTED by the Cortland County Legislature as follows:

SECTION 1. LEGISLATIVE INTENT

The Cortland County Legislature previously amended Local Law No. 3 of 1975 through the adoption of Local Law No. 9 of 2022 to modernize and clarify the structure of the County Planning Department. The Legislature further recognizes that the responsibilities of the department have evolved to include significant economic development functions in addition to traditional planning responsibilities.

The Cortland County Legislature also adopted Resolution No. 35-23, which reallocated the position of Director of Planning to Grade 3 within the County's Management Compensation Schedule and revised the duties of the position to include responsibilities related to economic development.

The purpose of this Local Law is to formally recognize and reflect the expanded scope of responsibilities by renaming the Planning Department as the Department of Planning and Economic Development and updating the title of the Department Head accordingly.

SECTION 2. AMENDMENT OF LOCAL LAW NO. 9 OF 2022

Local Law No. 9 of 2022, which amended Local Law No. 3 of 1975 as previously amended, is hereby further amended so that all references to the Planning Department shall hereafter refer to the Department of Planning and Economic Development.

SECTION 3. TITLE OF DEPARTMENT HEAD

All references to the Director of Planning shall hereafter refer to the Director of Planning and Economic Development, who shall serve as the administrative head of the department. The Director of Planning and Economic Development shall assume and perform all duties, powers, and responsibilities of the Director of Planning as previously prescribed by law, in addition to any other duties assigned by local law, resolution, or directive of the Cortland County Legislature.

SECTION 4. CONTINUITY OF AUTHORITY

The renaming of the department and modification of the title of the Department Head shall not affect the existing powers, duties, responsibilities, functions, contracts, or obligations previously assigned to the Planning Department or its Director. All such powers and responsibilities shall continue in full force under the Department of Planning and Economic Development and the Director of Planning and Economic Development.

SECTION 5. REFERENCES

Any reference in any local law, resolution, policy, contract, agreement, record, or other official document of the County referring to the Planning Department or Director of Planning shall be deemed to refer to the Department of Planning and Economic Development and the Director of Planning and Economic Development.

SECTION 6. SEVERABILITY

If any clause, sentence, paragraph, subdivision, section, or part of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 7. EFFECTIVE DATE

This Local Law shall take effect immediately upon filing with the Secretary of State of the State of New York in accordance with the provisions of the Municipal Home Rule Law.

RESULT:	REFERRED BACK TO COMMITTEE (PULLED)
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ON MOTION OF RONALD VANDEE

RESOLUTION NO.

Abolish Two (2) Case Aids and One (1) Child Support Investigator/Create Two (2) Social Welfare Examiners and One (1) Senior Case Aid - Department Of Social Services

WHEREAS, the needs of the agency will be better served by abolishing and creating several positions in the Social Services Department; AND

WHEREAS, the Health and Human Services Committee recommends the creation of the following full-time positions:

Two - Social Welfare Examiner (CSEA, Grade 12, \$22.0744-27.9406/hr, competitive class)

One - Senior Case Aide (CSEA, Grade 10, \$20.7185-26.2244/hr, competitive class)

; NOW THEREFORE BE IT

RESOLVED, that the following positions are abolished effective April 13, 2026:

Two - Case Aide (CSEA, Grade 8, \$19.4812-24.6583/hr, competitive class)

One - Child Support Investigator (CSEA, Grade 12, \$22.0744-27.9406/hr, competitive class)

; AND BE IT FURTHER

RESOLVED, that the following positions are created with approval to fill effective April 13, 2026:

Two - Social Welfare Examiner (CSEA, Grade 12, \$22.0744-27.9406/hr, competitive class)

One - Senior Case Aide (CSEA, Grade 10, \$20.7185-26.2244/hr, competitive class).

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Ronald VanDee
SECONDER:	Minority Leader Sandra Price
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

RESOLUTION NO. 66-26

Authorize Contract With Eleos Health Inc. - Mental Health Department

WHEREAS, the Mental Health Department, due to increasing client caseloads and documentation requirements, finds it necessary to implement an ambient listening program to expedite and facilitate billing while decreasing the burden on the clinical and medical staff; AND

WHEREAS, the Mental Health Clinic administration and Compliance Officer have reviewed several ambient listening providers and have determined that Eleos Health, Inc. has the preferred

ambient listening program both for cost effectiveness and HIPAA compliance; AND

WHEREAS, the Mental Health Clinic has negotiated a special half-price contract amount for a three-year period with a one-time set up and training fee of \$10,000 and \$25,000 per year for three years based on the initial implementation date; AND

WHEREAS, the ambient listening program will be funded through the SAMHSA grant for a total cost not to exceed \$85,000 for 3 years; AND

WHEREAS, these expenses are budgeted in A43105-54815-ISCEI; NOW THEREFORE BE IT

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon review and approval by the County Attorney or designee, and subject to any appropriation of funding by the Legislature, are authorized to execute agreements to implement this program.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Ronald VanDee
SECONDER:	Legislator Joseph Nauseef
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

RESOLUTION NO. 67-26

Authorize Agreement for Contractual Psychiatrist for CPL 730 and Assisted Outpatient Treatment Evaluations - Mental Health Department

WHEREAS, the Mental Health Department needs a psychiatrist and/or psychologist to provide required NYS CPL 730 evaluations and Assisted Outpatient Treatment (AOT) evaluations; AND

WHEREAS, Dr. Brian Koch, a licensed Psychiatrist, is a contractor selected to provide this service to the Mental Health Department; AND

WHEREAS, Dr. Brian Koch will provide CPL 730 and AOT evaluations at the rate of \$200 per evaluation; AND

WHEREAS, funds are available within the 2026 Cortland County Budget under the Contracted Medical Services account (A.43105.54615); NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to enter into a three (3) year agreement with Dr. Brian Koch, MD., for the Mental Health Department CPL 730 and AOT evaluation services at the rate of \$200 per evaluation.

RESULT: REFERRED BACK TO COMMITTEE (PULLED)

ON MOTION OF RONALD VANDEE

RESOLUTION NO.

**Authorize Additional Hours for Medical Director/Psychiatrist Positions for Section 730
Examination Coverage - Mental Health Department**

WHEREAS, Resolution No. 40-25 created one Medical Director/Psychiatrist position at four (4) hours per week and one Medical Director/Psychiatrist position at ten (10) hours per week; AND

WHEREAS, Resolution No. 170-25 authorized an increase in hours to allow up to fourteen (14) hours per week, provided that the aggregate number of hours worked between the two positions did not exceed fourteen (14) hours in any given week; AND

WHEREAS, the Mental Health Department has identified a need for additional psychiatric coverage specifically related to the completion of Section 730 examinations as required by the New York State Criminal Procedure Law; AND

WHEREAS, the additional hours associated with the completion of Section 730 examinations will be compensated utilizing funds already budgeted within the Department's Professional Services line and will not require additional appropriations; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the two Medical Director/Psychiatrist positions to each work up to seventeen (17) hours per week effective March 30, 2026, with any additional hours worked beyond the previously authorized schedule to be utilized for the completion of Section 730 examinations and paid from funds budgeted in the Mental Health Department's Professional Services line.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Ronald VanDee
SECONDER:	Minority Leader Sandra Price
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

RESOLUTION NO. 68-26

**Abolish One (1) Full-Time Mental Health Rehabilitation Specialist/Create Two (2) Part-Time
Mental Health Rehabilitation Specialists - Mental Health Department**

WHEREAS, the needs of the Mental Health Department will be better served by abolishing one (1) full-time position of Mental Health Rehabilitation Specialist, and creating two (2) part-time positions of Mental Health Rehabilitation Specialist; AND

WHEREAS, the Health and Human Services Committee of the Cortland County Legislature recommends the abolition and creation of these positions; NOW THEREFORE BE IT

RESOLVED, that one (1) position of Mental Health Rehabilitation Specialist (Grade 16, CSEA, \$25.2266-31.9304/hr, competitive class, full time with benefits) be abolished effective March 27, 2026; AND BE IT FURTHER

RESOLVED, that two (2) positions of Mental Health Rehabilitation Specialist (Grade 16, CSEA, \$25.2266-31.9304/hr, competitive class, part time with no benefits) be created with permission to fill effective March 27, 2026.

RESULT:	REFERRED BACK TO COMMITTEE (PULLED)
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ON MOTION OF RONALD VANDEE

RESOLUTION NO.

Authorize the Creation of One (1) Forensic Counselor Position and the Reallocation of the Forensic Counselor Position - Mental Health Department

WHEREAS, the Mental Health Department currently has one (1) position of Forensic Counselor; AND

WHEREAS, the needs of the agency will be better served by creating one (1) additional full-time position of Forensic Counselor, which will be 100% grant funded; AND

WHEREAS, the Health and Human Services Committee of the Cortland County Legislature recommends the creation of this position; AND

WHEREAS, the Personnel/Civil Service Department has reviewed the salary grade for the position of Forensic Counselor, and has recommended that the aforesaid position be reallocated from CSEA Grade 22 (\$31.2705-39.5804) to CSEA Grade 26 (\$36.4015-46.0750); NOW THEREFORE BE IT

RESOLVED, that the position of Forensic Counselor is hereby reallocated from Grade 22 to Grade 26 in the CSEA #6550 labor contract effective March 30, 2026; AND BE IT FURTHER

RESOLVED, that one (1) full-time position of Forensic Counselor (Grade 26, 36.4015-46.0750/hr, CSEA, competitive class), be created with approval to fill on March 30, 2026; AND BE IT FURTHER

RESOLVED, the 2026 budget be amended as follows:

INCREASE:

A43105.43490	OMH State Aid	\$333,208.00
A43105.51005	Personal Services	\$ 81,031.48
A43105.58020	Retirement	\$ 12,154.72
A43105.58030	FICA	\$ 6,198.91

A43105.58060	Health Insurance	\$ 19,545.58
A43105.58062	Dental Insurance	\$ 90.24
A43105.58065	Vision Insurance	\$ 19.60

RESOLVED, that the position shall exist only for the duration of the grant funding and shall be abolished upon termination of such funding.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Ronald VanDee
SECONDER:	Legislator Beau Harbin
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

RESOLUTION NO. 69-26

Accept Funds Performance Incentive Initiative 2025 — Health Department

WHEREAS, the New York State Department of Health has awarded the Cortland County Health Department \$19,034 for the 2025 Article Six Year 13 Performance Incentive; AND

WHEREAS, these funds will be used to support costs to strengthen outreach and targeted marketing efforts for climate and extreme weather education in Cortland County; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby accepts this funding; AND BE IT FURTHER

RESOLVED, that the 2026 County Budget be amended as follows:

Increase Expenditure:		
A40105.54048.4000	Program Supplies	\$15,000
A40105.54060.4000	Advertising	\$4,034

Increase Revenue:		
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A40105.43401.4000	Public Health State Aid	\$19,034
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RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Ronald VanDee
SECONDER:	Minority Leader Sandra Price
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

RESOLUTION NO. 70-26

Abolish Principal Medical Services Clerk - Health Department

WHEREAS, the Health Department currently has one vacant position of Principal Medical Services Clerk; AND

WHEREAS, the needs of the agency will be better served by abolishing this position; AND

WHEREAS, the Health and Human Services Committee of the Cortland County Legislature recommends the abolishment of this position; NOW THEREFORE BE IT

RESOLVED, that one full-time position of Principal Medical Services Clerk (Grade 13, \$22.8048-28.8651/hr, CSEA, competitive class), be abolished effective March 26, 2026.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Ronald VanDee
SECONDER:	Legislator Joseph Nauseef
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

RESOLUTION NO. 71-26

Appoint Members to the Cortland County Youth Board

WHEREAS, the members of the Cortland County Youth Board are appointed by the Cortland County Legislature; AND

WHEREAS, Youth Representatives on the Board serve one-year terms and all other members serve three-year terms; NOW THEREFORE BE IT

RESOLVED, that the following persons be and hereby are reappointed as members of the Cortland County Youth Board, to serve without compensation for the following terms:

Name	Address	Capacity	Term Ending
Mindy Gardner	97 Evergreen Street, Cortland, NY 10345	YWCA	12/31/2028
Theresa Radley	1 Frederick Ave., Apt. A, Cortland, NY 13045	CAPCO	12/31/2028
Kimberly VanDee	102 Owego Street, Cortland, NY 13045	Catholic Charities	12/31/2028
Jordan Butler-Perkins	3360 Underwood Hill Road, McGraw, NY 13101	Cortland County DSS	12/31/2028
Doug Bentley	128 Groton Ave, Cortland, NY 13045	Cortland County Legislator/ Health & Human Services Committee Member	12/31/2028

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Ronald VanDee
SECONDER:	Legislator Reed Cleland
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

RESOLUTION NO. 72-26

Local Law 6 of 2026 - A Local Law Amending Local Law 3 of 1987 to Rename the Department of Employment and Training Grant Administration to the Workforce Development Office

WHEREAS, said Local Law has been in final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required; NOW THEREFORE

BE IT ENACTED by the Cortland County Legislature as follows:

SECTION 1. LEGISLATIVE INTENT

The Cortland County Legislature previously established the Department of Employment and Training Grant Administration pursuant to Local Law No. 3 of 1987. The Legislature finds that the functions performed by this department have evolved over time and are more accurately reflected under the title Workforce Development Office. The purpose of this Local Law is to update the name of the department to better reflect its mission and responsibilities while maintaining continuity of authority, duties, and operations.

SECTION 2. NAME CHANGE

Local Law No. 3 of 1987 entitled “A Local Law Establishing the Department of Employment and Training Grant Administration” is hereby amended so that the Department of Employment and Training Grant Administration shall hereafter be known as the Cortland County Workforce Development Office. All references in Local Law No. 3 of 1987 to the Department of Employment and Training Grant Administration shall be deemed to refer to the Workforce Development Office.

SECTION 3. CONTINUITY OF AUTHORITY

The change in name shall not alter, diminish, or expand the powers, duties, responsibilities, functions, or authority previously granted to the Department under Local Law No. 3 of 1987. All personnel, programs, grants, records, property, and contractual obligations previously assigned to or administered by the Department of Employment and Training Grant Administration shall continue under the Workforce Development Office.

SECTION 4. REFERENCES

Any reference in any local law, resolution, rule, regulation, policy, contract, or other document to the Department of Employment and Training Grant Administration shall be deemed to refer to the Workforce Development Office.

SECTION 5. SEVERABILITY

If any clause, sentence, paragraph, subdivision, or part of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder thereof.

SECTION 6. EFFECTIVE DATE

This Local Law shall take effect upon its filing in the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Ronald VanDee

SECONDER:	Legislator Reed Cleland
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF RONALD VANDEE

RESOLUTION NO. 73-26

Accept New York State Office of the Attorney General JUUL Settlement Funds and Authorize Allocation of Funds - Health Department

WHEREAS, the New York State Office of the Attorney General has made available a portion of the JUUL Settlement funds to Cortland County in the amount of \$103,789.16, representing years one through three of the anticipated total award of \$276,771.10; AND

WHEREAS, the purpose of the JUUL Settlement funds is to address and reduce vaping-related illnesses and addiction, particularly among youth and young adults; AND

WHEREAS, Cortland County intends to utilize a portion of these funds in the amount of \$18,789.16 for internal use for supplies related to prevention, education, and response efforts consistent with the authorized purposes of the settlement funds; AND

WHEREAS, Cortland County will issue a Request for Proposals (RFP) for the remaining portion of the funds in order to identify qualified organizations or programs to implement initiatives consistent with the approved uses of the JUUL Settlement funds; AND

WHEREAS, Cortland County will utilize the funds in accordance with the guidelines established by the New York State Office of the Attorney General for approved uses of JUUL Settlement funds, including preventing youth and young adults from initiating vaping, supporting anti-vaping programs, helping individuals quit vaping, enforcing vaping laws and regulations, conducting research and surveillance, and supporting the safe and proper disposal of vaping products as hazardous waste; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts the total JUUL Settlement award in the anticipated amount of \$276,771.10 from the New York State Office of the Attorney General; AND BE IT FURTHER

RESOLVED, that the Legislature hereby authorizes the use of \$18,789.16 of said funds for internal county use for supplies consistent with the authorized purposes of the settlement funds; AND BE IT FURTHER

RESOLVED, that the County shall issue a Request for Proposals (RFP) for the remaining balance of the funds to support programs and initiatives that meet the authorized uses established by the New York State Office of the Attorney General; AND BE IT FURTHER

RESOLVED, that the Director of Finance is hereby authorized to make any necessary account adjustments to properly record and account for future payments associated with this JUUL Settlement award

and to allow for the expenditure of such funds in accordance with any necessary County budget approval, approval of the County Administrator, and in compliance with the County Procurement Policy and the guidelines established by the New York State Office of the Attorney General; AND BE IT FURTHER

RESOLVED, that the 2026 budget be amended as follows:

Increase:

A40455.42690	Other Compensation for Loss	\$103,789.16
A40455.54005	Supplies	\$ 18,789.16
A40455.54815	Contracted Agencies	\$ 85,000.00

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Joseph Nauseef
SECONDER:	Legislator Beau Harbin
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF JOSEPH NAUSEEF

RESOLUTION NO. 74-26

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 and approval;
- Implement approved policies and procedures following committee review and approval; 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.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Joseph Nauseef
SECONDER:	Legislator Beau Harbin
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones,

NAYS:

EXCUSED:

ABSENT:

Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer,
Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
None

ON MOTION OF JOSEPH NAUSEEF

RESOLUTION NO. 75-26

Authorize Grant Application for Records Management - County Clerk

WHEREAS, in 2017 Cortland County participated in a grant with Tompkins County that provided Laserfiche Software to Cortland County for Records Management; AND

WHEREAS, the use of Laserfiche within Cortland County has continued to expand, allowing for increased efficiencies, preservation and access of records; AND

WHEREAS, the Records Management Officer (County Clerk) has identified an ongoing need to scan records, to support departments who are moving towards a paperless process, to decrease the storage demand at the Records Center, and to preserve permanent records; AND

WHEREAS, the Records Management Officer (County Clerk) recommends applying for a grant through New York State Archives Local Government Records Management Improvement Fund to provide scanning services to Cortland County up to \$75,000; AND

WHEREAS, this annual funding opportunity does not require a financial match from Cortland County; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby supports the Records Management Officer (County Clerk) to apply for the grant through New York State Archives; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator to sign the required Institutional Authorization form; AND BE IT FURTHER

RESOLVED, if Cortland County is awarded, the Cortland County Legislature authorizes the County Administrator, upon review by the County Attorney or designee, to sign applicable contracts; AND BE IT FURTHER

RESOLVED, that the Director of Finance hereby is authorized to accept the funds if awarded and create an account for said funds upon notice of the grant award.

RESULT:

ADOPTED (17 TO 0)

MOVER:

Legislator Joseph Nauseef

SECONDER:

Legislator Paul Heider

AYES:

Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason

	Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF JOSEPH NAUSEEF

RESOLUTION NO. 76-26

Local Law 7 of 2026 - A Local Law Creating an Exception to the Residency Requirement for Appointed Public Officers for the County of Cortland

WHEREAS, there are many public officer positions within Cortland County which require a combination of specialized education and experience; AND

WHEREAS, it is becoming increasingly difficult to find qualified candidates who also reside in Cortland County; AND

WHEREAS, the Cortland County Legislature has previously passed local laws changing the residency requirement for the positions of County Administrator, Public Defender, Chief Assistant Public Defender, Assistant Public Defender, Assistant District Attorney, Deputy Sheriff Titles, Correction Officer Titles, Chief Assistant County Attorney, Assistant County Attorney, Planning Director, and Assigned Counsel Administrator; AND

WHEREAS, it is the desire of the Legislature to have the ability to consider all qualified applicants regardless of residency; AND

WHEREAS, the Government Operations Committee of the Cortland County Legislature has recommended changes to the residency requirement for all appointed public officers; AND

WHEREAS, a public hearing was held on March 26, 2026 before the Cortland County Legislature; AND

WHEREAS, said Local Law has been in its final form upon the desks of the Cortland County Legislature at least seven (7) calendar days exclusive of Sunday, prior to this date; NOW THEREFORE

Be it enacted by the Cortland County Legislature of the County of Cortland as follows:

SECTION 1.

Preface: It is a strong desire of the Cortland County community to install Cortland County residents in the positions of appointed public officers for the County of Cortland (hereafter, “appointed public officers”). It is a strong belief of Cortland County that Cortland County residents are knowledgeable about and concerned with the affairs of Cortland County. As has been recognized by the Courts, we believe that a resident of our County has a stake in the life of this community that is not necessarily shared by a non-resident. A resident is more likely to be familiar with local problems, conditions and needs, and is better qualified to perform the duties of the relevant office in question. *DeHond v. Nyquist*; (65 Misc. 2d 526, 529-530, 318 NYS2d (1971)). At the same time, however, the complexity and breadth of Cortland County Government present a challenge with respect to staffing and recruitment. We recognize that the pool of candidates from which we draw in our County is responsible and caring; however, it is

sometimes difficult to staff an office from the pool in Cortland County. This law is being passed based upon the existence of the residency requirement in New York State Public Officer's Law §3.

SECTION 2.

Purpose: It is the purpose of this Local Law to confirm the commitment of Cortland County to hire residents who have the necessary qualifications and skills to meet the requirements of appointed public officer positions. This Law will permit Cortland County to alleviate the problem of staffing and recruitment by permitting Cortland County to solicit candidates for the appointed public officers from the Counties contiguous to Cortland County in the event of an inability to recruit a sufficient number of qualified candidates from within Cortland County for the positions.

SECTION 3.

Authority: Under the Municipal Home Rule Law, Section 10, the County of Cortland has the authority to authorize a non-resident to hold the position of an appointed public officer.

SECTION 4.

Authority of Cortland County to Hire Applicants for Appointed Public Officer Positions: Upon a finding by the Legislature that all recruitment efforts have been adequately pursued, the Legislature shall be authorized to consider and hire applicants who are residents from any county contiguous to Cortland County for appointed public officer positions.

This law does not apply to elective offices or positions with state-mandated residency requirements that cannot be superseded.

SECTION 5.

Severability: If any section of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof that can be given effect without the invalid provision, but shall be confined in its operation to the section thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 6.

Effect: This local law shall take effect upon filing in the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Joseph Nauseef
SECONDER:	Legislator Ronald VanDee
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF JOSEPH NAUSEEF

RESOLUTION NO. 77-26

Establishing the Organizational Hierarchy and Definitions for Cortland County Departments and Administrative Units

WHEREAS, the Cortland County Legislature is authorized under New York State County Law to establish and regulate the organization and administration of county government; AND

WHEREAS, the Legislature seeks to provide clear, consistent definitions for the internal organizational structure of county departments to promote effective administration, accountability, and operational clarity; AND

WHEREAS, establishing standardized definitions for departments and subordinate organizational units will assist in governance, budgeting, personnel administration, and transparency, while preserving legislative oversight and compliance with applicable law; AND

WHEREAS, the Legislature desires to formally identify county departments while permitting appropriate administrative flexibility within those departments; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the following internal organizational structure for departments and subordinate organizational units.

SECTION 1. DEFINITIONS OF ORGANIZATIONAL HIERARCHY

For purposes of county administration, organizational planning, and internal management, the following definitions are hereby adopted:

A. Department

The top-level organizational entity established by state law, local law, or resolution, responsible for a major governmental function. Each Department or Office shall be managed by a Department Head, who may carry a title such as Director or Commissioner.

Department Heads are responsible for the organization and administration of their department and may structure their department in accordance with this resolution, unless otherwise specified in the department's establishing instrument. Department Heads are responsible for the performance of their department's budget and the management of personnel, consistent with applicable law and policy.

B. Division

A primary subdivision within an administrative unit that manages major functional areas and includes multiple program or operational lines. Each division shall be managed by a Division Head and may carry a title such as Deputy Commissioner or Deputy Director.

Formal divisions may be established by a Department Head with approval of the applicable statutory committee of the Legislature, unless otherwise established by local Law or resolution.

SECTION 2. ORGANIZATIONAL GUIDANCE

No formal sub-unit is required below a department if the mission of the department can be managed effectively without further subdivision. Departments should be structured at the smallest organizational level necessary to achieve their mission. For example, it is generally not necessary to create a division consisting of a single employee. Organization below the division level is at the discretion of the Department Head with administrative review by the County Administrator.

SECTION 3. ROLE OF THE COUNTY ADMINISTRATOR

The County Administrator is hereby directed to implement this resolution, including coordinating and overseeing its application across county departments, ensuring consistency with the adopted organizational framework, and supporting compliance with the Legislature’s intent, applicable law, and policy.

SECTION 4. ORGANIZATIONAL CHARTS

Department Heads shall be responsible for providing the County Administrator with an organizational chart for their department, which shall be updated annually. The County Administrator shall make such organizational charts available to the public.

SECTION 5. DEPARTMENTAL LISTING

The departments of Cortland County shall be those listed in Appendix A, attached hereto and made a part of this resolution. Appendix A shall also include divisions created by local law or resolutions and the title of the Department Head for each department. Appendix A may be amended from time to time by resolution of the Legislature.

; AND BE IT FURTHER

RESOLVED; that nothing in this resolution shall be construed to alter statutory duties, create new departments, authorize the creation or reclassification of positions, or modify appointing authority except as otherwise provided by law, collective bargaining agreements, or separate legislative action.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Cathy Bischoff
SECONDER:	Legislator Beau Harbin
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF CATHY BISCHOFF

RESOLUTION NO. 78-26

Confirm Methodology for Distribution of Town and Village Share Under Sales Tax Sharing Agreement Authorized by Resolution No. 190-25

WHEREAS, the Cortland County Legislature adopted Resolution No. 190-25 on August 28, 2025 authorizing a Sales Tax Sharing Agreement between the County of Cortland and the City of Cortland for the distribution of sales tax revenues collected within Cortland County; AND

WHEREAS, said agreement establishes the percentage of sales tax revenues to be distributed for County purposes, City purposes, and Town and Village purposes for the term of the agreement commencing

January 1, 2026 and continuing through December 31, 2035; AND

WHEREAS, pursuant to the agreement, the City of Cortland receives a fixed percentage of 18% of the total sales tax revenues collected in Cortland County as specified in the agreement; AND

WHEREAS, the remaining municipal share allocated for Town and Village purposes is distributed among the towns and villages of Cortland County according to a formula established by the County; AND

WHEREAS, the Cortland County Legislature desires to confirm the methodology used to calculate the distribution of the Town and Village share of sales tax revenues during the term of the agreement; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby confirms that for the first two (2) years of the agreement, covering the period January 1, 2026 through December 31, 2027, the distribution of the Town and Village share shall be calculated based solely upon the proportionate share of total assessed property value within Cortland County; AND BE IT FURTHER

RESOLVED, that for the remainder of the agreement term, beginning January 1, 2028 and continuing through December 31, 2035, the distribution of the Town and Village share shall be calculated using a formula consisting of fifty percent (50%) based on the proportionate share of total assessed property value and fifty percent (50%) based on the proportionate share of population for each municipality; AND BE IT FURTHER

RESOLVED, that this resolution is intended to clarify and confirm the methodology used for the distribution of the Town and Village share under the Sales Tax Sharing Agreement authorized by Resolution No. 190-25 and shall be effective immediately.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Cathy Bischoff
SECONDER:	Legislator Beau Harbin
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF CATHY BISCHOFF

RESOLUTION NO. 79-26

Designate Public Funds Deposit Institution

WHEREAS, County Law Section 212 and General Municipal Law Section 10 requires that the Cortland County Legislature designate one or more banks or trust companies for the deposit of public funds received by the County Director of Finance; AND

WHEREAS, such designation must specify the maximum amount which may be kept on deposit at any time in each bank designated by the Cortland County Legislature; AND

WHEREAS, NY MuniTrust, a local government investment pool, provides investment funds for Counties in fixed income investments permissible under NYS General Municipal Law; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adds as a designated bank for the deposit of public funds received by the County Director of Finance and that the County Director of Finance is authorized to utilize this institution for said purpose not to exceed maximum amount listed below:

<u>BANK NAME</u>	<u>MAXIMUM AMOUNT</u>
NY MuniTrust	\$ 10,000,000

; AND BE IT FURTHER

RESOLVED, that collateral agreements, municipal funds protection and bank acknowledgements of the understanding of New York State Municipal and Finance Law be established with said bank.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Cathy Bischoff
SECONDER:	Legislator Beau Harbin
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF CATHY BISCHOFF

RESOLUTION NO. 80-26

Authorizing the County Administrator to Enter into an Agreement with Cleargov, Inc. for Budget Transparency and Financial Reporting Software

WHEREAS, Cortland County seeks to enhance transparency, accessibility, and public understanding of the County's budget and financial information; AND

WHEREAS, ClearGov, Inc., 2 Mill & Main, Suite 630, Maynard, Massachusetts, provides municipal budget transparency and financial reporting software designed specifically for local governments; AND

WHEREAS, the ClearGov Civic Edition platform includes modules for Capital Budgeting, Digital Budget Book creation, and Disclosure Studio for financial reporting; AND

WHEREAS, the proposed agreement includes implementation, onboarding, and subscription services necessary to deploy the ClearGov platform for Cortland County; AND

WHEREAS, the ClearGov Service Order provides for a pro-rated subscription period beginning June 1, 2026, followed by annual subscription services beginning January 1, 2027; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator to enter into an agreement with ClearGov, Inc. for the provision of budget transparency and financial reporting software and related services; AND BE IT FURTHER

RESOLVED, that the financial terms of the agreement shall include:

- A pro-rated subscription fee for the period June 1, 2026 through December 31, 2026 in the amount of \$19,150.83; and
- A one-time implementation and onboarding fee of \$10,000, billed January 1, 2027; and
- An annual subscription fee of \$41,810 beginning January 1, 2027, and continuing annually thereafter; and
- Annual subscription increases of 3% during the initial service period through December 31, 2031, as provided in the agreement

; AND BE IT FURTHER

RESOLVED, that the costs associated with this agreement shall be charged to Account No. A12305.54015, County Administration, Maintenance Agreements, subject to annual appropriation by the Cortland County Legislature; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to any appropriation of funding by the Legislature, are authorized to execute agreements to implement this program.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Cathy Bischoff
SECONDER:	Legislator Reed Cleland
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF CATHY BISCHOFF

RESOLUTION NO. 81-26

Award Bid/Authorize Agreement for Cortland County Auctioneer Services

WHEREAS, the County advertised for and issued a Request for Proposals (RFP) for Auctioneer Services (RFP 25-FIN-002) on January 27, 2026; AND

WHEREAS, all proposals were solicited in accordance with County policy; AND

WHEREAS, sealed proposals were received by and opened in the Office of the Clerk of the Legislature on February 25, 2026; AND

WHEREAS, the County received the following bids from the following for Auctioneer Services for Cortland County for a three (3) year term:

Company	Address	Fee Schedule
Absolute Auctions & Realty, Inc.	45 South Avenue, PO Box 1739 Pleasant Valley, NY 12569	7% Buyer's Premium Optional 1.5% Ad Recapture Fee for each property sold
Auctions International	11167 Big Tree Road East Aurora, NY 14052	Option A: 6% Buyer's Premium Option B: 10% Buyer's Premium w/ Revenue Share Option (4% revenue share back to County from Premium)
Bang Realty	600 3rd Avenue, 2nd Floor New York, NY 10016	6% Buyer's Premium
Collar City Auctions	9423 Western Turnpike Delanson, NY 12053	5% Buyer's Premium

; AND

WHEREAS, based upon the results of the bid, the bid is to be awarded to the best value bidder; AND

WHEREAS, it is the recommendation of the Finance and Administration Committee of the Cortland County Legislature to award the bid to Auctions International, of 11167 Big Tree Road, East Aurora, NY 14052; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby awards the bid for the Cortland County Auctioneer Services to Auctions International, of 11167 Big Tree Road, East Aurora, NY 14052; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, be and hereby is authorized to enter into a three (3) year agreement with Auctions International, of 11167 Big Tree Road, East Aurora, NY 14052, for the Cortland County Auctioneer Services.

Mr Heider MADE A MOTION TO SUSPEND THE RULES OF ORDER to entertain two resolutions, Mr. Nauseef SECONDED THE MOTION, and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT:	ADOPTED (14 TO 3)
MOVER:	Legislator Joseph Nauseef
SECONDER:	Legislator Paul Heider
AYES:	Douglas Bentley, Beau Harbin, Ronald VanDee, Jason Prentice,

	Dominick Mantella, Keith VanGorder, Kevin Fitch, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	Cathy Bischoff, Linda Jones, Reed Cleland
EXCUSED:	
ABSENT:	

ON MOTION OF KEVIN FITCH

RESOLUTION NO. 82-26

Amend the Cortland County Legislature Rules of Order

WHEREAS, Local Law No. 2 for year 1972, Section 202, Paragraph 5 established that the Cortland County Legislature is empowered to enact rules governing the conduct of the members at its sessions and the manner of transacting business thereat; AND

WHEREAS, County Law Section 153[8] empowers the County Legislature to determine the rules of its own proceedings; AND

WHEREAS, the Government Operations Committee has reviewed and approved the recommended changes to the Rules of Order as attached; NOW THEREFORE BE IT

RESOLVED, that the "Rules of Order for the Cortland County Legislature" are hereby amended as attached; AND BE IT FURTHER

RESOLVED, that the rules shall be published on the Cortland County website; AND BE IT FURTHER

RESOLVED, that these amendments to the Cortland County Legislature's Rules of Order shall take effect March 27, 2026.

RESULT:	ADOPTED (17 TO 0)
MOVER:	Legislator Paul Heider
SECONDER:	Minority Leader Sandra Price
AYES:	Douglas Bentley, Beau Harbin, Cathy Bischoff, Ronald VanDee, Jason Prentice, Dominick Mantella, Keith VanGorder, Kevin Fitch, Linda Jones, Reed Cleland, Christopher Newell, Joseph Nauseef, Eugene Waldbauer, Sandra Price, William McGovern, Paul Heider, Mitchel Eccleston
NAYS:	None
EXCUSED:	
ABSENT:	

ON MOTION OF KEVIN FITCH

RESOLUTION NO. 83-26

Authorization to Apply for Empire State Development (ESD) County Infrastructure Grant –

Arbor Brook Flats Development Infrastructure Improvements – Planning Department

WHEREAS, Empire State Development (ESD) is offering a County Infrastructure Grant Program which provides funding to support infrastructure improvements that promote housing, economic development, place making and tourism; AND

WHEREAS, Cortland County recognizes the importance of investing in critical infrastructure to support housing development and economic growth; AND

WHEREAS, Empire State Development requires that the County apply for said grant funding directly or on behalf of municipalities within the County; AND

WHEREAS, the Arbor Brook Flats Development Infrastructure Improvements project includes critical infrastructure needs associated with a 36-unit housing development located in the Village of Homer, including road, electrical, and water infrastructure; AND

WHEREAS, the Village of Homer will serve as the sub-recipient for the project and has agreed to provide any required local match associated with the grant; AND

WHEREAS, Cortland County seeks to apply for funding through the Empire State Development County Infrastructure Grant Program on behalf of the Village of Homer to assist in financing the Arbor Brook Flats Development Infrastructure Improvements project; NOW THEREFORE BE IT

RESOLVED, that the Chair of the Legislature is hereby authorized and directed to file an application for the County Infrastructure Grant Program from Empire State Development on behalf of the Village of Homer for the Arbor Brook Flats Development Infrastructure Improvements project.

Executive Session

It was MOVED by Mr. Nauseef, seconded by Mr. Prentice, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding proposed litigation. MOTION CARRIED.

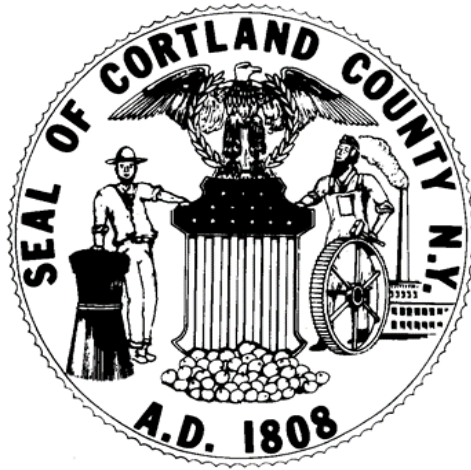
An executive session was held from 7:08 p.m. to 7:47 p.m., at which time on motion of Mr. McGovern, seconded by Mr. Nauseef, it was unanimously approved by voice vote to exit executive session.

It was MOVED by Mr. Heider, seconded by Mr. Nauseef, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding the proposed acquisition of real property. MOTION CARRIED.

An executive session was held from 7:48 p.m. to 8:23 p.m., at which time on motion of Mr. Heider, seconded by Mr. Heider, it was unanimously approved by voice vote to exit executive session.

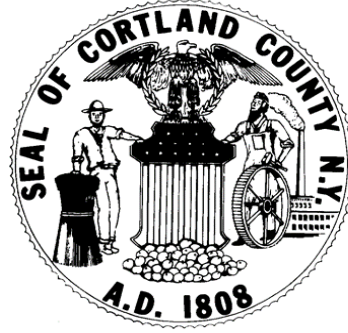
Announcements**Adjournment**

The meeting was adjourned at 8:24 PM.



COMPARISON LIST
MATERIAL & SERVICE BIDS
2026

Index



Page	Title
1	Abrasives for Snow and Ice Control
2	Bituminous Materials - Liquid
3	Bituminous Concrete
4	Crushed Stone
5	Geotextile
6	Heavy Rock Rip Rap
7	Highway Aggregates
8	Painting Traffic Lines on Cortland County Highways - <i>Extended Bid Prices from 2025</i>
9	Pavement Crack Filling
10	Recycled Asphalt Pavement
11	Stone Filling Materials
12	Transit Mix Concrete & Precast Blocks
13	ULS Diesel 15PPM Fuel
14	Unleaded Gasoline - Regular/Ethanol (87 Octane)

F.S. Lopke Contracting Inc.

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Apalachin, NY 13732
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607-687-1114
607-687-1856 - fax

Fuller's Excavation LLC

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Dana Fuller
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Heidelberg Materials Northeast - NY,

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Nedrow, NY 13120
Tony Barletta
Tony.Barletta@heidelbergmaterials.com
315-857-7484
315-469-3133 - fax

H.L. Robinson Sand & Gravel, Inc

PO Box 121
535 Ithaca Road
Candor, NY 13743
Christine Updike
chris@robinsoncontracting.com
607-659-5153 Ext. 1019

Mirabito Energy Products

49 Court St. PO Box 5306
Binghamton NY 13902
Joe D'Esti
joe.desti@mirabito.com
607-352-2800
607-584-5134 - fax

Northern Asphalt, LLC

6131 East Taft Road
North Syracuse, NY 13212
Seth Williams
seth.williams@riccellienterprises.com
315-433-5115
315-433-1920 - fax

O'Tooles Stone & Gravel

70 Oak Hill Road
Moravia, NY 13118
Tracy Pinney
tracy@otoolesgravelcom
315-497-6844

Seneca Pavement Marking, Inc.

3526 Watkins Road
Horseheads, NY 14845
Matthew Sena
msenecapave@yahoo.com
607-742-8158
607-846-3347 - fax

T&C Stone & Gravel

PO Box 108
Whitney Point, NY 13862
Troy Donnelly
tcdonn@frontier.net
607-343-6852

Suit-Kote Corp.

1911 Lorings Crossing Rd.
Cortland, NY 13045
Lee Underwood
lunderwood@suit-kote.com
315-415-9374
315-238-7110 - fax

Vestal Asphalt, Inc.

201 Stage Road
Vestal, NY 13850
Jim Unkel
contracts@vestalasphalt.com
(607) 785-3393
(607) 785-3396 - fax

Vitale Ready Mix

3486 Franklin St
Auburn, NY 13021
Willian Rhodes
Brhodes@vitalerobinson.com
315-252-7227 Ext. 271
315-282-9995 - fax

T. H. Kinsella

PO Box 7
Fayetteville, NY 13066
Allan Curtis
allanecurtis@yahoo.com
315-637-3390
315-637-1808 - fax

Tri-City Highway Products, Inc.

145 Podpadic Road
Richmondville, NY 12149
Martin Galasso
martyjr@lancdev.com
518-294-9964
518-294-9951 - fax

Olio Constructors, Inc.

1023 W. Broad Street
Horseheads, NY 14845
Jennifer Cohen
jcohen@olioconstructors.com
315-591-7486

J.C. Smith Inc.

345 Peat Street
Syracuse, NY 13210
Angel Murphy
amurphy@jcsmithinc.com
315-428-9903
315-428-9841 - fax

Ferguson Enterprises

6040 Drott Drive
East Syracuse, NY 13057
Peter Campbell
peter.campbell@ferguson.com
315-741-3086

Sealcoat USA, Inc.

1266 Pulaski Highway
Goshen, NY 10924
Ryan Landech
ryan.landech@gmail.com
914-439-3186

LLC

ABRASIVES FOR SNOW & ICE CONTROL

<u>Company</u>	<u>Bid</u>	<u>Discount</u>
F.S. Lopke	\$10.50 per ton	
Suit-Kote	\$17.50 per ton	
T. H. Kinsella	\$17.00 per ton	
Heidelberg Materials Northeast	\$15.25 per ton	
T&C Stone and Gravel	\$11.00 per ton	\$0.50 Discount prior to 11/1/2026
Tri-City Highway Products, Inc.	\$9.00 per ton	

Suit-Kote Corp.

1911 Lorings Crossing Rd.
Cortland, NY 13045
Don McEvoy
dmcevoy@suit-kote.com
607-745-2040
315-238-7110 - fax

F.S. Lopke Contracting Inc.

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Apalachin, NY 13732
Manda Rumola
mrumola@fslopke.com
607-687-1114
607-687-1856 - fax

Heidelberg Materials Northeast-NY

5126 S. Onondaga Road
Nedrow, NY 13120
Tony Barletta
Tony.Barletta@lehighhanson.com
315-857-7484
315-469-3133 - fax

Tri-City Highway Products, Inc.

145 Podpadic Road
Richmondville, NY 12149
Martin A. Galasso, Jr.
martyjr@lancdev.com
518-294-9964
518-294-9951 - fax

T. H. Kinsella, Inc.

P.O. Box 7
Fayetteville, NY 13066
Allan Curtis
allanecurtis@yahoo.com
315-637-3390
315-637-1808 - fax

T&C Stone & Gravel

414 Owen Hill Road
Lisle, NY 13797
PO Box 108
Whitney Point, NY 13862
Troy Donnelly
tcdonn@frontiernet.net
607-343-6852

BITUMINOUS MATERIALS - LIQUID

PRICE PER GALLON UNLESS NOTED

<u>Bituminous Material</u>	<u>Suit-Kote</u>	<u>Vestal Asphalt</u>
HFRS-2	\$2.490	\$3.815
HFRS-2 (greater than 50,000 gal)	\$2.190	\$3.785
TACK COAT	\$7.750	\$10.10
HFMS-2	\$2.870	\$4.345
AEP-M	\$2.330	\$2.474
AEDC	\$2.220	\$2.601
AEFC	\$2.170	NB
HFMS-2ST	\$2.790	\$4.256
HFMS-2GH	\$3.220	\$4.544
HFMS-1	\$2.180	\$4.148
HFRS-2P	\$2.760	\$4.277
HFMS-1P	\$3.020	\$4.606
HFMS-2P	\$3.110	\$4.306
 <u>Equipment (with Operator)</u>	 <u>Suit-Kote</u>	
Distributor	\$0.00	NB
Roller (w/operator) (per day)	\$2,050.00	\$3,000.00
Pneumatic Roller (w/operator) (per day)	\$1,925.00	\$2,500.00
Chipper (per day)	\$2,000.00	\$3,000.00
Flow Boy (per hour)	\$180.00	NB
Ten Wheel Dump Truck (per hour)	\$155.00	\$200.00
 <u>Equipment (without Operator)</u>	 <u>Suit-Kote</u>	
Roller (w/o operator) (per day)	NB	NB
Pneumatic Roller (w/o operator) (per day)	NB	NB

Suit-Kote Corp.
 1911 Loring's Crossing Rd.
 Cortland, NY 13045
 Lee Underwood
 dmcevoy@suit-kote.com
 315-415-9374
 315-238-7110 - fax

Vestal Asphalt, Inc.
 201 Stage Road
 Vestal, NY 13850
 Jim Unkel
 contracts@vestalasphalt.com
 (607) 785-3393
 (607) 785-3396 - fax

BITUMINOUS CONCRETE

PRICE PER TON UNLESS NOTED

<u>Bituminous Material</u>	Suit-Kote	Heidelberg Materials	Northern Asphalt	Chenango Concrete	Tri-City Binghamton
404.37 37.5mm Base	\$66.50	\$70.00	\$67.00	\$83.00	\$68.00
404.25 25mm Binder	\$68.00	\$71.50	\$68.50	\$85.85	\$70.10
404.19 19mm Binder	\$71.00	\$74.50	\$70.50	\$87.50	\$73.75
404.12 12.5mm Top or Binder	\$78.00	\$83.25	\$76.60	\$93.00	\$75.25
404.09 9.5mm Top	\$81.00	\$84.50	\$81.00	\$98.30	\$79.75
404.06 6.3mm Top	\$95.00	\$86.50	\$95.00	\$99.00	\$81.00
Multi-Grade Modified Asphalt for use in place of Standard asphalt in above conventional HMA items	\$20.00	NB	\$14.00	\$20.00	\$20.00
15402.2010 Regular Mix Stockpile Patching Material	\$111.00	NB	NB	NB	NB
15402.2030 Modified Mix Stockpile Patching Material	\$126.00	NB	NB	NB	NB
405.01 Type 1 Cold Mix (Fine mix w/ HFMS-2C)	\$66.15	NB	NB	NB	NB
405.01 Type 2 Cold Mix w/HFMS-2C	\$64.25	NB	NB	NB	NB
<u>Equipment / Service</u>	Suit-Kote	Heidelberg Materials	Northern Asphalt	Chenango Concrete	Tri-City Highway
Paver w/ automated screed & 2 operators	\$3,500.00	NB	\$3,900.00	NB	NB
Compaction Roller (w/ operator)	\$2,200.00	NB	\$1,950.00	NB	NB
Ten Wheel Dump Truck (per hour)	\$155.00	NB	\$160.00	NB	NB
Flow Boy (per hour)	\$185.00	NB	\$185.00	NB	NB
Trucking of Materials (per ton/mile)	\$0.60	NB	\$1.00	NB	NB
Suit-Kote Corp.			Heidelberg Materials Northeast - NY, LLC		
1911 Lornings Crossing Rd.			5126 South Onondaga Road		
Cortland, NY 13045			Nedrow, NY 13120		
Lee Underwood			Tony Barletta		
lunderwood@suit-kote.com			Tony.Barletta@heidelbergmaterials.com		
315-415-9374			315-857-7484		
315-238-7110 - fax			315-469-3133 - fax		
Northern Asphalt, LLC			Chenango Concrete Corp.		
6131 East Taft Road			145 Podpadic Road		
North Syracuse, NY 13212			Richmondville, NY 12149		
Seth Williams			Martin Galasso		
seth.williams@riccellienterprises.com			martyjr@lancdev.com		
315-433-5115			518-294-9964		
315-433-1920 - fax			518-294-9951 - fax		
Tri-City Highway Products					
145 Podpadic Road					
Richmondville, NY 12149					
Martin Galasso					
martyjr@lancdev.com					
518-294-9964					
518-294-9951 - fax					

CRUSHED STONE

PRICE PER TON UNLESS NOTED

<u>Supplier</u>	#1ST	#1A	#1	#2	#3	#1 & #1A Mix	#1 & #2 Mix
Suit-Kote	\$27.00	\$31.50	\$24.50	\$24.50	NB	\$27.00	\$25.00
F.S. Lopke	\$25.00	\$25.00	\$22.00	\$22.00	\$23.50	\$25.00	\$24.00
Heidelberg	\$25.50	\$26.15	\$24.25	\$24.25	\$24.25	\$26.15	\$24.25
T.H. Kinsella	\$25.50	\$26.50	\$25.50	\$25.50	\$25.50	\$26.50	\$25.50
Fuller's	NB	NB	\$18.00	\$18.00	\$15.00	\$20.00	\$18.00
Tri- City	NB	\$34.00	\$30.00	\$30.00	NB	\$34.00	\$32.00
T & C Stone	\$23.00	\$23.00	\$23.00	\$21.00	\$18.00	\$23.00	\$23.00
O'Tooles S&G	NB	\$20.00	\$22.00	\$20.00	\$20.00	\$21.00	\$21.00

Fuller's Excavation LLC

PO Box 182
Cincinnati, NY 13040
Dana Fuller
FullersLLC@aol.com
607-745-6665

Suit-Kote Corp.

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lunderwood@suit-kote.com
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T&C Stone & Gravel

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Tony.Barletta@heidelbergmaterials.com
315-857-7484
315-469-3133 - fax

GEOTEXTILE

PRICE PER ROLL

<u>Description</u>	<u>Beacon Building Products</u>	<u>J.C. Smith</u>	<u>Ferguson Enterprises</u>
Less than 100 ft	N/A	N/A	N/A
100 ft Roll	N/A	N/A	N/A
300 ft Roll	\$435.00	\$360.00	\$420.00

Beacon Building Products
1160 Scottsville Road
Rochester, NY 14624
Angela Pacific
angela.pacific@becn.com
585-303-3240

J.C. Smith Inc.
345 Peat Street
Syracuse, NY 13210
Angel Murphy
amurphy@jcsmithinc.com
315-428-9903

Ferguson Enterprises
6040 Drott Drive
East Syracuse, NY 13057
Peter Campbell
peter.campbell@ferguson.com
315-741-3086

HEAVY ROCK RIP-RAP

PRICE PER TON UNLESS NOTED

F.S. Lopke	\$66.00
Heidelberg Materials	\$95.00
T.H. Kinsella	\$91.00

F.S. Lopke Contracting Inc.

3430 State Rte. 434
Apalachin, NY 13732
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mrumola@fslopke.com
607-687-1114
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Tony Barletta
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315-857-7484
315-469-3133 - fax

T. H. Kinsella

PO Box 7
Fayetteville, NY 13066
Allan Curtis
allanecurtis@yahoo.com
315-637-3390
315-637-1808 - fax

HIGHWAY AGGREGATES

PRICE PER TON UNLESS NOTED

	203.5 SELECT BORROW	203.7 SELECT GRANULAR FILL	203.21 SELECT STRUCTURE FILL	304.12 SUBBASE COURSE TYPE 2	605.1001 UNDERDRAIN FILTER TYPE II	610.1403 TOPSOIL	N/A 2" Minus Crushed	N/A 2" Minus Screened	N/A 2" Minus Crusher Run
Suit-Kote	NB	NB	NB	NB	NB	NB	\$18.75	\$18.75	\$18.75
Fuller's Excav.	\$8.00	\$8.00	\$8.00	\$8.00	\$18.00	\$30.00	\$12.00	NB	\$12.00
F.S. Lopke	\$8.50	\$8.50	\$8.50	\$8.50	\$25.00	\$36.00	NB	NB	\$8.50
Heidelberg	NB	\$14.25	\$14.25	\$15.50	\$26.15	NB	\$12.50	NB	\$12.50
T&C Stone	\$8.50	\$8.50	\$8.50	NB	\$23.00	\$35.00	\$11.00	\$8.50	\$12.00
T.H. Kinsella	\$13.50	\$13.50	\$13.50	\$16.25	\$22.75	\$40.75	\$15.75	\$13.50	\$15.75
Tri-City Highway Products	\$6.00	\$9.00	\$9.00	NB	\$30.00	\$45.00	NB	\$15.00	NB
O'Tooles Stone & Gravel	\$6.00	\$8.00	\$9.50	NB	\$20.00	\$30.00	\$9.50	\$8.00	\$17.00

T.H. Kinsella, Inc.

PO Box 7
Fayetteville, NY 13066
Allan Curtis
allanecurtis@yahoo.com
315-637-3390
315-637-1808 - fax

Fuller's Excavation LLC

PO Box 182
Cincinnati, NY 13040
Dana Fuller
FullersLLC@aol.com
607-745-6665

T&C Stone & Gravel

PO Box 108
Whitney Point, NY 13862
Troy Donnelly
tcdonn@frontiernet.net
607-343-6852

Suit-Kote Corp.

1911 Loring's Crossing Rd.
Cortland, NY 13045
Lee Underwood
lunderwood@suit-kote.com
315-415-9374
315-238-7110 - fax

F.S. Lopke Contracting Inc.

3430 State Rte. 434
Apalachin, NY 13732
Manda Rumola
mrumola@fslopke.com
607-687-1114
607-687-1856 - fax

Heidelberg Materials Northeast

5126 South Onondaga Road
Nedrow, NY 13120
Tony Barletta
Tony.Barletta@heidelbergmaterials.com
315-857-7484
315-469-3133 - fax

Tri-City Highway Products

145 Podpadic Road
Richmondville, NY 12149
Martin Galasso
martyjr@lancdev.com
518-294-9964
518-294-9951 - fax

O'Tooles Stone & Gravel

70 Oak Hill Road
Moravia, NY 13118
Tracy Pinney
tracy@otoolesgravelcom
315-497-6844

PAINTING TRAFFIC LINES ON CORTLAND COUNTY HIGHWAYS

PRICE PER MILE UNLESS NOTED

Cortland County Highways

Seneca Pavement

Centerline	\$585.00
Edgeline	\$395.00
Stop Bars (each)	\$150.00
Centerline Miles = 195 (est.)	\$114,075.00
Edgeline Miles = 153(est)	\$60,435.00
Stop Bars=90 est	\$13,500.00
Total Estimated County Cost	\$188,010.00

Town & Village Highways

Seneca Pavement

Centerline	\$625.00
Edgeline	\$425.00
Centerline Miles = 34 (est.)	\$21,250.00
Edgeline Miles = 24 (est)	\$10,200.00
Total Est. Town & Vill. Cost	\$31,450.00

Seneca Pavement Marking, Inc.

3526 Watkins Road
Horseheads, NY 14845
Matthew Sena
msenecapave@yahoo.com
607-742-8158
607-846-3347 - fax

PAVEMENT CRACK FILLING

PRICE PER GALLON UNLESS NOTED

<u>Crack Fill</u>	<u>Suit-Kote</u>	<u>Olio Constructors</u>	<u>Vestal Asphalt</u>	<u>Sealcoat USA</u>
0 - 300	\$19.85	\$20.57	\$45.00	\$18.50
301 - 600	\$18.50	\$16.11	\$25.00	\$13.70
601 - 1000	\$17.00	\$12.20	\$19.04	\$12.25
1001 +	\$15.25	\$11.20	\$16.35	\$10.70

Suit-Kote Corp.

1911 Loring's Crossing Rd.
Cortland, NY 13045
Lee Underwood
lunderwood@suite-kote.com
315-415-9374
315-238-7110 - fax

Olio Constructors, Inc.

1023 W. Broad Street
Horseheads, NY 14845
Jennifer Cohen
jcohen@olioconstructors.com
315-591-7486

Vestal Asphalt, Inc.

201 Stage Road
Vestal, NY 13850
Jim Unkel
contracts@vestalasphalt.com
(607) 785-3393
(607) 785-3396 - fax

Sealcoat USA, Inc.

1266 Pulaski Highway
Goshen, NY 10924
Ryan Landech
ryan.landech@gmail.com
914-439-3186

RECYCLED ASPHALT PAVEMENT

	Suit Kote		
	OPTION A	OPTION B	OPTION C
1) Price per Square Yard under 5,000 s.y. (@ 1" to 3" depth)	\$2.52	\$3.10	\$2.30
Price per Square Yard for each additional inch over 3" depth	\$0.29	\$0.23	\$0.17
2) Price per Square Yard 5,000-10,000 s.y. (@ 1" to 3" depth)	\$1.37	\$2.71	\$1.20
Price per Square Yard for each additional inch over 3" depth	\$0.12	\$0.15	\$0.09
3) Price per Square Yard over 10,000 s.y. (@ 1" to 3" depth)	\$1.16	\$2.59	\$0.80
Price per Square Yard for each additional inch over 3" depth	\$0.07	\$0.06	\$0.06
4) Price per day for Bituminous Paver (Option A only)	\$3,400.00		
5) Price per day Ingersol – Rand Model DD-110 compaction roller, or equal (Option A only)	\$2,450.00		
6A) Price per day Caterpillar Model PS300B pneumatic tired roller, or equal (Option A only)	\$2,350.00		
6B) Price per day for Pugmill (Option A only)	\$2,600.00		
7) MS-1 per gallon (meeting attached spec.)	\$2.84	\$2.84	
8) MS-1P per gallon (meeting attached spec.)	\$3.09	\$3.09	
9) HFMS-2 per gallon (meeting attached spec.)	\$2.95	\$2.95	
10) HFMS-2P per gallon (meeting attached spec.)	\$3.20	\$3.20	
11) HFRA per gallon (meeting attached spec.)	\$3.14	\$3.14	
12) Calcium Chloride per gallon (Option C only)			\$1.50
12A) Magnesium Chloride Per Gallon (Option C only)			NB
13) Maint and Protection of Traffic per day (Option B&C only)		\$3,300.00	\$3,300.00
14) Provide and Haul req'd aggregate per ton (Option B&C only)		\$27.50	\$27.50

Suit-Kote Corp.
 1911 Lorings Crossing Rd.
 Cortland, NY 13045
 Lee Underwood
 lunderwood@suit-kote.com
 315-415-9374
 315-238-7110 - fax

STONE FILLING MATERIALS

PRICE PER TON

<u>Stone Filling Sizes</u>	<u>F.S. Lopke</u>	<u>T.H. Kinsella</u>	<u>Heidelberg Materials Northeast</u>
Heavy Stone Filling	\$52.50	\$67.50	\$55.00
Medium Stone Filling	\$52.50	\$46.50	\$44.00
Light Stone Filling	\$42.00	\$46.50	\$37.00
Fine Stone Filling	\$41.00	\$43.50	\$37.00

F.S. Lopke Contracting Inc.

3430 State Rte. 434
Apalachin, NY 13732
Manda Rumola
mrumola@fslopke.com
607-687-1114 x130
607-687-1856 - fax

Heidelberg Materials Northeast - NY, LLC.

5126 South Onondaga Road
Nedrow, NY 13120
Tony Barletta
Tony.Barletta@heidelbergmaterials.com
315-857-7484
315-469-3133 - fax

T. H. Kinsella, Inc

PO Box 7
Fayetteville, NY 13066
Allan Curtis
allanecurtis@yahoo.com
315-637-3390
315-637-1808 - fax

TRANSIT MIX CONCRETE & PRECAST CONCRETE BLOCKS

Transit Mix Concrete: (CY unless noted)

<u>Concrete Mix</u>	Heidelberg <u>Materials</u>
3500 PSI GEN. PURPOSE	\$171.00
3500 PSI SLIPFORM	\$171.00
4000 PSI THIN STRUCTURAL	\$173.00
4000 PSI OVERLAYS	\$173.00
4500 PSI DECKING	\$175.00
3000 PSI Flowable Grout	\$170.00
Additional charge for loads under 4 CY (per load)	\$120.00
Wait Time after 30 min. (per hour)	\$120.00

Precast Concrete Blocks: (EA)

Smooth Top

2'x2'x8'	NB
2'x2'x6'	NB
2'x2'x4'	NB
2'x2'x3'	NB
3'x3'x3' Guide Rail Anchor (County to Supply Hardware)	NB

Keyway Top

2'x2'x8'	NB
2'x2'x6'	NB
2'x2'x4'	NB
2'x2'x3'	NB

Waste Blocks

2'x2'x8'	NB
2'x2'x6'	NB
2'x2'x4'	NB

Heidelberg Materials Northeast - NY, LLC.

5126 So. Onondaga Road

Nedrow, NY 13120

Ben Gross

ben.gross@heidelbergmaterials.com

315-374-0036

315-469-3940 - fax

ULS DIESEL 15PPM FUEL

PRICE PER GALLON

Item

Mirabito

100% ULS Diesel 15 PPM Fuel

rack price per gallon 2/2/2026	\$2.8970
lust plis oil spill liablility trust fund fees per gallon	\$0.0010
firm price bid for delivery and profit markup per gallon	\$0.0579
TOTAL	\$2.9559

ULS Diesel 15PPM Winterized or With Cold Flow Improver

rack price per gallon 2/2/2026	\$2.8970
lust plis oil spill liablility trust fund fees per gallon	\$0.0010
firm price bid for delivery and profit markup per gallon	\$0.0879
TOTAL	\$2.9859

ULS 15PPM Kerosene

rack price per gallon 2/2/2026	\$ 3.7470
lust plis oil spill liablility trust fund fees per gallon	\$ 0.0010
firm price bid for delivery and profit markup per gallon	\$ 0.1377
TOTAL	\$ 3.8857

Mirabito Energy Products

The Metrocenter
49 Court St. PO Box 5306
Binghamton NY 13902
Joe D'Esti
joe.desti@mirabito.com
607-352-2800
607-584-5134 - fax

UNLEADED GASOLINE - REGULAR/ETHANOL (87 OCTANE)

PRICE PER GALLON

<u>Item</u>	<u>Mirabito</u>
Rack price per gallon 2/2/2026	\$1.9320
Lust plus oil spill liability trust fund fees per gallon	\$0.0010
Firm price bid for delivery and profit markup per gallon	\$0.0733
TOTAL	\$2.0063

Mirabito Energy Products

The Metrocenter
49 Court St. PO Box 5306
Binghamton NY 13902
Joe D'Esti
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Cortland County Transportation Advisory Committee Minutes

MINUTES

FEBRUARY 2, 2026
10:00AM

CORTLAND COUNTY OFFICE BUILDING
Room 302

	Facilitator: Melissa Potter- Chair Secretary: J. Hillman
MEETING CALLED BY:	Melissa Potter @ 10:01
MEETING TYPE	Organizational Meeting (quorum achieved with 9 appointed members)
ATTENDEES	Appointed: Tim Lockwood (26), Amy Buggs (26), Patricia Schaap (26), Jackie Cooper (27), Christopher Maroney (27), Jennifer Hillman (27), Brandy Fetterly (28), Alex Mikowski (28), Olivia Gehm (28), Brandy Strauf (28), Melissa Potter (Ex-officio), Beau Harbin (Ex-officio) Others: See Sign-in Sheet
ABSENT APPOINTEES	Shannon Coffin, Amy Buggs, Bren Daiss, Brandy Fetterly
ITEM #1	Introductions/Administrative Actions
DISCUSSION	Approve October 2025 Minutes Motion by Alex Mikowski to approve minutes as provided Second by Chris Maroney <i>Approval of motion by vote of members</i>
ITEM #2	Nomination/Election of Officers for 2026 Term
DISCUSSION	- Current Officers: Melissa Potter, Chair; Alex Mikowski, Vice Chair; Jennifer Hillman, Secretary - Nominations: Retain current slate - New Officers: Melissa Potter, Chair; Alex Mikowski, Vice Chair; Jennifer Hillman, Secretary Motion by Jackie Cooper to nominate and elect current slate of officers to 2026 term Second By Tim Lockwood <i>Approval of motion by vote of members</i> - Secretary will provide information to Clerk of Legislature
ITEM #3	Establishment of Day and Time of Regular Meetings 2026
DISCUSSION	- Tentative Meeting Schedule: - April 20, 2026 - July 20, 2026 - October 19, 2026 - January 25, 2027 (Organizational Meeting)

	- o Time of meeting at 10am, Room 302 COB (if available) Motion by Jackie Cooper set the 2026 meeting schedule as proposed Second by Alex Mikowski <i>Approval of motion by vote of members</i> - o Secretary will schedule and reserve room
ITEM #4	Review of TAC By-Laws
DISCUSSION	• Discussion of Existing TAC Bylaws last revised 2022 - o No revisions recommended Motion by Chris Maroney for Secretary to update 2022 TAC Bylaws with last Review as Feb 2, 2026 Second by Olivia Gehm <i>Approval of motion by vote of members</i> - o Secretary will annotate on document
ITEM #5	Centro Updates
DISCUSSION	• 2025 Ridership Updates (October-Dec 2025) - o Averaging about 200 riders a day ▪ paratransit 7-8 riders per day • Upcoming Route/Service Changes WEBSITE/INFORMATION - o Effective March 2, City Routes 1,2,3,4 changes as Pilot Routes; Changes to have Public Hearing to follow in Fall ▪ CORTLAND SERVICE CHANGES BROCHURE - o Routes have been circles and will adjust to linear (Out and back) - o Still allowing flag down service; planning to install bus stop signs in Spring - o Go from 16 to 18 trips per day within 6 am to 6 pm window - o The city routes were discussed, with changes to improve service frequency and efficiency, including a 40-minute frequency for most routes. - o The proposed changes to route 1 and route 2 are detailed, including adjustments to serve areas more effectively. - o Detail provided for the proposed changes to route 3 and 4 including serving new areas and improving service frequency. - o No Buses through the SUNY campus ▪ SUNY wants a discussion with CENTRO for shuttle service on Campus like other location - o Electronic Fare Boxes in procurement in Fall? - o Fleet updating to include tracking software as new buses cycled - o Inquiry for possibility of Increasing TC3 route-

	▪ SUNY ReConnect: increased population of parents/with children ▪ May be outside of operation hours
ITEM #6	Mobility Management Updates
DISCUSSION	• Submitted 5310 Application - o Application was submitted in November, which includes funding for a full-time volunteer driver dispatch coordinator, capital funds for two wheelchair-accessible vans and operating assistance for volunteer driver program and first mile/last mile and pilot health shuttle program for seniors and people with disabilities. - o The Mobility Management office will serve as a single point of access for transportation coordination. - o The pilot will offer demand-responsive service providing feeder connections to Centro's fixed routes avoiding duplication of fixed-route operations and targeted trips to health care providers, pharmacies, grocery stores, and social service agencies. • Community Collaboration & Grants - o ATI – Age Friend Go Local Grant ▪ Conversation with funder - o CAPCO – ITN America Technology & Volunteer Driver ▪ Bi-weekly training calls ▪ 1 driver for MAS currently- trying to expand ▪ 2-year grant for funding - o AARP Grant ▪ Flagship grant \$10-15,000 • Updating Coordinated Transportation Plan - o May be reaching out to partners • Education & Outreach - o Mobility Meet-Up Program – Completed 32 meet-ups, serving 201 participants ▪ Regularly visit Friendship House and Towers ▪ If there are locations or groups that would like us to come speak to their clients or staff, please let us know. - o Access Food Pantry GIS Map ▪ Other mapping projects to consider: • Non-Profits • Grocery • Medical Centers - o Transportation & Traffic Safety Presentations LASS Sites • Travel Training - o Case Management & Custom Travel Plans ▪ Working with individuals, one-on-one getting them to their destinations. Coordinating with OFA, customizing travel plans, filling out CAB applications; scheduling CAB trips for

	folks. - o On the Move Sessions • Professional Development - o Transit Retreat March 4 & 5
ITEM #7	Office for Aging – GoGo Grandparent Update
DISCUSSION	• Update on the Go-Go Grandparent program, which provides transportation for seniors using local cab companies. - o 25,000 from NYSOFA - o currently only case managed clients from OFA - o Contracting Collegtown Cab - o Can support out of town medical appointments • OFA Bus, at least twice a week having to do two runs a week - o Shopping trips in Friday- 5 or 6 regularly - o Nature walks
ITEM #8	Proposed Local Law to Ensure Safety of Vulnerable Road Users in Cortland County
DISCUSSION	• Discussion of proposed Local law brought by Beau Harbin Minimum 3-foot safe passing law RESOLVED, that the Transportation Advisory Committee of Cortland County unanimously supports the proposed draft language for a Cortland County Local Law to enhance the safety of vulnerable road users in Cortland County, as presented and discussed at the February 2, 2026 meeting. Motion to approve by Jackie Cooper as proposed Second by Alex Mikowski <i>Approval of motion by vote of members</i> - o Secretary will provide information to Clerk of Legislature
ITEM #9	Subcommittee Updates
DISCUSSION	• Connectivity Subcommittee - o Sidewalk Inventory McGraw; ▪ work paused during weather - o Walk Audit Survey/Event in McGraw; ▪ survey out Feb 9-March 9 McGraw Survey Link ▪ Walk Event planned for April - o Social Media ▪ social media campaign to promote public transit and recreational access as community events during operating hours - o Funding /Sustainability ▪ potential for applying for a \$2,000 grant from the AARP to support the social media campaign.
ITEM #10	Funding Opportunities

DISCUSSION	Other Agency Opportunities/Status
ITEM #11	Round Table
DISCUSSION	• NY DOT - o VRU design project (at schools) McGraw, Homer, Cortland end of 3rd Quarter or early next year ▪ Rapid Rectangular Flashing - o HSIP funded - o TAP application open; sidewalk infrastructure - o ITRSMR – Walk Bike and Roll Tarrytown in June • Health Department - o Already discussed work related to Connectivity Subcommittee • Traffic Safety Board - o Organizational Meeting January 7th; reelected slate of Officers for 2026 term ▪ Chief Robert Pitman Chair, Jennifer Hillman Vice Chair, Eric Mulvihill Secretary - o Discussed pedestrian Fatality on Main Street and implementation of Leading Pedestrian Interval countermeasure at select locations in City - o Discussed Draft Proposed Local Law for Vulnerable Road Users- In full support • SUNY Cortland - o Looking at FLIX bus stop on Campus • ATI - o Will Testify at Joint senate ADA minimum distance for transportation access - o 1115 waiver • Planning Department - o Housing needs assessment survey out on cards 
	Next meeting:
ADJOURN	• The meeting ended at approximately – 11:13 am

Cortland County Traffic Safety Board Minutes
January 7, 2026 – 9AM – Cortland County Office Building 60 Central Ave. Room 302

Cortland County Traffic Safety Board Members

Voting Members	Representing	Present	Term Expires
Mark DuPaull	SUNY Cortland Univ. Police Chief	X	TBD
Jason Cawley	Captain, New York State Police	Absent	TBD
Jennifer Hillman (Vice Chair)	Cortland County Health Department Injury Prevention & Traffic Safety Coordinator	X	12/31/2028
Mark Helms	Cortland County Sheriff	X	12/31/2027
David Guerrera	City of Cortland Police Chief	X	12/31/2026
Robert Pittman (Chair)	Village of Homer Police Chief	Excused	12/31/2027
Valerie Kaiser	New York State Dept of Transportation Rep	Excused	Expired-12/31/25
Eric Mulvihill (Secretary)	Community Member	X	12/31/26
Ryan Riley	Community Member	X	12/31/27
Catherine Wilde	Community Member	Absent	12/31/26
Jeff Guido	Community Member	Absent	12/31/28
Courtney Metcalf	Community Member	X	12/31/2027
Ex-Officio Members			
Kevin Fitch	Chair Legislature	Absent	Ex-Officio
Michael Ponticiello	County Administrator	Absent	Ex-Officio

Additional Attendees: Jason Welch- SUNY Cortland PD
 Beau Harbin – County Legislator
 Melissa Potter – County Mobility Manager
 Rebecca Main-County Health Dept.

AGENDA

ITEM #1	Appointment of Officers – D. Guerrera made a motion to appoint Robert Pittman as Board Chair, Jennifer Hillman as Vice-Chair, and Eric Mulvihill as Secretary for 2026. C. Metcalf seconded the motion. All in favor, none opposed.
ITEM #2	Recruitment of Community Members for TSB Appointment/Reappointment – The Board discussed the need to recruit members for the community member seats. It was suggested that some of the underrepresented communities like Marathon be solicited for a member.
ITEM #3	Cortland County Safe Passing Law – County Legislator Beau Harbin presented the proposed “County safe Passing Law”. Harbin said NYS has’t

	taken up this proposed law. Harbin stated the draft law is modeled after similar legislation in Ulster County. The board discussed the impacts of the law and discussed enforceability. Sheriff Helms and Chief Guerrero both indicated they would likely utilize sections of vehicle and traffic law before utilizing this legislation to cite individuals. Board members agreed with the intent of the proposed law. The Board discussed the need for better education for shared road users. The Board agreed to send a letter of support to the County Legislature to recommended adoption of the proposed “County safe Passing Law”. A motion was made by D. Guerrero in support of the law; R. Riley seconded the motion. All in favor, none opposed.
ITEM #4	Discussion/Letter of Support for a NYS DOT review of Leading Pedestrian Interval at City of Cortland Pedestrian Crosswalks- The Board discussed a request from Cortland Mayor Scott Steve to ask the NYS Dept of Transportation to consider implementation of Leading Pedestrian Interval as a safety countermeasure at NYSDOT controlled intersections. The request comes as the timing and phasing of some pedestrian signals in Cortland has been revised to meet the new DOT standards. The city has received multiple complaints about the new phasing. A recent pedestrian death on Main Street has elevated concerns as well. C. Metcalf made a motion in support of the City’s request; M. Helms seconded the motion; all in favor none opposed.
ITEM #5	Agency Reports/Planned Events/Community Concerns – Ms. Main indicated there will be car seat checks at the upcoming Homer Winterfest on 1/24/26. Ms. Mains said the Courtland Youth Bike Initiative is going well, 47 bikes have been donated and are serviceable. The Health Dept. will be hosting countywide bike rodeos in 2026. Driver education classes are planned for Homer and Marathon schools in December; planning is underway for the summer driver’s education programs. The Village of McGraw has expressed interest in participating in walk audits to identify deficiencies in the public sidewalk network, the town of Cortlandville has expressed interest in the walk audits. The Health Dept has been pushing out winter driving safety tips via social media. The County Mobility Manager Ms. Potter said the Mobility Meet Up Program has seen 200 people participate since July, additional sessions are planned in the Spring and Fall. Ms. Potter said the 5310 grant application is expected to be announced soon. Chief DuPaul introduced Assistant Chief Jason Welch as his agency’s designee in his absence.
ITEM #6	2026 Meeting Schedule – April 8, July 8, October 14, January 13, 2027.
ADJOURN	• Next meetings –April 8, 2026, 9:00 am - o in County Office Building, Room 302

Meeting Adjourned at 10:05AM

Proposed Local Law Number X of 2026

County Of Cortland

A Local Law To Ensure the Safety of Vulnerable Road Users in Cortland County

BE IT ENACTED, by the County Legislature of the County of Cortland, New York, as follows:

SECTION 1. TITLE.

This Local Law shall be known and referred to as the “Cortland County Safe Passing Law”.

SECTION 2. LEGISLATIVE INTENT AND FINDINGS.

This Legislature finds and determines that it is the duty of Cortland County to protect the health, safety and welfare of its residents. This Legislature also finds and determines that many Cortland County residents ride bicycles for exercise, recreation, or as a primary mode of transport.

The Cortland County Legislature recognizes that bicyclists, pedestrians, and other vulnerable road users often need to share roadways with motor vehicles out of necessity. The Legislature also acknowledges that in these situations, vulnerable road users are susceptible to the actions of motor vehicle operators who can pose a threat to their health and safety if passing too closely or from the right side of the road.

Therefore, this Legislature finds it necessary to establish a minimum passing distance for motor vehicles approaching or passing vulnerable road users and to penalize those who disregard their safety.

SECTION 3. DEFINITIONS.

As used in this local law the following terms shall have the meanings indicated:

- A. “Vulnerable Road User” (“VRU”) shall mean any of the following:
 - 1. A pedestrian
 - a. An individual in a wheelchair or other device driven by muscular or any other kind of power that is designed for and used by a person whose mobility is limited by one or more conditions or functional impairments;
 - b. Persons using service animals, plus the animal itself;
 - c. An individual waiting to board, or just having alighted, mass transit including but not limited to a bus, taxicab, shuttle, train, ferry and streetcar;
 - d. Any other individuals existing upon a roadway and outside of any vehicles;

2. Any rider of a horse, mount or other animal, plus the animal itself;
3. An individual who is on the highway because the individual is engaged in construction, maintenance, repair or a similar function while on that part of the highway;
4. An individual who
 - a. is an emergency-services personnel, and
 - b. is acting in the course of their duties, and
 - c. is not in or on a motor vehicle, streetcar or other motor vehicle running only upon rails, motorized snow vehicle, traction engine, farm tractor, self-propelled instrument of husbandry or road-building machine;
5. An individual on a bicycle, on an e-bicycle, or on a motor-assisted bicycle;
6. A person who due to race or economic disparity has been excluded from the expectation of safe, accessible transportation.

SECTION 4. MINIMUM DISTANCE REQUIREMENTS FOR MOTOR VEHICLES PASSING VULNERABLE ROAD USERS.

The operator of a motor vehicle that is approaching or overtaking, from behind, a VRU on the same side of the road shall pass to the left of such VRU at a distance of at least three (3) feet until safely clear thereof. The three-foot distance requirement shall not apply on roads with clearly marked bicycle lanes as defined by New York Vehicle and Traffic Law § 102-a

SECTION 5. PENALTIES.

- A. Any person committing the above-referenced offense shall be guilty of a violation and subject to a fine not to exceed \$225 for a first offense, \$325 for a second offense and \$425 for any third or subsequent offense(s).
- B. This section does not preclude a person from being charged with, convicted of, or punished for any other violation of law.

SECTION 6. SEVERABILITY.

In the event that any portion of this Local Law is found to be preempted by state law, or otherwise invalidated, such finding will not have any effect on either the remaining portions or applications of this Local Law, which shall remain in full force and effect.

SECTION 7. EFFECTIVE DATE.

This Local Law shall take effect upon its filing in the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.



MAKING OUR ROADS SAFER

One
Countermeasure
at a Time

*28 Proven Safety Countermeasures that offer significant
and measurable impacts to improving safety*



U.S. Department of Transportation
Federal Highway Administration

ZERO IS OUR GOAL
A SAFE SYSTEM IS HOW WE GET THERE

<https://safety.fhwa.dot.gov/>

Technical Report Documentation Page

1. REPORT NO. FHWA-SA-21-071	2. GOVERNMENT ACCESSION NO.	3. RECIPIENT'S CATALOG NO.	
4. TITLE AND SUBTITLE Making Our Roads Safer One Countermeasure at a Time		5. REPORT DATE October 2021	
		6. PERFORMING ORGANIZATION CODE	
7. AUTHOR(S) Matt Albee, Phillip Bobitz		8. PERFORMING ORGANIZATION REPORT NO.	
9. PERFORMING ORGANIZATION NAME & ADDRESS VHB 940 Main Campus Dr Ste 500 Raleigh, NC 27606		10. WORK UNIT NO.	
		11. CONTRACT OR GRANT NO. DTFH6116D00040-693JJ320F000262	
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16. ABSTRACT The Proven Safety Countermeasure Initiative (PSCi) is a collection of 28 countermeasures and strategieseffective in reducing roadway fatalities and serious injuries on our Nation's highways. Transportationagencies are strongly encouraged to consider widespread implementation of PSCs to accelerate theachievement of local, State, and National safety goals. This booklet provides 1-page handouts for all 28PSCs, broken into the focus areas of speed management, roadway departure, intersections,pedestrians/bicyclists, and crosscutting for countermeasures that apply across categories.			
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Proven Safety Countermeasures

SPEED MANAGEMENT



**Speed Safety
Cameras**



Variable Speed Limits



**Appropriate Speed
Limits for All Road Users**

ROADWAY DEPARTURE



Wider Edge Lines



**Enhanced Delineation
for Horizontal Curves**



**Longitudinal Rumble
Strips and Stripes on
Two-Lane Roads**



SafetyEdgeSM



**Roadside Design
Improvements at
Curves**



Median Barriers

INTERSECTIONS



**Backplates with
Retroreflective
Borders**



**Corridor Access
Management**



**Dedicated Left- and
Right-Turn Lanes at
Intersections**



**Reduced Left-Turn
Conflict Intersections**



Roundabouts



**Systemic Application
of Multiple Low-Cost
Countermeasures at
Stop-Controlled
Intersections**



**Yellow Change
Intervals**

PEDESTRIANS/BICYCLES



**Crosswalk Visibility
Enhancements**



Bicycle Lanes



**Rectangular Rapid
Flashing Beacons
(RRFB)**



**Leading Pedestrian
Interval**



**Medians and Pedestrian
Refuge Islands in Urban
and Suburban Areas**



**Pedestrian Hybrid
Beacons**



**Road Diets (Roadway
Reconfiguration)**



Walkways

Crosscutting



**Pavement Friction
Management**



Lighting



Local Road Safety Plans



Road Safety Audit

Introduction

Widespread use of the 28 Proven Safety Countermeasures (PSCs) identified in this booklet can offer significant, measurable impacts as part of any agency's approach to improving safety. These strategies are designed for all road users and all kinds of roads—from rural to urban, from high-volume freeways to less traveled two-lane State and county roads, from signalized crossings to horizontal curves, and everything in between. Each countermeasure addresses at least one safety focus area – speed management, intersections, roadway departures, or pedestrians/bicyclists – while others are crosscutting strategies that address multiple safety focus areas.

Between 2016 and 2020, 85 percent¹ of all public highway fatalities occurred on Federal-aid highways, which represent 25 percent² of the entire public highway network. FHWA's partner agencies have invested in highway safety through the Highway Safety Improvement Program (HSIP), which provides targeted safety funding that is eligible for use on all public roads. However, this dedicated funding source represents only about 6 percent of the total Federal-aid program.³ Every transportation project, whether or not the specific project purpose is safety related, is a new opportunity to save lives on our roadways. The FHWA's Proven Safety Countermeasures are eligible under most Federal-aid highway funding programs, and can support state, local, and tribal agency efforts to effectively accomplish goals to reduce fatalities and serious injuries. These countermeasures should serve as the basis for what agencies consider and implement when designing any highway project to improve safety.

To assist practitioners with determining the most appropriate PSC for their location of interest, the PSC webpage includes a filter tool that allows users to obtain a tailored listing of potential PSCs. Users answer questions regarding area types, functional classification, traffic volumes, issue identified, targeted crash types, and other information to receive a list of PSCs meeting the criteria. This search function is intended to better serve practitioners, including those with limited safety background, when identifying and considering treatments and strategies that can improve safety as part of their program or project.

The PSCs can support agencies with implementation of the Safe System Approach, which seeks to build and reinforce multiple layers of protection to both prevent crashes from happening and minimize the harm caused to those involved when crashes do occur. Implementing a Safe System Approach requires collaborative engagement among a diverse group of stakeholders to increase safety for all road users. Accordingly, agencies should consider how the PSCs and National Highway Traffic Safety Administration's (NHTSA) Countermeasures That Work⁴ can create a system with redundancies in place to protect all road users. Reaching our goal of zero deaths and serious injuries requires all of us to take ownership in safety. Together, we can consider the safety needs at every stage of the project development process, the safety impact of every investment decision, and the appropriate safety countermeasures for every Federal-aid project.

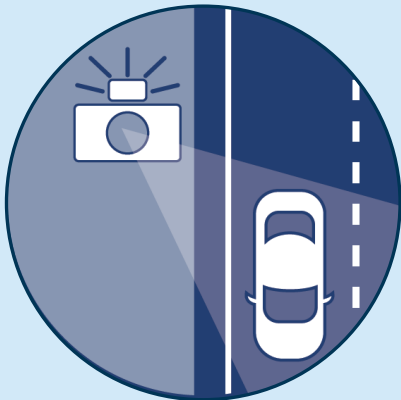
1 NHTSA Fatality Analysis Reporting System (FARS) 2016-2020 Final

2 FHWA Highway Statistics 2022 (<https://www.fhwa.dot.gov/policyinformation/statistics/2022/hm16.cfm>)

3 Federal-aid apportioned programs under the Infrastructure Investment and Jobs Act (IIJA) (<https://www.fhwa.dot.gov/bipartisan-infrastructure-law/funding.cfm>)

4 Countermeasures That Work (<https://www.nhtsa.gov/book/countermeasures/countermeasures-that-work>)

Proven Safety Countermeasures



Safety Benefits:

Fixed units can reduce crashes on urban principal arterials up to:

54% for all crashes.⁴

48% for injury crashes.⁴

P2P units can reduce crashes on urban expressways, freeways, and principal arterials up to:

37%

for fatal and injury crashes.²

Mobile units can reduce crashes on urban principal arterials up to:

20%

for fatal and injury crashes.⁵

In New York City, fixed units reduced speeding in school zones up to 63% during school hours.⁶

For more information on this and other FHWA Proven Safety Countermeasures, please reference the: Speed Safety Camera Program Planning and Operations Guide.

The contents of this Fact Sheet do not have the force and effect of law and are not meant to bind the public in any way. This Fact Sheet is intended only to provide clarity regarding existing requirements under the law or agency policies.

Speed Safety Cameras

Safe Speeds is a core principle of the Safe System Approach since humans are less likely to survive high-speed crashes. Enforcing safe speeds has been challenging; however, with more information and tools communities can make progress in reducing speeds. Agencies can use speed safety cameras (SSCs) as an effective and reliable technology to supplement more traditional methods of enforcement, engineering measures, and education to alter the social norms of speeding. SSCs use speed measurement devices to detect speeding and capture photographic or video evidence of vehicles that are violating a set speed threshold.

Applications

Agencies should conduct a network analysis of speeding-related crashes to identify locations to implement SSCs. The analysis can include scope (e.g., widespread, localized), location types (e.g., urban/suburban/rural, work zones, residential, school zones), roadway types (e.g., expressways, arterials, local streets), times of day, and road users most affected by speed-related crashes (e.g., pedestrians, bicyclists).

SSCs can be deployed as:

- **Fixed units**—a single, stationary camera targeting one location.
- **Point-to-Point (P2P) units**—multiple cameras to capture average speed over a certain distance.
- **Mobile units**—a portable camera, generally in a vehicle or trailer.

The table below describes suitable circumstances for SSC deployment.¹

Considerations

- SSCs can produce a crash reduction upstream and downstream, thus generating a spillover effect.²

- Public trust is essential for any type of enforcement. With proper controls in place, SSCs can offer fair and equitable enforcement of speeding, regardless of driver age, race, gender, or socio-economic status. SSCs should be planned with community input and equity impacts in mind.

- Using both overt (i.e., highly visible) and covert (i.e., hidden) enforcement may encourage drivers to comply with limits everywhere, not only at sites they are aware are enforced.

- Agencies should conduct evaluations regularly to determine if SSCs are accomplishing safety goals and whether changes in strategy, scheduling, communications, or public engagement are necessary.

- Agencies should conduct a legal and policy review to determine if SSCs are authorized within a jurisdiction and how the authorization and other traffic laws will affect a SSC program.

- Agencies should develop an SSC program plan with consideration of the USDOT SSC guidelines for planning, public involvement, stakeholder coordination, implementation, maintenance, evaluation, etc.³

Considerations for Selection	Fixed	P2P	Mobile
Problems are long-term and site-specific.	X	X	—
Problems are network-wide, and shift based on enforcement efforts.	—	—	X
Speeds at enforcement site vary largely from downstream sites.	—	X	X
Overt enforcement is legally required.	X	X	X
Sight distance for the enforcement unit is limited.	X	X	—
Enforcement sites are multilane facilities.	X	X	—

1 Speed Safety Camera Program Planning and Operations Guide. FHWA, (2023).

2 (CMF ID: 7718) Montella et al. "Effects on speed and safety of point-to-point speed enforcement systems". Accident Analysis and Prevention, Vol. 75, (2015). Note that this is an international study.

3 Speed Enforcement Camera Systems Operational Guidelines. NHTSA, (2008).

4 (CMF ID: 2915, 2921) Shin et al. "Evaluation of the Scottsdale Loop 101 automated speed enforcement demonstration program." Accident Analysis and Prevention, Vol. 41, (2009).

5 (CMF ID: 7582) Li et al. "A Before-and-After Empirical Bayes Evaluation of Automated Mobile Speed Enforcement on Urban Arterial Roads." Presented at the 94th Annual Meeting of the Transportation Research Board, Paper No. 15-1563, Washington, D.C., (2015). Note that this is an international study.

6 Automated Speed Enforcement Program Report 2014-2017. New York City DOT, (2018).



Safety Benefits:

VSLs can reduce crashes on freeways up to:

34%

for total crashes.¹

65%

for rear-end crashes.¹

51%

for fatal and injury crashes.¹

**Benefit/Cost Ratios
range between¹**

9:1 - 40:1

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/safety/speed-management/reference-materials>.

Variable Speed Limits

Selecting appropriate speed limits on roadways is important in maintaining a safe and efficient transportation network. Speed limits are established with an engineering study based on inputs like traffic volumes, operating speeds, roadway characteristics, and crash history. However, conditions on the roadway are susceptible to change in a short amount of time (e.g., congestion, crashes, weather). Drivers typically determine their operating speeds under normal weather conditions on a straight roadway section with good pavement quality and adequate sight distances. If ideal conditions do not exist and the roadway does not meet the driver's expectations, there is a greater chance that a driver error could result in a crash. Providing variable speeds limits (VSLs) capable of adapting to changing circumstances could reduce crash frequency and severity.

Speed management strategies, including VSLs, are integral to the Safe Speeds element of the Safe System Approach. Because humans are unlikely to survive high-speed crashes, VSLs reduce speeds so that human injury tolerances are accommodated in three ways: improving visibility, providing additional time for drivers to stop, and reducing impact forces.

Applications

VSLs use prevailing information on the roadway, like traffic speed, volumes, weather, and road surface conditions, to determine appropriate speeds and display them to drivers. This strategy improves safety performance and traffic flow by reducing speed variance (i.e., improving speed harmonization). VSLs may also improve driver expectation by providing information in advance of slowdowns and potential lane closures, which could reduce the probability for secondary crashes. VSLs can mitigate adverse weather conditions or to slow faster-moving traffic as it approaches a queue or bottleneck.

Agencies can implement VSLs for the following applications:



CONGESTION



INCIDENTS



WORK ZONES



INCLEMENT WEATHER

Considerations

- Particularly effective on urban and rural freeways and high-speed arterials with posted speed limits greater than 40 mph.
- Often implemented as part of Active Traffic Management (ATM) plans or incorporated into existing Road Weather Information Systems.
- When used with ATM, VSLs can mitigate rear-end, sideswipe, and other crashes on high-speed roadways.
- May be implemented as a regulatory and/or an advisory system.
- Can be applied to an entire roadway segment or individual lanes.



Source: WSDOT

¹ (CMF ID: 11002, 11005, 11003) Avelar et al. Developing Crash Modification Factors for Variable Speed Limit. FHWA, (2020).



Safety Benefits:

Traffic fatalities in the City of Seattle decreased 26 percent after the city implemented comprehensive, city-wide speed management strategies and countermeasures inspired by Vision Zero. This included setting speed limits on all non-arterial streets at 20 mph and 200 miles of arterial streets at 25 mph.⁵

One study found that on rural roads, when considering other relevant factors in the engineering study along with the speed distribution, setting a speed limit no more than 5 mph below the 85th-percentile speed may result in fewer total and fatal plus injury crashes, and lead to drivers complying closely with the posted speed limit.⁶

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/safety/speed-management/reference-materials>.

Appropriate Speed Limits for All Road Users

There is broad consensus among global roadway safety experts that speed control is one of the most important methods for reducing fatalities and serious injuries. Speed is an especially important factor on non-limited access roadways where vehicles and vulnerable road users mix.

A driver may not see or be aware of the conditions within a corridor, and may drive at a speed that feels reasonable for themselves but may not be for all users of the system, especially vulnerable road users, including children and seniors. A driver traveling at 30 miles per hour who hits a pedestrian has a 45 percent chance of killing or seriously injuring them.¹ At 20 miles per hour, that percentage drops to 5 percent.¹ A number of cities across the United States, including New York, Washington, Seattle and Minneapolis, have reduced their local speed limits in recent years in an effort to reduce fatalities and serious injuries, with most having to secure State legislative authorization to do so.

States and local jurisdictions should set appropriate speed limits to reduce the significant risks drivers impose on others—especially vulnerable road users—and on themselves. Addressing speed is fundamental to the Safe System Approach to making streets safer, and a growing body of research shows that speed limit changes alone can lead to measurable declines in speeds and crashes.²

Applications

Posted speed limits are often the same as the legislative statutory speed limit. Agencies with designated authorities to set speed limits, which include States, and sometimes local jurisdictions, can establish non-statutory speed limits or designate reduced speed zones, and a growing number are doing so. While non-statutory speed limits must be based on an engineering study, conducted in accordance with the *Manual on Uniform Traffic Control Devices* (MUTCD) involving multiple factors and engineering judgment, FHWA is also encouraging agencies to use the following:³

- Expert Systems tools.
 - [USLIMITS2](#).
 - [NCHRP 966: Posted Speed Limit Setting Procedure and Tool](#).
- Safe System approach.

Based on international experience and implementation in the United States, the use of 20 mph speed zones or speed limits in urban core areas where vulnerable users share the road environment with motorists may result in further safety benefits.⁴

Considerations

When setting a speed limit, agencies should consider a range of factors such as pedestrian and bicyclist activity, crash history, land use context, intersection spacing, driveway density, roadway geometry, roadside conditions, roadway functional classification, traffic volume, and observed speeds.

To achieve desired speeds, agencies often implement other speed management strategies concurrently with setting speed limits, such as self-enforcing roadways, traffic calming, and speed safety cameras. Additional information is in the following FHWA resources:

- [FHWA Speed Management website](#).
- [Self-Enforcing Roadways: A Guidance Report](#).
- [Noteworthy Speed Management Practices](#).
- [Jurisdiction Speed Management Action Plan Development Package](#).
- [Traffic Calming ePrimer](#).

¹ Reducing the speed limit to 20 mph in urban areas: Child deaths and injuries would be decreased.

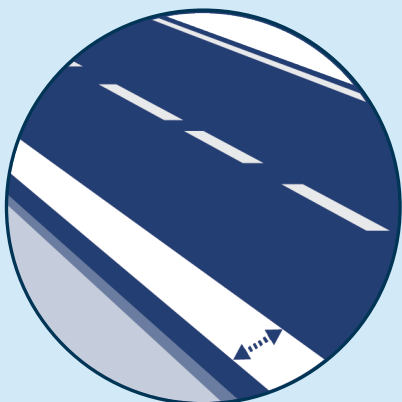
² Lowering the speed limit from 30 to 25 mph in Boston: effects on vehicle speeds.

³ FHWA's Methods and Practices for Setting Speed Limits: An Informational Report. (2012).

⁴ Recommendations of the Academic Expert Group for the 3rd Global Ministerial Conference on Road Safety.

⁵ https://safety.fhwa.dot.gov/speedmgmt/ref_mats/fhwasa20047/sec8.cfm#foot813

⁶ Safety and Operational Impacts of Setting Speed Limits below Engineering Recommendations.



Safety Benefits:
Wider edge lines can
reduce crashes up to:

37%

for non-intersection, fatal
and injury crashes on rural,
two-lane roads.²

22%

for fatal and injury crashes
on rural freeways.³

Benefit Cost Ratio

25:1

for fatal and serious injury
crashes on two-lane rural
roads.⁴

For more information on this
and other FHWA Proven Safety
Countermeasures, please visit
<https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/safety/other/visibility/pavement-markings>.

Wider Edge Lines

Roadway departures account for over half of all traffic fatalities in the United States. If drivers cannot clearly identify the edge of the travel lanes and see the road alignment ahead, the risk of roadway departure may be greater. Wider edge lines enhance the visibility of travel lane boundaries compared to traditional edge lines. Edge lines are considered “wider” when the marking width is increased from the minimum normal line width of 4 inches to the maximum normal line width of 6 inches.¹

Applications

Wider edge lines increase drivers’ perception of the edge of the travel lane and can provide a safety benefit to all facility types (e.g., freeways, multilane divided and undivided highways, two-lane highways) in both urban and rural areas.² Wider edge lines are most effective in reducing crashes on rural two-lane highways, especially for single-vehicle crashes.³ Agencies should also consider implementing a systemic approach to wider edge line installation based roadway departure crash risk factors. Potential risk factors for two-lane rural roads include:

- Pavement and shoulder widths.
- Presence of curves.
- Traffic volumes.
- History of nighttime crashes.

Considerations

- Wider edge lines are relatively low cost.
- Wider edge lines can be implemented using existing equipment during maintenance procedures like re-striping and resurfacing, with the only cost increase being the additional material.
- Paint may have a lower initial cost, but more durable materials (e.g., thermoplastic) may result in a lower life cycle cost based on their longer service life.
- As the number of automated vehicles increases on roadways, wider edge lines may provide better guidance for these vehicles’ sensors.



Source: Texas Transportation Institute

¹ Manual on Uniform Traffic Control Devices (MUTCD), Section 3A.04. FHWA, (2023).

² (CMF ID: 4737) Park et al. “Safety effects of wider edge lines on rural, two-lane highways.” Accident Analysis and Prevention Vol. 48, pp.317-325, (2012).

³ Potts et al. Benefit/Cost Evaluation of MoDOT’s Total Striping and Delineation Program: Phase II. Missouri Department of Transportation, (2011).

⁴ Abdel-Rahim et al. Safety Impacts of Using Wider Pavement Markings on Two-Lane Rural Highways in Idaho. Idaho Transportation Department, (2018).



Safety Benefits:

Chevron Signs

25% reduction in nighttime crashes.¹

16% reduction in non-intersection fatal and injury crashes.²

Oversized Chevron Signs

15% reduction in fatal and injury crashes.³

Sequential Dynamic Chevrons

60% reduction in fatal and injury crashes.⁴

In-Lane Curve Warning Pavement Markings

35 - 38% reduction in all crashes.⁵

New Fluorescent Curve Signs or Upgrade Existing Curve Signs to Fluorescent Sheeting

18% reduction in non-intersection, head-on, run-off-road, and sideswipe in rural areas.¹

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/safety/rwd/keep-vehicles-road/horizontal-curve-safety>.

Enhanced Delineation for Horizontal Curves

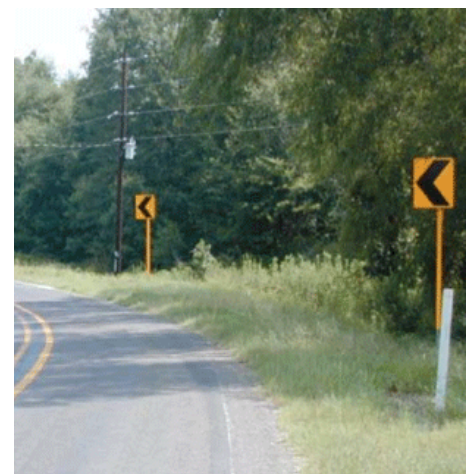
Enhanced delineation at horizontal curves includes a variety of potential strategies that can be implemented in advance of or within curves, in combination, or individually.

Potential Strategies	In Advance of Curve	Within Curve
Pavement markings (standard width or wider)	✓	✓
In-lane curve warning pavement markings	✓	
Retroreflective strips on sign posts	✓	✓
Delineators		✓
Chevron signs		✓
Enhanced Conspicuity (larger, fluorescent, and/or retroreflective signs)	✓	✓
Dynamic curve warning signs (including speed radar feedback signs)	✓	
Sequential dynamic chevrons		✓

Enhanced delineation treatments can alert drivers to upcoming curves, the direction and sharpness of the curve, and appropriate operating speed.

Agencies can take the following steps to implement enhanced delineation strategies:

1. Review signing practices and policies to ensure they comply with the Manual on Uniform Traffic Control Devices (MUTCD) principles of traffic control devices. Consistent practice for similar curves sets the appropriate driver expectancy.
2. Use the [systemic approach](#) to identify and treat problem curves. For example, Minnesota uses risk factors that include curve radii between 500 and 1,200 ft, traffic volumes between 500 and 1,000 vehicles per day, intersection in the curve, and presence of a visual trap.¹
3. Match the appropriate strategy to the identified problem(s), considering the full range of enhanced delineation treatments. Once the MUTCD requirements and recommendations have been met, an incremental approach is often beneficial to avoid excessive cost.



Chevron signs with retroreflective strips on sign posts installed along a curve. Source: FHWA

1 (CMF ID: [2439,2431,2432](#)) Albin et al. Low-Cost Treatments for Horizontal Curve Safety 2016. FHWA-SA-15-084, (2016).

2 (CMF ID: [2438](#)) Srinivasan et al. Safety Evaluation of Improved Curve Delineation. FHWA-HRT-09-045, (2009).

3 (CMF ID: [8978](#)) Lyon et al. Safety Evaluation of Two Curve Warning Treatments: In-Lane Curve Warning Pavement Markings and Oversized Chevron Signs. Presented at the 96th TRB Annual Meeting, Paper No. 17-00432, (2017).

4 (CMF ID: [10362](#)) Hallmark, S. Evaluation of Sequential Dynamic Chevrons on Rural Two-lane Highways. FHWA, (2017).

5 (CMF ID: [10312,9167](#)) Donnell et al. Reducing Roadway Departure Crashes at Horizontal Curve Sections on Two-lane Rural Highways. FHWA-SA-19-005, (2019).



Safety Benefits:

Center Line Rumble Strips

44-64%

reduction in head-on fatal and injury crashes on two-lane rural roads.⁴

Shoulder Rumble Strips

13-51%

reduction in single vehicle, run-off-road fatal and injury crashes on two-lane rural roads.⁴

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/safety/rwd/keep-vehicles-road/rumble-strips>.

Longitudinal Rumble Strips and Stripes

Longitudinal rumble strips are milled or raised elements on the pavement intended to alert drivers through vibration and sound that their vehicle has left the travel lane. They can be installed on the shoulder, edge line, or at or near the center line of an undivided roadway.

Rumble stripes are edge line or center line rumble strips where the pavement marking is placed over the rumble strip. This can increase the visibility and durability of the pavement marking during wet, nighttime conditions, and can improve the durability of the marking on roads with snowplowing operations.

With roadway departure crashes accounting for more than half of the fatal roadway crashes annually in the United States, rumble strips and stripes are designed to address these crashes by alerting distracted, drowsy, or otherwise inattentive drivers who drift from their lane. They are most effective when deployed systemically.

Transportation agencies should consider milled center line rumble strips (including in passing zone areas) and milled edge line or shoulder rumble strips with bicycle gaps for systemic safety projects, location-specific corridor safety improvements, as well as reconstruction or resurfacing projects.

Considerations

- Rumble strips are relatively low-cost, and economic analyses have indicated benefit/cost ratios that exceed 100.¹
- Where rumble strips cannot be placed due to noise concerns, agencies may consider a design using an oscillating sine wave pattern (also known as “mumble strips”) that reduces noise outside of the vehicle. However, the safety benefits of this design need more study.²

Maintenance concerns:

- Where rumble strips are placed along a pavement joint, there are typically no issues with joint stability if the pavement structure and joint was already in good condition.
- Studies have shown no evidence of issues related to snow, ice, or rain build-up in the rumble strip.³



Shoulder rumble strips and center line rumble stripes are installed on this roadway.
Source: FHWA



Example of an edge line rumble stripe.
Source: Missouri DOT

¹ Himes, S., and McGee, H. Decision Support Guide for the Installation of Shoulder and Center Line Rumble Strips on Non-Freeways. Federal Highway Administration Report No. FHWA-SA-16-115. (August 2016).
² Bedsole et al. *Did You Hear That?* Public Roads Magazine, Volume 80, No. 4. FHWA Publication No. FHWA-HRT-17-002. (2017).
³ NCHRP Synthesis 339: Centerline Rumble Strips – A Synthesis of Highway Practices, (2005)
⁴ (CMF ID: 3358, 3356, 3425, 3648) NCHRP Report 641: Guidance for the Design and Application of Shoulder and Centerline Rumble Strips, (2009).



Proven Safety Countermeasures



Safety Benefits:

11%

reduction in fatal and injury crashes.²

21%

reduction in run-off-road crashes.²

19%

reduction in head-on crashes.²

Benefit-Cost Ratio Range³

700:1 to 1,500:1

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/safety/rwd/provide-safe-recovery/safetyedge>.

SafetyEdgeSM

The SafetyEdgeSM technology shapes the edge of the pavement at approximately 30 degrees from the pavement cross slope during the paving process. This safety practice eliminates the potential for vertical drop-off at the pavement edge, has minimal effect on project cost, and can improve pavement durability by reducing edge raveling of asphalt.

Rural road crashes involving edge drop-offs are 2-4 times more likely to include a fatality than other crashes on similar roads.¹ Vehicles may leave the roadway for various reasons ranging from distracted driver errors to low visibility, or to the presence of an animal on the road. Exposed vertical pavement edges can cause vehicles to become unstable and prevent their safe return to the roadway. The SafetyEdgeSM gives drivers the opportunity to return to their travel lane while maintaining control of their vehicle.

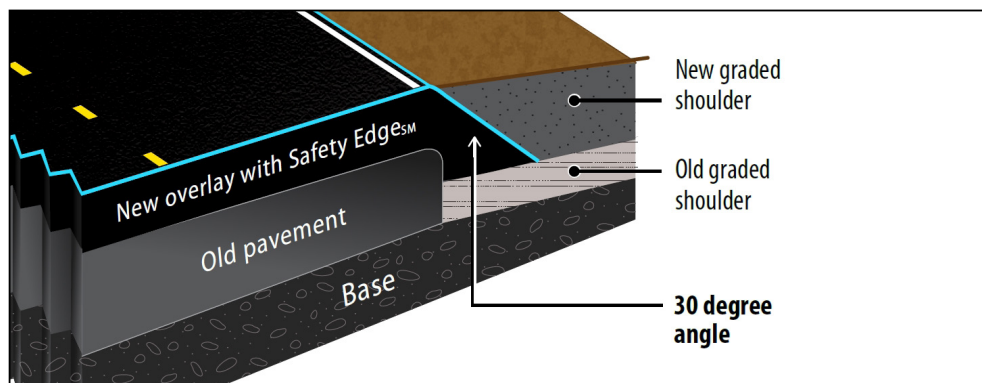
The SafetyEdgeSM technology only requires adding one of several commercially available devices to the screed or endgate when placing hot-mix asphalt. Forms for shaping the edge of concrete pavement are simpler and can be made on site by the contractor. Some agencies allow the SafetyEdgeSM to remain exposed while a segment is under construction, unlike conventional pavement edges. However, before construction ends, agencies should bring the adjacent roadside flush with the top of the pavement

for both the SafetyEdgeSM and traditional pavement edge. Over time, regardless of the edge type, the edge may become exposed due to settling, erosion, and tire wear. When this occurs, the gentle slope provided by the SafetyEdgeSM is preferred versus the traditional vertical pavement edge.

Transportation agencies should develop standards for implementing the SafetyEdgeSM systemwide on all new asphalt paving and resurfacing projects where curbs and/or guardrail are not present, while also encouraging standard application for concrete pavements.



Example of the SafetyEdgeSM after backfill material settles or erodes. Source: FHWA



Cross-section view of an overlay with the SafetyEdgeSM. Source: FHWA-SA-17-044

¹ Hallmark et al. Safety Impacts of Pavement Edge Drop-offs, (Washington, DC: AAA Foundation for Traffic Safety; 2006), p 93.

² (CMF ID: 9205, 9211, 9217) Donnell et al. Development of Crash Modification Factors for the Application of the SafetyEdgeSM on Two-Lane Rural Roads. FHWA-HRT-17-081, (2017).

³ Safety Effects of the SafetyEdgeSM, FHWA-SA-17-044, (2017).



Safety Benefits:

Flatten sideslope from 1V:3H to 1V:4H:

8%

reduction for single-vehicle crashes.²

Flatten sideslope from 1V:4H to 1V:6H:

12%

reduction for single-vehicle crashes.²

Increase the distance to roadside features from 3.3 ft to 16.7 ft:

22%

reduction for all crashes.³

Increase the distance to roadside features from 16.7 ft to 30 ft:

44%

reduction for all crashes.³

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/safety/rwd/provide-safe-recovery/clear-zones/clear-zones>.

Roadside Design Improvements at Curves

Horizontal curves account for 27 percent of all fatal crashes and 80 percent of all fatal crashes at curves are roadway departure crashes.¹ Roadside design improvements at curves is a strategy encompassing several treatments that target the high-risk roadside environment along the outside of horizontal curves. These treatments can reduce roadway departure fatalities and serious injuries by giving vehicles the opportunity to recover safely and by reducing crash severity.

Roadside design improvements can be implemented alone or in combination, and are particularly recommended at horizontal curves—where data indicates a higher risk for roadway departure fatalities and serious injuries.

Roadside Design Improvements to Provide for a Safe Recovery

In cases where a vehicle leaves the roadway, having strategic roadside design elements, including an added or widened shoulder, flattened sideslopes, or a widened clear zone can provide drivers with an opportunity to regain control and re-enter the roadway in their lane or come to a safe stop before rolling over or encountering a fixed object.

- A **clear zone** is an unobstructed, traversable roadside area that allows a driver to stop safely or regain control of a vehicle that has left the roadway. Agencies should avoid adding new fixed objects such as trees and utility cabinets or poles in the clear zone. AASHTO's *Roadside Design Guide* details the clear zone width adjustment factors to be applied at horizontal curves.
- **Slope flattening** reduces the steepness of the sideslope to increase drivers' ability to keep the vehicle stable, regain control of the vehicle, and avoid obstacles. Slopes of 1V:4H or flatter are considered recoverable (i.e., drivers can retain control of a vehicle by slowing or stopping). Slopes between 1V:3H and 1V:4H are generally considered traversable, but non-recoverable (i.e., errant vehicle will continue to the bottom of the slope).

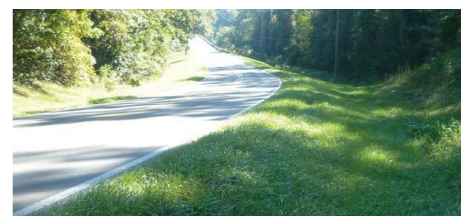
Adding or widening shoulders

gives drivers more recovery area to regain control in the event of a roadway departure.

Roadside Design Improvements to Reduce Crash Severity

Since not all roadside hazards can be removed, relocated, or redesigned at curves, installing roadside barriers to shield unmovable objects or steep embankments may be an appropriate treatment. Three common types of roadside barriers are:

- **Cable barrier** is a flexible barrier made from steel cables mounted on weak steel posts. Flexible barriers are more forgiving and have the most deflection.
- **Metal-beam guardrail** is a semi-rigid barrier where a W-beam or box-beam is mounted on steel or timber posts. These deflect less than cable barriers, so they can be located closer to objects where space is limited.
- **Concrete barrier** is a rigid barrier that has little to no deflection.



Clear zone provided on the outside of the curve. Source: FHWA.

¹ Fatality Analysis Reporting System.

² (CMF ID: 4627, 4632) NCHRP Report 617: Accident Modification Factors for Traffic Engineering and ITS Improvements, (2008).

³ (CMF ID: 35, 36) Elvik, R., and Vaa, T. Handbook of Road Safety Measures, (2004).



8%

of all fatalities on divided highways are due to head-on crashes.¹

Safety Benefits:
Median Barriers Installed on Rural Four-Lane Freeways

97%

reduction in cross-median crashes.²

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/safety/rwd/reduce-crash-severity>.

Median Barriers

Median barriers are longitudinal barriers that separate opposing traffic on a divided highway and are designed to redirect vehicles striking either side of the barrier. Median barriers significantly reduce the number of cross-median crashes, which are attributed to the relatively high speeds that are typical on divided highways. AASHTO's *Roadside Design Guide* (RDG) recommends guidelines for the use of median barriers on high-speed, fully controlled-access roadways for locations where the median is 30 ft in width or less and the average daily traffic (ADT) is greater than 20,000 vehicles per day (vpd). For locations with median widths greater than 50 ft and where the ADT is less than 20,000 vpd, a median barrier is optional. For locations where the median is between 30 and 50 feet, the RDG suggests an analysis to determine the cost effectiveness of median barrier installation. Median barriers can be cable, metal-beam, or concrete.

- **Cable barriers** are flexible barriers, made from steel cables mounted on weak steel posts, resulting in less occupant impact force as it absorbs energy from the crash, capturing or redirecting the vehicle. Due to larger deflection, median width is an important consideration. These barriers are more adaptable to slopes typically found in medians. Cable barriers tend to require more frequent maintenance and repair than other barrier types.

- **Metal-beam guardrails** are considered semi-rigid barriers, where the W-beam or box-beam is mounted to steel or timber posts. When impacted, they are designed to deform and deflect, absorbing some of the crash energy and redirecting the vehicle. Metal-beam guardrails often do not require maintenance after minor impacts. They deflect less than cable barriers, so they can be located closer to objects where space is limited.

- **Concrete barriers** are usually rigid and result in little to no deflection. They redirect rather than absorb energy from the impact. Rigid concrete barriers seldom require repair or maintenance. Some agencies have used portable concrete barriers as median barriers. These barriers require

repositioning after an impact but are typically less maintenance than a post mounted barrier.

To reduce cross-median crashes, transportation agencies should review their head-on crash history on divided highways to identify hot spots. Agencies should also consider implementing a systemic approach to median barrier placement based on cross-median crash risk factors. Potential risk factors include:

- Traffic volumes.
- Vehicle classifications.
- Median crossover history.
- Crash incidents.
- Vertical and horizontal alignment.
- Median terrain configurations.



Median cable barrier prevents a potential head-on crash.
Source: Washington State DOT

¹ Fatality Analysis Reporting System.

² (CMF ID: 7040) NCHRP Report 794: Median Cross-Section Design for Rural Divided Highways, (2011).



Safety Benefits:

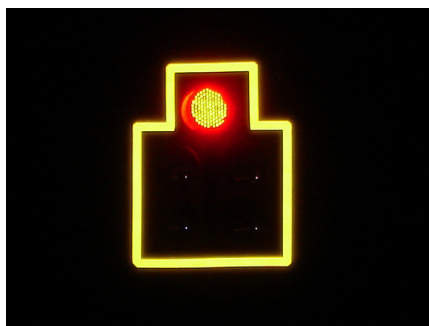
15%

reduction in total crashes.¹

Backplates with Retroreflective Borders

Backplates added to a traffic signal head improve the visibility of the illuminated face of the signal by introducing a controlled-contrast background. The improved visibility of a signal head with a backplate is made even more conspicuous by framing it with a 1- to 3-inch yellow retroreflective border. Signal heads that have backplates equipped with retroreflective borders are more visible and conspicuous in both daytime and nighttime conditions.

This treatment is recognized as a human factors enhancement of traffic signal visibility, conspicuity, and orientation for both older and color vision deficient drivers. This countermeasure is also advantageous during periods of power outages when the signals would otherwise be dark, providing a visible cue for motorists to stop at the intersection ahead.



Retroreflective borders are highly visible during the night. Source: South Carolina DOT

safety countermeasure is to adopt it as a standard treatment for signalized intersections across a jurisdiction or State.

Implementation challenges include minimizing installation time, accessing existing signal heads, and structural limitations due to added wind load in instances where an entire backplate is added. Agencies should consider the design of the existing signal support structure to determine if the design is sufficient to support the added wind load.



Signal backplate framed with a retroreflective border. Source: FHWA

Considerations

Transportation agencies should consider backplates with retroreflective borders as part of their efforts to systematically improve safety performance at signalized intersections. Adding a retroreflective border to an existing signal backplate is a very low-cost safety treatment. This can be done by either adding retroreflective tape to an existing backplate or purchasing a new backplate with a retroreflective border already incorporated. The most efficient means of implementing this proven

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://rosap.nhtl.bts.gov/view/dot/42807>.

¹ (CMF ID: 1410) Sayed, T., Leur, P., and Pump, J., "Safety Impact of Increased Traffic Signal Backboards Conspicuity," 2005 TRB 84th Annual Meeting: Compendium of Papers CD-ROM, Vol. TRB#05-16, Washington, D.C., (2005).



Safety Benefits:

Reducing driveway density

5-23%

reduction in total crashes along 2-lane rural roads.³

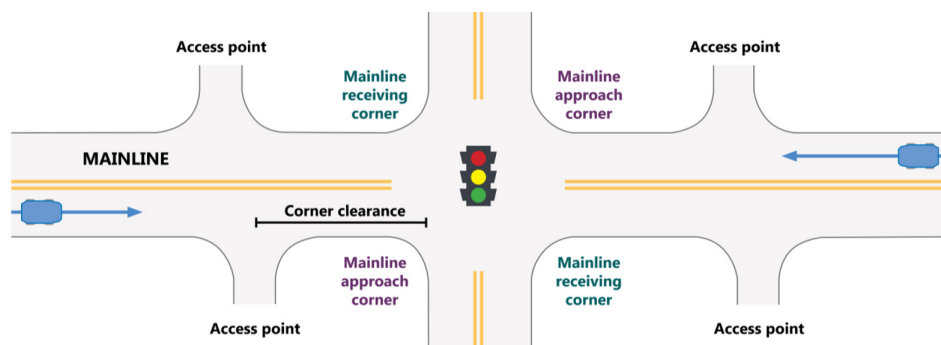
25-31%

reduction in fatal and injury crashes along urban/suburban arterials.⁴

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/safety/intersection-safety/cam>.

Corridor Access Management

Access management refers to the design, application, and control of entry and exit points along a roadway. This includes intersections with other roads and driveways that serve adjacent properties. Thoughtful access management along a corridor can simultaneously enhance safety for all modes, facilitate walking and biking, and reduce trip delay and congestion.



Schematic of an intersection and adjacent access points. Source: FHWA

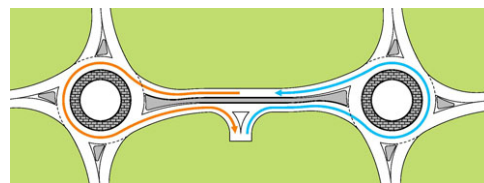
Every intersection, from a signalized intersection to an unpaved driveway, has the potential for conflicts between vehicles, pedestrians, and bicyclists. The number and types of conflict points—locations where the travel paths of two users intersect—influence the safety performance of the intersection or driveway. FHWA developed corridor-level crash prediction models to estimate and analyze the safety effects of selected access management techniques for different area types, land uses, roadway variables, and traffic volumes.¹

The following access management strategies can be used individually or in combination with one another:

- Reduce density through driveway closure, consolidation, or relocation.
- Manage spacing of intersection and access points.
- Limit allowable movements at driveways (such as right-in/right-out only).

- Place driveways on an intersection approach corner rather than a receiving corner, which is expected to have fewer total crashes.²
- Implement raised medians that preclude across-roadway movements.
- Utilize designs such as roundabouts or reduced left-turn conflicts (such as restricted crossing U-turn, median U-turns, etc.).
- Provide turn lanes (i.e., left-only, right-only, or interior two-way left).
- Use lower speed one-way or two-way off-arterial circulation roads.

Successful corridor access management involves balancing overall safety and mobility for all users along with the needs of adjacent land uses.



Tandem roundabouts with a continuous raised median eliminates left-turn and across-roadway conflicts. Source: FHWA

¹ Gross et al. Safety Evaluation of Access Management Policies and Techniques. FHWA-HRT-14-057, (2018).

² Le et al. Safety Evaluation of Corner Clearance at Signalized Intersections. FHWA-HRT-17-084, (2018).

³ Harwood et al. Prediction of the Expected Safety Performance of Rural Two-Lane Highways. FHWA-RD-99-207, (2000).

⁴ (CMF ID: 179,178) Elvik, R. and Vaa, T., Handbook of Road Safety Measures. Oxford, United Kingdom, Elsevier, (2004).



Safety Benefits:

Left-Turn Lanes

28-48%

reduction in total crashes.¹

Positive Offset Left-Turn Lanes

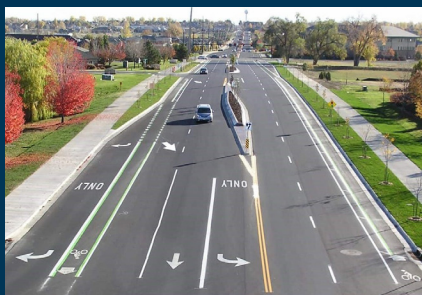
36%

reduction in fatal and injury crashes.²

Right-Turn Lanes

14-26%

reduction in total crashes.¹



Left- and right-turn lanes at a two-way stop-controlled intersection. Source: City of Greeley, CO

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://www.fhwa.dot.gov/publications/research/safety/02103/02103techbrief.pdf>.

Dedicated Left- and Right-Turn Lanes at Intersections

Auxiliary turn lanes—either for left turns or right turns—provide physical separation between turning traffic that is slowing or stopped and adjacent through traffic at approaches to intersections. Turn lanes can be designed to provide for deceleration prior to a turn, as well as for storage of vehicles that are stopped and waiting for the opportunity to complete a turn.

While turn lanes provide measurable safety and operational benefits at many types of intersections, they are particularly helpful at two-way stop-controlled intersections. Crashes occurring at these intersections are often related to turning maneuvers. Since the major route traffic is free flowing and typically travels at higher speeds, crashes that do occur are often severe. The main crash types include collisions of vehicles turning left across opposing through traffic and rear-end collisions of vehicles turning left or right with other vehicles following closely behind. Turn lanes reduce the potential for these types of crashes.

Installing left-turn lanes and/or right-turn lanes should be considered for the major road approaches for improving safety at both three- and four-leg intersections with stop control on the minor road, where significant turning volumes exist, or where there is a history of turn-related crashes. Pedestrian and bicyclist safety and convenience should also be considered when adding turn lanes at an intersection. Specifically, offset left- and right-turn

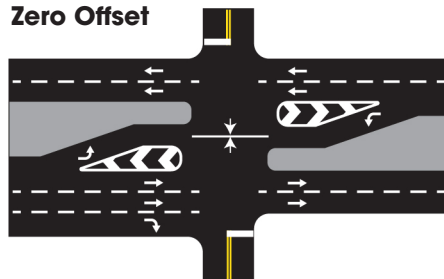
lanes will lengthen crossing distances for pedestrians.

Offset Turn Lanes

Providing offset of left- and right-turn lanes to increase visibility can provide added safety benefits, and is preferable in many situations, particularly at locations with higher speeds, or where free-flow or permissive movements are possible.

At turn lanes with zero or negative offset, turning vehicles can block sightlines. For left-turn lanes, this usually involves opposing left-turning vehicles occupying the turn lanes at the same time. For right-turn lanes, this typically involves right-turning vehicles from the major road and vehicles entering the intersection from the minor road. In both scenarios, adding positive offset to turn lanes enhances the sight distance to approaching vehicles that conflict with the turning movement. Offset turn lanes should be considered when there is a high frequency of these types of conflicts in order to reduce the likelihood of a severe crash.

Zero Offset



Positive Offset

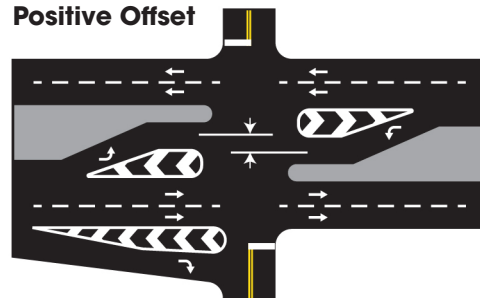


Illustration comparing zero offset to positive offset of left- and right-turn lanes. Source: FHWA

¹ (CMF ID: 260, 268, 285, 289) Harwood et al. Safety Effectiveness of Intersection Left- and Right-Turn Lanes. FHWA-HRD-02-089, (2002).

² (CMF ID: 6096) Persaud et al. Safety Evaluation of Offset Improvements for Left-Turn Lanes. FHWA-HRT-09-035, (2009).



Safety Benefits:

RCUT

Two-Way
Stop-Controlled to RCUT:

54%

reduction in fatal
and injury crashes.²

Signalized Intersection
to Signalized RCUT:

22%

reduction in fatal
and injury crashes.³

Unsignalized Intersection
to Unsignalized RCUT:

63%

reduction in fatal and
injury crashes.⁴

MUT

30%

reduction in intersection-
related injury crash rate.⁵

For more information on this
and other FHWA Proven Safety
Countermeasures, please visit
[https://highways.dot.gov/safety/
proven-safety-countermeasures](https://highways.dot.gov/safety/proven-safety-countermeasures)
and [https://highways.dot.
gov/safety/intersection-
safety/intersection-types/
reduced-left-turn-conflict-
intersections](https://highways.dot.gov/safety/intersection-safety/intersection-types/reduced-left-turn-conflict-intersections).

Reduced Left-Turn Conflict Intersections

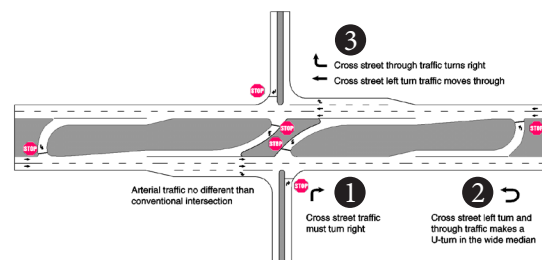
Reduced left-turn conflict intersections are geometric designs that alter how left-turn movements occur. These intersections simplify decision-making for drivers and minimize the potential for higher severity crash types, such as head-on and angle. Two highly effective designs that rely on U-turns to complete certain left-turn movements are known as the Restricted Crossing U-turn (RCUT) and the Median U-turn (MUT).

Restricted Crossing U-turn

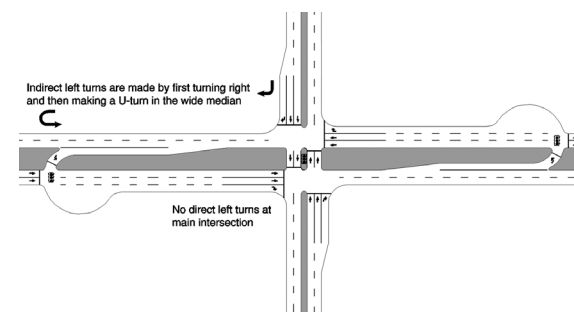
The RCUT intersection, also known as a J-Turn, Superstreet, or Reduced Conflict Intersection, modifies the direct left-turn and through movements from cross-street approaches. Minor road traffic makes a right turn followed by a U-turn at a designated location—either signalized or unsignalized—to continue in the desired direction. The RCUT is suitable for and adaptable to a wide variety of circumstances, ranging from isolated rural, high-speed locations to urban and suburban high-volume, multimodal corridors. It is a competitive and less costly alternative to constructing an interchange. RCUTs work well when consistently used along a corridor, but also can be used effectively at individual intersections. Studies have shown that installing an RCUT can result in a 30-percent increase in throughput and a 40-percent reduction in network intersection travel time.¹

modifying the cross-street left turns, similar to the RCUT.

The MUT is an excellent choice for intersections with heavy through traffic and moderate left-turn volumes. Studies have shown a 20- to 50-percent improvement in intersection throughput for various lane configurations as a result of implementing the MUT design. When implemented at multiple intersections along a corridor, the efficient two-phase signal operation of the MUT can reduce delay, improve travel times, and create more crossing opportunities for pedestrians and bicyclists.



Example of a unsignalized RCUT intersection.
Source: FHWA



Example of a MUT intersection. Source: FHWA

Median U-turn

The MUT intersection modifies direct left turns from the major approaches. Vehicles proceed through the main intersection, make a U-turn a short distance downstream, followed by a right turn at the main intersection. The U-turns can also be used for

1 Hugher and Jagannathan. Restricted Crossing U-Turn Intersection. FHWA-HRT-09-059, (2009).

2 (CMF ID: 5556) Edara et al. Evaluation of J-turn Intersection Design Performance in Missouri. MoDOT, (2013).

3 (CMF ID: 9985) Hummer and Rao. Safety Evaluation of a Signalized Restricted Crossing U-Turn. FHWA-HRT-17-082, (2017).

4 (CMF ID: 4884) Hummer et al. Superstreet Benefits and Capacities. FHWA/NC/2009-06, NC State University, (2010).

5 (CMF ID: 10867) Synthesis of the Median U-Turn Treatment, Safety, and Operational Benefits, FHWA-HRT-07-033, (2007).

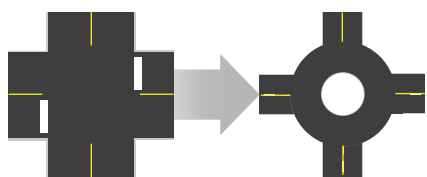


Proven Safety Countermeasures



Safety Benefits:

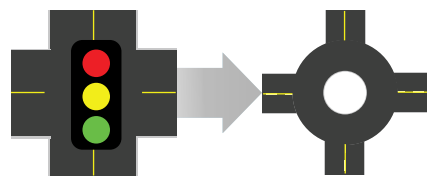
Two-Way Stop-Controlled Intersection to a Roundabout



82%

reduction in fatal and injury crashes.¹

Signalized Intersection to a Roundabout



78%

reduction in fatal and injury crashes.¹

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/safety/intersection-safety/intersection-types/roundabouts>.

Roundabouts

The modern roundabout is an intersection with a circular configuration that safely and efficiently moves traffic. Roundabouts feature channelized, curved approaches that reduce vehicle speed, entry yield control that gives right-of-way to circulating traffic, and counterclockwise flow around a central island that minimizes conflict points. The net result of lower speeds and reduced conflicts at roundabouts is an environment where crashes that cause injury or fatality are substantially reduced.

Roundabouts are not only a safer type of intersection; they are also efficient in terms of keeping people moving. Even while calming traffic, they can reduce delay and queuing when compared to other intersection alternatives. Furthermore, the lower vehicular speeds and reduced conflict environment can create a more suitable environment for walking and bicycling.

Roundabouts can be implemented in both urban and rural areas under a wide range of traffic conditions. They can replace signals, two-way stop controls, and all-way stop controls. Roundabouts are an effective option for managing speed and transitioning traffic from high-speed to low-speed environments, such as freeway interchange ramp terminals, and rural intersections along high-speed roads.

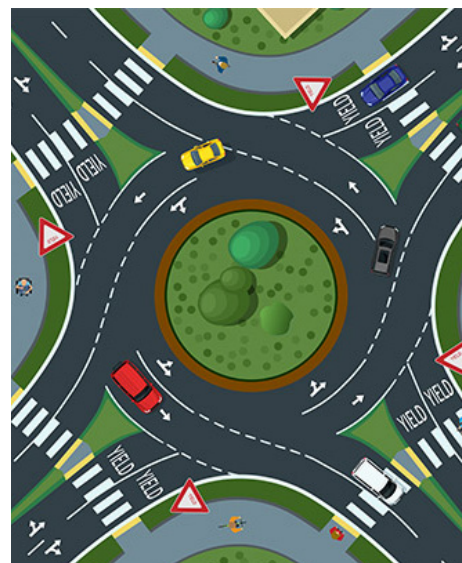


Illustration of a multilane roundabout.
Source: FHWA



Example of a single-lane roundabout. Source: FHWA

¹ (CMF ID: 211,226) AASHTO. The Highway Safety Manual, American Association of State Highway Transportation Professionals, Washington, D.C., (2010).



Safety Benefits:

10%

reduction of fatal and injury crashes at all locations/types/areas.

15%

reduction of nighttime crashes at all locations/types/areas.

27%

reduction of fatal and injury crashes at rural intersections.

19%

reduction of fatal and injury crashes at 2-lane by 2-lane intersections.

**Average
Benefit-Cost Ratio**

12:1

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/sites/fhwa.dot.gov/files/2022-06/fhwasa18047.pdf>.

Systemic Application of Multiple Low-Cost Countermeasures at Stop-Controlled Intersections

This systemic approach to intersection safety involves deploying a package of multiple low-cost countermeasures, including enhanced signing and pavement markings, at a large number of stop-controlled intersections within a jurisdiction. These countermeasures increase driver awareness and recognition of the intersections and potential conflicts.

There are several benefits to systemically applying multiple low-cost countermeasures at stop-controlled intersections, including,

- Resources are maximized because the treatments are low cost.
- A high number of intersections can receive treatment.
- Improvements are highly cost-effective, with an average benefit-cost ratio of 12:1, even assuming a conservative 3-year service life.



Example of countermeasures on the through approach.
Source: South Carolina DOT

The low-cost countermeasures for stop-controlled intersections generally consist of the following treatments:

On the Through Approach

- Doubled-up (left and right), oversized advance intersection warning signs, with supplemental street name plaques (can also include flashing beacon).
- Retroreflective sheeting on sign posts.
- Enhanced pavement markings that delineate through lane edge lines.

On the Stop Approach

- Doubled-up (left and right), oversized advance "Stop Ahead" intersection warning signs (can also include flashing beacon).
- Doubled-up (left and right), oversized Stop signs.
- Retroreflective sheeting on sign posts.
- Properly placed stop bar.
- Removal of vegetation, parking, or obstructions that limit sight distance.
- Double arrow warning sign at stem of T-intersections.



Example of countermeasures on the stop approach.
Source: South Carolina DOT



Proven Safety Countermeasures



Safety Benefits:

36-50%

reduction in
red light running.³

8-14%

reduction in
total crashes.³

12%

reduction in
injury crashes.³

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/sites/fhwa.dot.gov/files/2022-06/fhwasal3027.pdf>.

Yellow Change Intervals

At a signalized intersection, the yellow change interval is the length of time that the yellow signal indication is displayed following a green signal indication. The yellow signal confirms to motorists that the green has ended and that a red will soon follow.

Since red-light running is a leading cause of severe crashes at signalized intersections, it is imperative that the yellow change interval be appropriately timed. Too brief an interval may result in drivers being unable to stop safely and cause unintentional red-light running. Too long of an interval may result in drivers treating the yellow as an extension of the green phase and invite intentional red-light running. Factors such as the speed of approaching and turning vehicles, driver perception-reaction time, vehicle deceleration, and intersection geometry should all be considered in the timing calculation.

Transportation agencies can improve signalized intersection safety and reduce red-light running by reviewing and updating their traffic signal timing policies and procedures concerning the yellow change interval. Agencies should institute regular evaluation and adjustment protocols for existing traffic signal timing. Refer to the *Manual on Uniform Traffic Control Devices* for basic requirements and further recommendations about yellow change interval timing.¹ As part of strategic signal system modernization and updates, incorporating automated traffic signal performance measures (ATSPMs) is a proven approach to improve on traditional retiming processes. ATSPMs provide continuous performance monitoring capability and the ability to modify timing based on actual performance, without requiring expensive modeling or data collection.²



Appropriately timed yellow change intervals can reduce red-light running and improve overall intersection safety. Source: FHWA

¹ Manual on Uniform Traffic Control Devices (MUTCD), Section 4F.17, FHWA, (2023).

² Federal Highway Administration, "Automated Traffic Signal Performance," (2020).

³ (CMF ID: [380.384](#)) NCHRP Report 731: Guidelines for Timing Yellow and All-Red Intervals at Signalized Intersections, (2011).



Safety Benefits:

High-visibility crosswalks can reduce pedestrian injury crashes up to:
40%¹

Intersection lighting can reduce pedestrian crashes up to:
42%²

Advance yield or stop markings and signs can reduce pedestrian crashes up to:
25%³

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/sites/fhwa.dot.gov/files/2022-06/techSheetVizEnhancemt2018.pdf>.

Crosswalk Visibility Enhancements

Poor lighting conditions, obstructions such as parked cars, and horizontal or vertical roadway curvature can reduce visibility at crosswalks, contributing to safety issues. For multilane roadway crossings where vehicle volumes are in excess of 10,000 Average Annual Daily Traffic (AADT), a marked crosswalk alone is typically not sufficient. Under such conditions, more substantial crossing improvements could prevent an increase in pedestrian crash potential.

Three main crosswalk visibility enhancements help make crosswalks and the pedestrians, bicyclists, wheelchair and other mobility device users, and transit users using them more visible to drivers. These include high-visibility crosswalks, lighting, and signing and pavement markings. These enhancements can also assist users in deciding where to cross. Agencies can implement these features as standalone or combination enhancements to indicate the preferred location for users to cross.

High-visibility crosswalks

High-visibility crosswalks use patterns (i.e., bar pairs, continental, ladder) that are visible to both the driver and pedestrian from farther away compared to traditional transverse line crosswalks. They should be considered at all midblock pedestrian crossings and uncontrolled intersections. Agencies should use materials such as inlay or thermoplastic tape, instead of paint or brick, for highly reflective crosswalk markings.

Improved Lighting

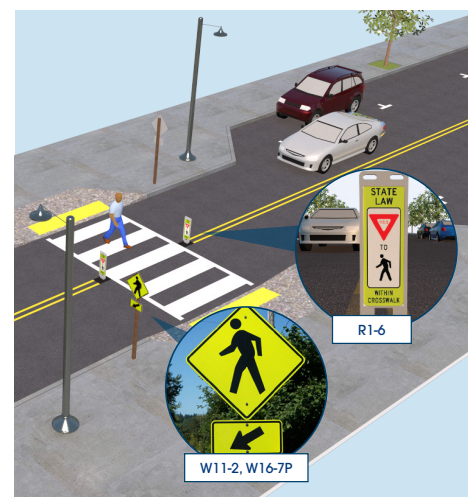
The goal of crosswalk lighting should be to illuminate with positive contrast to make it easier for a driver to visually identify the pedestrian. This involves carefully placing the luminaires in forward locations to avoid a silhouette effect of the pedestrian.

Enhanced Signing and Pavement Markings

On multilane roadways, agencies can use "YIELD Here to Pedestrians" or "STOP Here for Pedestrians" signs 20 to 50 feet in advance of

a marked crosswalk to indicate where a driver should stop or yield to pedestrians, depending on State law. To supplement the signing, agencies can also install a STOP or YIELD bar (commonly referred to as "shark's teeth") pavement markings.

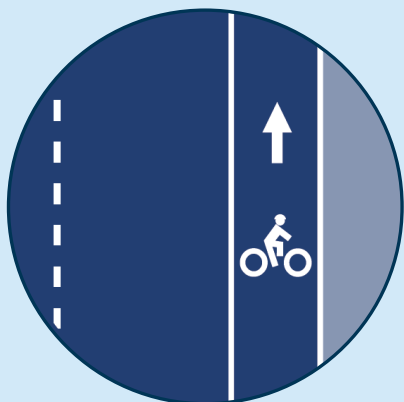
In-street signing, such as "STOP Here for Pedestrians" or "YIELD Here to Pedestrians" may be appropriate on roads with two- or three-lane roads where speed limits are 30 miles per hour or less.



Source: FHWA

- 1 (CMF ID: 4123) Chen, L., C. Chen, and R. Ewing. The Relative Effectiveness of Pedestrian Safety Countermeasures at Urban Intersections - Lessons from a New York City Experience. (2012).
- 2 (CMF ID: 436) Elvik, R. and Vaa, T. Handbook of Road Safety Measures. Oxford, United Kingdom, Elsevier, (2004).
- 3 (CMF ID: 9017) Zeeger et al. Development of Crash Modification Factors for Uncontrolled Pedestrian Crossing Treatments, FHWA, (2017).

Transportation agencies should refer to the Manual on Uniform Traffic Control Devices (MUTCD) for information on crosswalk markings (Chapter 3C) and in-street signing (Sections 2B.19 and 2B.20).



Safety Benefits:

Converting traditional or flush buffered bicycle lanes to a separated bicycle lane with flexible delineator posts can reduce crashes up to:

53%

for bicycle/vehicle crashes.³

Bicycle Lane Additions can reduce crashes up to:

49%

for total crashes on urban 4-lane undivided collectors and local roads.⁷

30%

for total crashes on urban 2-lane undivided collectors and local roads.⁷



Bicycle lane in Washington, DC.
Source: Alex Baca, Washington Area
Bicyclist Association.

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/sites/fhwa.dot.gov/files/2022-07/fhwasa18077.pdf>.

Bicycle Lanes

Most fatal and serious injury bicyclist crashes occur at non-intersection locations. Nearly one-third of these crashes occur when motorists are overtaking bicyclists¹ because the speed and size differential between vehicles and bicycles can lead to severe injury. Many people are not comfortable riding a bicycle because of their fear that this type of crash may occur. To make bicycling safer and more comfortable for most types of bicyclists, State and local agencies should consider installing bicycle lanes. Providing bicycle facilities can mitigate or prevent interactions, conflicts, and crashes between bicyclists and motor vehicles, and create a network of safer roadways for bicycling. Bicycle Lanes align with the Safe System Approach principle of recognizing human vulnerability—where separating users in space can enhance safety for all road users.

Applications

The FHWA's [Bikeway Selection Guide](#) and [Incorporating On-Road Bicycle Networks into Resurfacing Projects](#) assist agencies in determining which facilities provide the most benefit in various contexts. Bicycle lanes can be included on new roadways or created on existing roads by reallocating space in the right-of-way through [Road Diets](#). Separated bicycle lanes, which use vertical elements—such as flexible delineator posts, curbs, or vegetation—between the bicycle lane and motorized traffic lanes provide additional safety benefits.^{2,3} For a marked bike lane without vertical elements, a lateral offset with marked buffer can help to further separate bicyclists from vehicle traffic.

Considerations

- In order to maximize a roadway's suitability for riders of all ages and abilities, bicycle lane design should vary according to roadway characteristics (number of lanes, motor vehicle and truck volumes, speed, presence of transit), user needs (current and forecasted ridership, types of bicycles and micromobility devices in use within the community, role within the bicycling network), and land-use context (adjacent land uses, types and intensity of conflicting uses, demands from other users for curbside access). Separated bicycle lanes are recommended on roadways with higher vehicle volumes and speeds, such as arterials.
- City and State policies may require minimum bicycle lane widths, although desirable bicycle lane widths

can differ by agency and functional classification of the road, current and forecasted bicycle volumes, and contextual attributes such as topography.

- Studies have found that roadways did not experience an increase in crashes or congestion when travel lane widths were decreased to add a bicycle lane.⁴
- Studies and experience in U.S. cities show that bicycle lanes increase ridership and may help jurisdictions better manage roadway capacity.
- In rural areas, rumble strips can negatively impact bicyclists' ability to ride if not properly installed. Agencies should consider the dimensions, placement, and offset of rumble strips when adding a bicycle lane.⁵
- Bicycle lanes should be considered on roadways where adjacent land use suggests that trips could be served by varied modes, particularly to meet the safety and travel needs of low-income populations likely to use bicycles to reach essential destinations.⁶

¹ Thomas et al. *Bicyclist Crash Types on National, State, and Local Levels: A New Look*. Transportation Research Record 673(6), 664-676, (2019).

² [Separated Bike Lane Planning and Design Guide](#). FHWA-HEP-15-025, (2015).

³ (CMF ID: [11296](#)) [Developing CMFs for Separated Bicycle Lanes](#). FHWA-HRT-23-025, (2023).

⁴ Park and Abdel-Aty. *Evaluation of safety effectiveness of multiple cross sectional features on urban arterials*. Accident Analysis and Prevention, Vol. 92, pp. 245-255, (2016).

⁵ FHWA Tech Advisory [Shoulder and Edge Line Rumble Strips](#), (2011).

⁶ Sandt et al. [Pursuing Equity in Pedestrian and Bicycle Planning](#). FHWA, (2016).

⁷ (CMF ID: [10738](#), [10742](#)) [Development of Crash Modification Factors for Bicycle Lane Additions While Reducing Lane and Shoulder Widths](#). FHWA-HRT-21-012, (2021).



Safety Benefits:

RRFBs can reduce crashes up to:

47%

for pedestrian crashes.⁴

RRFBs can increase motorist yielding rates up to:

98%

(varies by speed limit, number of lanes, crossing distance, and time of day).³



RRFBs used at a trail crossing.
Source: LJB

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and https://highways.dot.gov/sites/fhwa.dot.gov/files/2022-06/techSheet_RRFB_2018.pdf.

Rectangular Rapid Flashing Beacons (RRFB)

A marked crosswalk or pedestrian warning sign can improve safety for pedestrians crossing the road, but at times may not be sufficient for drivers to visibly locate crossing locations and yield to pedestrians. To enhance pedestrian conspicuity and increase driver awareness at uncontrolled, marked crosswalks, transportation agencies can install a pedestrian actuated Rectangular Rapid Flashing Beacon (RRFB) to accompany a pedestrian warning sign. RRFBs consist of two, rectangular-shaped yellow indications, each with a light-emitting diode (LED)-array-based light source.¹ RRFBs flash with an alternating high frequency when activated to enhance conspicuity of pedestrians at the crossing to drivers.

Transportation agencies should refer to the *Manual on Uniform Traffic Control Devices (MUTCD)* for information on the application of RRFBs.¹

Applications

The RRFB is applicable to many types of pedestrian crossings but is particularly effective at multilane crossings with speed limits less than 40 miles per hour.² Research suggests RRFBs can result in motorist yielding rates as high as 98 percent at marked crosswalks, but varies depending on the location, posted speed limit, pedestrian crossing distance, one- versus two-way road, and the number of travel lanes.³ RRFBs can also accompany school or trail crossing warning signs.

RRFBs are placed on both sides of a crosswalk below the pedestrian crossing sign and above the diagonal downward arrow plaque pointing at the crossing.¹ The flashing pattern can be activated with pushbuttons or passive (e.g., video or infrared) pedestrian detection, and should be unlit when not activated.

Considerations

Agencies should:²

- Install RRFBs in the median rather than the far-side of the roadway if there is a pedestrian refuge or other type of median.
- Use solar-power panels to eliminate the need for a power source.
- Reserve the use of RRFBs for locations with significant pedestrian safety issues, as over-use of RRFB treatments may diminish their effectiveness.

Agencies shall not:²

- Use RRFBs without the presence of a pedestrian, school or trail crossing warning sign.
- Use RRFBs for crosswalks across approaches controlled by YIELD signs, STOP signs, traffic control signals, or pedestrian hybrid beacons, except for the approach or egress from a roundabout.

¹ Manual on Uniform Traffic Control Devices (MUTCD), Chapter 4L. FHWA, (2023).

² "Rectangular Rapid Flash Beacon" in PEDSAFE: Pedestrian Safety Guide and Countermeasure Selection System. FHWA, (2013).

³ Fitzpatrick et al. "Will You Stop for Me? Roadway Design and Traffic Control Device Influences on Drivers Yielding to Pedestrians in a Crosswalk with a Rectangular Rapid-Flashing Beacon." Report No. TTI-CTS-0010. Texas A&M Transportation Institute, (2016).

⁴ (CMF ID: 9024) NCHRP Research Report 841 Development of Crash Modification Factors for Uncontrolled Pedestrian Crossing Treatments, (2017).



Safety Benefits:

13%

reduction in pedestrian-vehicle crashes at intersections.²

Leading Pedestrian Interval

A leading pedestrian interval (LPI) gives pedestrians the opportunity to enter the crosswalk at an intersection 3-7 seconds before vehicles are given a green indication. Pedestrians can better establish their presence in the crosswalk before vehicles have priority to turn right or left.

LPIs provide the following benefits:

- Increased visibility of crossing pedestrians.
- Reduced conflicts between pedestrians and vehicles.
- Increased likelihood of motorists yielding to pedestrians.
- Enhanced safety for pedestrians who may be slower to start into the intersection.

FHWA's Handbook for *Designing Roadways for the Aging Population* recommends the use of the LPI at intersections with high turning vehicle volumes. Transportation agencies should refer to the *Manual on Uniform Traffic Control Devices* for guidance on LPI timing and ensure that pedestrian signals are accessible for all users.¹ Costs for implementing LPIs are very low when only signal timing alteration is required.



An LPI allows a pedestrian to establish a presence in the crosswalk before vehicles are given a green indication. Source: FHWA



LPIs reduce potential conflicts between pedestrians and turning vehicles. Source: FHWA

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/sites/fhwa.dot.gov/files/2022-06/fhwasa19040.pdf>.

¹ Manual on Uniform Traffic Control Devices (MUTCD), Section 4I.06. FHWA, (2023).

² (CMF ID: 9918) Goughnour, E., D. Carter, C. Lyon, B. Persaud, B. Lan, P. Chun, I. Hamilton, and K. Signor. "Safety Evaluation of Protected Left-Turn Phasing and Leading Pedestrian Intervals on Pedestrian Safety." Report No. FHWA-HRT-18-044. Federal Highway Administration. (October 2018)



Safety Benefits:

Median with
Marked Crosswalk

46%

reduction in
pedestrian crashes.²

Pedestrian Refuge
Island

56%

reduction in
pedestrian crashes.²

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/sites/fhwa.dot.gov/files/2022-08/techSheetPedRefugeIsland2018.pdf>.

Medians and Pedestrian Refuge Islands in Urban and Suburban Areas

A **median** is the area between opposing lanes of traffic, excluding turn lanes. Medians in urban and suburban areas can be defined by pavement markings, raised medians, or islands to separate motorized and non-motorized road users.

A **pedestrian refuge island** (or crossing area) is a median with a refuge area that is intended to help protect pedestrians who are crossing a road.

Pedestrian crashes account for approximately 17 percent of all traffic fatalities annually, and 74 percent of these occur at non-intersection locations.¹ For pedestrians to safely cross a roadway, they must estimate vehicle speeds, determine acceptable gaps in traffic based on their walking speed, and predict vehicle paths. Installing a median or pedestrian refuge island can help improve safety by allowing pedestrians to cross one direction of traffic at a time.

Transportation agencies should consider medians or pedestrian refuge islands in curbed sections of urban and suburban multilane

roadways, particularly in areas with a significant mix of pedestrian and vehicle traffic, traffic volumes over 9,000 vehicles per day, and travel speeds 35 mph or greater. Medians/refuge islands should be at least 4-ft wide, but preferably 8 ft for pedestrian comfort. Some example locations that may benefit from medians or pedestrian refuge islands include:

- Mid-block crossings.
- Approaches to multilane intersections.
- Areas near transit stops or other pedestrian-focused sites.



Example of a road with a median and pedestrian refuge islands.
Source: City of Charlotte, NC



Median and pedestrian refuge island near a roundabout. Source: www.pedbikeimages.org / Dan Burden

¹ National Center for Statistics and Analysis. (2020, March). Pedestrians: 2018 data (Traffic Safety Facts. Report No. DOT HS 812 850). National Highway Traffic Safety Administration
² (CMF ID: 175) Desktop Reference for Crash Reduction Factors, FHWA-SA-08-011, September 2008, Table 11.



Safety Benefits:

55%

reduction in pedestrian crashes.³

29%

reduction in total crashes.⁴

15%

reduction in fatal and serious injury crashes.⁴

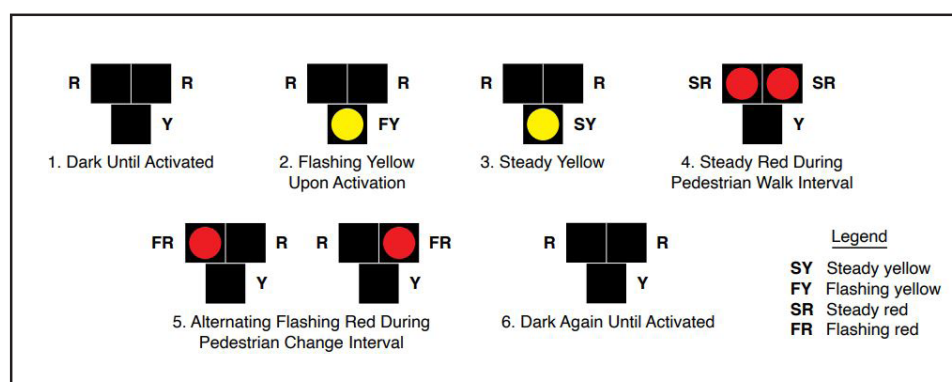


Example of PHBs mounted on a mast arm. Source: FHWA

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/sites/fhwa.dot.gov/files/2022-06/fhwas18064.pdf>.

Pedestrian Hybrid Beacons

The pedestrian hybrid beacon (PHB) is a traffic control device designed to help pedestrians safely cross higher-speed roadways at midblock crossings and uncontrolled intersections. The beacon head consists of two red lenses above a single yellow lens. The lenses remain “dark” until a pedestrian desiring to cross the street pushes the call button to activate the beacon, which then initiates a yellow to red lighting sequence consisting of flashing and steady lights that directs motorists to slow and come to a stop, and provides the right-of-way to the pedestrian to safely cross the roadway before going dark again.



Sequence for a PHB. Source: MUTCD 2023 Edition, Chapter 4J, FHWA

Nearly 74 percent of pedestrian fatalities occur at non-intersection locations, and vehicle speeds are often a major contributing factor.¹ As a safety strategy to address this pedestrian crash risk, the PHB is an intermediate option between a flashing beacon and a full pedestrian signal because it assigns right of way and provides positive stop control. It also allows motorists to proceed once the pedestrian has cleared their side of the travel lane(s), reducing vehicle delay.

Transportation agencies should refer to the *Manual on Uniform Traffic Control Devices* (MUTCD) for information on the application of PHBs.² Transportation agencies should locate pedestrian signals to be accessible for all users.

In general, PHBs are used where it is difficult for pedestrians to cross a roadway, such as when gaps in traffic are not sufficient or speed limits exceed 35 miles per hour. They are very effective at locations where three or more lanes will be crossed or traffic volumes are above 9,000 annual average daily traffic. Installation of a PHB must also include a marked crosswalk and pedestrian countdown signal. If PHBs are not already familiar to a community, agencies should conduct appropriate education and outreach as part of implementation.

¹ National Center for Statistics and Analysis. (2020, March). Pedestrians: 2018 data (Traffic Safety Facts. Report No. DOT HS 812 850). National Highway Traffic Safety Administration

² Manual on Uniform Traffic Control Devices, Chapter 4J, FHWA, (2023).

³ (CMF ID: 9020) Zegeer et al. NCHRP Report 841: Development of Crash Modification Factors for Uncontrolled Pedestrian Crossing Treatments. TRB, (2017).

⁴ (CMF ID: 2911,2917) Fitzpatrick, K. and Park, E.S. Safety Effectiveness of the HAWK Pedestrian Crossing Treatment, FHWA-HRT-10-042, (2010).



Safety Benefits:

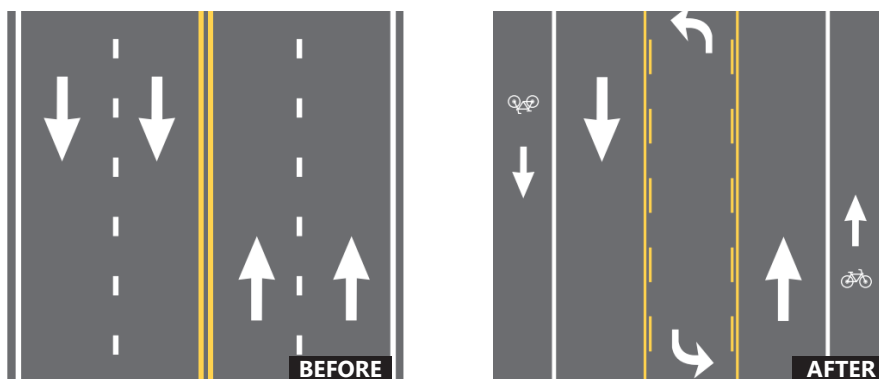
4-Lane to 3-Lane
Road Diet Conversions

19-47%

reduction in total crashes.¹

Road Diets (Roadway Reconfiguration)

A Road Diet, or roadway reconfiguration, can improve safety, calm traffic, provide better mobility and access for all road users, and enhance overall quality of life. A Road Diet typically involves converting an existing four-lane undivided roadway to a three-lane roadway consisting of two through lanes and a center two-way left-turn lane (TWLTL).



Before and after example of a Road Diet. Source: FHWA

Benefits of Road Diet installations may include:

- Reduction of rear-end and left-turn crashes due to the dedicated left-turn lane.
- Reduced right-angle crashes as side street motorists cross three versus four travel lanes.
- Fewer lanes for pedestrians to cross.
- Opportunity to install pedestrian refuge islands, bicycle lanes, on-street parking, or transit stops.
- Traffic calming and more consistent speeds.
- A more community-focused, Complete Streets environment that better accommodates the needs of all road users.

A Road Diet can be a low-cost safety solution when planned in conjunction with a simple pavement overlay, and the reconfiguration can be accomplished at no additional cost. Typically, a Road Diet is implemented on a roadway with a current and future average daily traffic of 25,000 or less.



Road Diet project in Honolulu, Hawaii.
Source: Leidos

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/safety/other/road-diets>.

¹ (CMF ID: 5554.2841) Evaluation of Lane Reduction "Road Diet" Measures on Crashes, FHWA-HRT-10-053, (2010).



Proven Safety Countermeasures



Safety Benefits:

Sidewalks

65-89%

reduction in crashes involving pedestrians walking along roadways.³

Paved Shoulders

71%

reduction in crashes involving pedestrians walking along roadways.³

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and http://www.pedbikesafe.org/PEDSAFE/countermeasures_detail.cfm?CM_NUM=1.

Walkways

A walkway is any type of defined space or pathway for use by a person traveling by foot or using a wheelchair. These may be pedestrian walkways, shared use paths, sidewalks, or roadway shoulders.

With more than 6,200 pedestrian fatalities and 75,000 pedestrian injuries occurring in roadway crashes annually,¹ it is important for transportation agencies to improve conditions and safety for pedestrians and to integrate walkways more fully into the transportation system. Research shows people living in low-income communities are less likely to encounter walkways and other pedestrian-friendly features.²

Well-designed pedestrian walkways, shared use paths, and sidewalks improve the safety and mobility of pedestrians. Pedestrians should have direct and connected network of walking routes to desired destinations without gaps or abrupt changes. In some rural or suburban areas, where these types of walkways are not feasible, roadway shoulders provide an area for pedestrians to walk next to the roadway, although these are not preferable.

Transportation agencies should work towards incorporating pedestrian facilities into all roadway projects

unless exceptional circumstances exist. It is important to provide and maintain accessible walkways along both sides of the road in urban areas, particularly near school zones and transit locations, and where there is a large amount of pedestrian activity. Walkable shoulders should also be considered along both sides of rural highways when routinely used by pedestrians.



Example of a sidewalk in a residential area.
Source: pedbikeimages.org / Burden



Paved shoulder used as a walkway. Source: pedbikeimages.org / Burden

¹ National Center for Statistics and Analysis. (2020, March). Pedestrians: 2018 data (Traffic Safety Facts. Report No. DOT HS 812 850). National Highway Traffic Safety Administration.

² Gibbs, et al. Income Disparities in Street Features that Encourage Walking. Bridging the Gap, (2012, March).

³ Gan et al. Update of Florida Crash Reduction Factors and Countermeasures to Improve the Development of District Safety Improvement Projects. Florida DOT, (2005).



Proven Safety Countermeasures



Safety Benefits:

HFST can reduce crashes up to:

63%

for injury crashes at ramps.²

48%

for injury crashes at horizontal curves.²

20%

for total crashes at intersections.³



Automated application of HFST.
Source: FHWA

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/safety/rwd/keep-vehicles-road/pavement-friction/hfst>.

Pavement Friction Management

Friction is a critical characteristic of a pavement that affects how vehicles interact with the roadway, including the frequency of crashes. Measuring, monitoring, and maintaining pavement friction—especially at locations where vehicles are frequently turning, slowing, and stopping—can prevent many roadway departure, intersection, and pedestrian-related crashes.

Pavement friction treatments, such as High Friction Surface Treatment (HFST), can be better targeted and result in more efficient and effective installations when using continuous pavement friction data along with crash and roadway data.

Continuous Pavement Friction Measurement

Friction data for safety performance is best measured with Continuous Pavement Friction Measurement (CPFM) equipment. Spot friction measurement devices, like locked-wheel skid trailers, cannot safely and accurately collect friction data in curves or intersections, where the pavement polishes more quickly and adequate friction is so much more critical. Without CPFM equipment, agencies will assume the same friction over a mile or more.

CPFM technology measures friction continuously at highway speeds and provides both network and segment level data. Practitioners can analyze the friction, crash, and roadway data to better understand and predict where friction-related crashes will occur to better target locations and more effectively install treatments.¹

High Friction Surface Treatment

HFST consists of a layer of durable, anti-abrasion, and polish-resistant aggregate over a thermosetting polymer resin binder that locks the aggregate in place to restore or enhance friction and skid resistance. Calcined bauxite is the aggregate shown to yield the best results and should be used with HFST applications.

Applications

HFST should be applied in locations with increased friction demand, including:

- Horizontal curves.
- Interchange ramps.
- Intersection approaches.
 - Higher-speed signalized and stop-controlled intersections.
 - Steep downward grades.
- Locations with a history of rear-end, failure to yield, wet-weather, or red-light-running crashes.
- Crosswalk approaches.

Considerations

- HFST is applied on existing pavement, so no new pavement is added.
- If the underlying pavement structure is unstable, then the HFST life cycle may be shortened, resulting in pre-mature failure.
- The automated installation method is preferred as it minimizes issues often associated with manual installation: human error due to fatigue, inadequate binder mixing, improper and uneven binder thickness, delayed aggregate placement, and inadequate aggregate coverage.
- The cost can be reduced when bundling installations at multiple locations.

1 Izeppi et al. Continuous Friction Measurement Equipment as a Tool for Improving Crash Rate Prediction: A Pilot Study. Virginia Department of Transportation, (2016).

2 (CMF ID: 10342, 10333) Merritt et al. Development of Crash Modification Factors for High Friction Surface Treatments. FHWA, (2020).

3 (CMF ID: 2252) NCHRP Report 617: Accident Modification Factors for Traffic Engineering and ITS Improvements, (2008).



Safety Benefits:
Lighting can reduce crashes up to:

42%

for nighttime injury pedestrian crashes at intersections.¹

33-38%

for nighttime crashes at rural and urban intersections.^{2,1}

28%

for nighttime injury crashes on rural and urban highways.¹



Source: FHWA

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/safety/other/visibility/roadway-lighting-resources>.

Lighting

The number of fatal crashes occurring in daylight is about the same as those that occur in darkness. However, the nighttime fatality rate is three times the daytime rate because only 25 percent of vehicle miles traveled (VMT) occur at night. At nighttime, vehicles traveling at higher speeds may not have the ability to stop once a hazard or change in the road ahead becomes visible by the headlights. Therefore, lighting can be applied continuously along segments and at spot locations such as intersections and pedestrian crossings in order to reduce the chances of a crash.

Adequate lighting (i.e., at or above minimum acceptable standards) is based on research recommending horizontal and vertical illuminance levels to provide safety benefits to all users of the roadway environment. Adequate lighting can also provide benefits in terms of personal security for pedestrians, wheelchair and other mobility device users, bicyclists, and transit users as they travel along and across roadways.

Applications

Roadway Segments

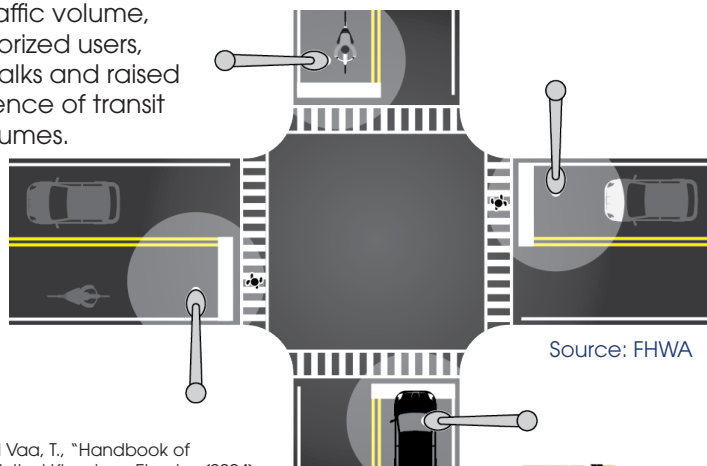
Research indicates that continuous lighting on both rural and urban highways (including freeways) has an established safety benefit for motorized vehicles.¹ Agencies can provide adequate visibility of the roadway and its users through the uniform application of lighting that provides full coverage along the roadway and the strategic placement of lighting where it is needed the most.

Intersections and Pedestrian Crossings

Increased visibility at intersections at nighttime is important since various modes of travel cross paths at these locations. Agencies should consider providing lighting to intersections based on factors such as a history of crashes at nighttime, traffic volume, the volume of non-motorized users, the presence of crosswalks and raised medians, and the presence of transit stops and boarding volumes.

Considerations

Most new lighting installations are made with breakaway features, shielded, or placed far enough from the roadway to reduce the probability and/or severity of fixed-object crashes. Modern lighting technology gives precise control with minimal excessive light affecting the nighttime sky or spilling over to adjacent properties. Agencies can equitably engage with underserved communities to determine where and how new and improved lighting can most benefit the community by considering their priorities, including eliminating crash disparities, connecting to essential neighborhood services, improving active transportation routes, and promoting personal safety.



Source: FHWA

¹ (CMF ID: [436.433.192](#)) Elvik, R. and Vaa, T., "Handbook of Road Safety Measures." Oxford, United Kingdom, Elsevier, (2004).

² (CMF ID: [2376](#)) Ye et al. A Simultaneous Equations Model of Crash Frequency By Collision Type for Rural Intersections, 87th Annual Meeting of the Transportation Research Board, (2008).



Safety Benefits:

Agencies have experienced the following benefits after LRSP implementation:

25%

reduction in county road fatalities in Minnesota.

17%

reduction in fatal and serious injury crashes on county-owned roads in Washington State.

35%

reduction in severe curve crashes in Thurston County, WA.

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/safety/local-rural/local-road-safety-plans>.

Local Road Safety Plans

A local road safety plan (LRSP) provides a framework for identifying, analyzing, and prioritizing roadway safety improvements on local roads. The LRSP development process and content are tailored to local issues and needs. The process results in a prioritized list of issues, risks, actions, and improvements that can be used to reduce fatalities and serious injuries on local roads. FHWA has developed several resources including an LRSP Do-It-Yourself website which further explains the process and includes resources local agencies and their partners need to create and implement an LRSP.¹

Approximately 75 percent of rural roads are owned by local agencies.² While local roads are less traveled than State highways, they have a much higher rate of fatal and serious injury crashes.² Developing an LRSP is an effective strategy to improve local road safety for all road users and support the goals of a State's overall Strategic Highway Safety Plan (SHSP).

Although the development process and resulting plan can vary depending on the local agency's needs, available resources, and targeted crash types, aspects common to LRSPs include:

- Stakeholder engagement representing the 4E's: engineering, enforcement, education, and emergency medical services.
- Collaboration among municipal, county, Tribal, State, and/or Federal entities to leverage expertise and resources.

- Identification of target crash types and crash risk with corresponding recommended proven safety countermeasures.
- Timeline and goals for implementation and evaluation.

Local road agencies should consider developing an LRSP to be used as a tool for reducing roadway fatalities, injuries, and crashes.³ LRSPs can help agencies create a prioritized list of improvements. LRSPs are also a proactive risk management technique to demonstrate an agency's responsiveness. The plan should be viewed as a living document that can be updated to reflect changing local needs and priorities.



Infographic showing the LRSP process. Source: FHWA

¹ <https://highways.dot.gov/safety/local-rural/local-road-safety-plans>

² Anderson et al. Noteworthy Practices: Addressing Safety on Locally-Owned and Maintained Roads A Domestic Scan, FHWA-SA-09-019, (2010).

³ Developing Safety Plans: A Manual for Local Rural Road Owners, FHWA-SA-12-017, provides guidance on developing an LRSP.



Proven Safety Countermeasures



Safety Benefits:

10-60%
reduction in total crashes.¹

For more information on this and other FHWA Proven Safety Countermeasures, please visit <https://highways.dot.gov/safety/proven-safety-countermeasures> and <https://highways.dot.gov/safety/data-analysis-tools/systemic/road-safety-audits-rsa>.

Road Safety Audit

While most transportation agencies have established traditional safety review procedures, a road safety audit (RSA) or assessment is unique. RSAs are performed by a multidisciplinary team independent of the project. RSAs consider all road users, account for human factors and road user capabilities, are documented in a formal report, and require a formal response from the road owner. (See the eight steps for conducting an RSA below.)

Responsibilities



RSA Team



Design Team/Project Owner



Source: FHWA

RSAs provide the following benefits:

- Reduced number and severity of crashes due to safer designs.
- Reduced costs resulting from early identification and mitigation of safety issues before projects are built.
- Increased opportunities to integrate multimodal safety strategies and proven safety countermeasures.
- Expanded ability to consider human factors in all facets of design.
- Increased communication and collaboration among safety stakeholders.
- Objective review by independent multidisciplinary team.

RSAs can be performed in any phase of project development, from planning through construction. Agencies may focus RSAs specifically on motorized vehicles, pedestrians, bicyclists, motorcyclists, or a combination of these roadway users. Agencies are encouraged to conduct an RSA at the earliest stage possible, as all roadway design options and alternatives are being explored.



Multidisciplinary team performs field review during an RSA. Source: FHWA

¹ Road Safety Audits: An Evaluation of RSA Programs and Projects, FHWA-SA-12-037; and FHWA Road Safety Audit Guidelines, FHWA-SA-06-06.



<https://highways.dot.gov/safety/proven-safety-countermeasures>

The Issue

As a cyclist and pedestrian who navigates the roads of Cortland County, I am deeply aware of the everyday challenges faced by vulnerable road users. I am urging everyone to support a proposed local law which requires motor vehicles to maintain a minimum safe passing distance of 3 feet when overtaking cyclists, pedestrians, and other non-motorized users. This change is vital for the safety of all road users.

Every day, whether cycling or walking, I witness how dangerous roads can become when drivers do not account for the safety of cyclists and pedestrians. The threat feels especially real when there is insufficient distance between us and the vehicles that speed past, often causing unnecessary fear and risk of accidents.

The National Highway Traffic Safety Administration reports that in 2019 alone, 846 cyclists lost their lives in traffic-related incidents in the U.S. This stark statistic underscores the necessity for protective measures at the local level to safeguard lives and ensure peace of mind for cyclists and pedestrians alike. Implementing a 3-foot passing law could dramatically decrease the risk of accidents and enhance road safety in our community.

Several states and municipalities have already adopted such measures with success, witnessing a reduction in incidents and fostering a more harmonious and respectful environment for all road users.

This law would not only protect cyclists and pedestrians but also remind drivers of their responsibilities to share the road safely. It encourages a culture of awareness and accountability, educating the public on the importance of maintaining a safe distance and respecting the space needed by vulnerable individuals on our roads.

Your support in establishing this law could fundamentally transform the road safety landscape of Cortland County. By signing this petition, you are joining a movement dedicated to safeguarding vulnerable lives, reminding everyone of the importance of road safety, and reaffirming our collective commitment to a more secure and considerate community.

Supporting Organizations (thank you for signing on!)

- Traffic Safety Board of Cortland County
- Transportation Advisory Committee of Cortland County

Next Steps (tentative)

- Presentation and review by Judiciary and Public Safety Committee on March 12th

- If passed out of committee:
 - public comment at Cortland County Legislature meeting on March 26th
 - vote of the Cortland County Legislature on March 26th (possibly moved to April meeting)

Please sign this petition and help us make a significant impact in protecting cyclists, pedestrians, and other vulnerable road users.

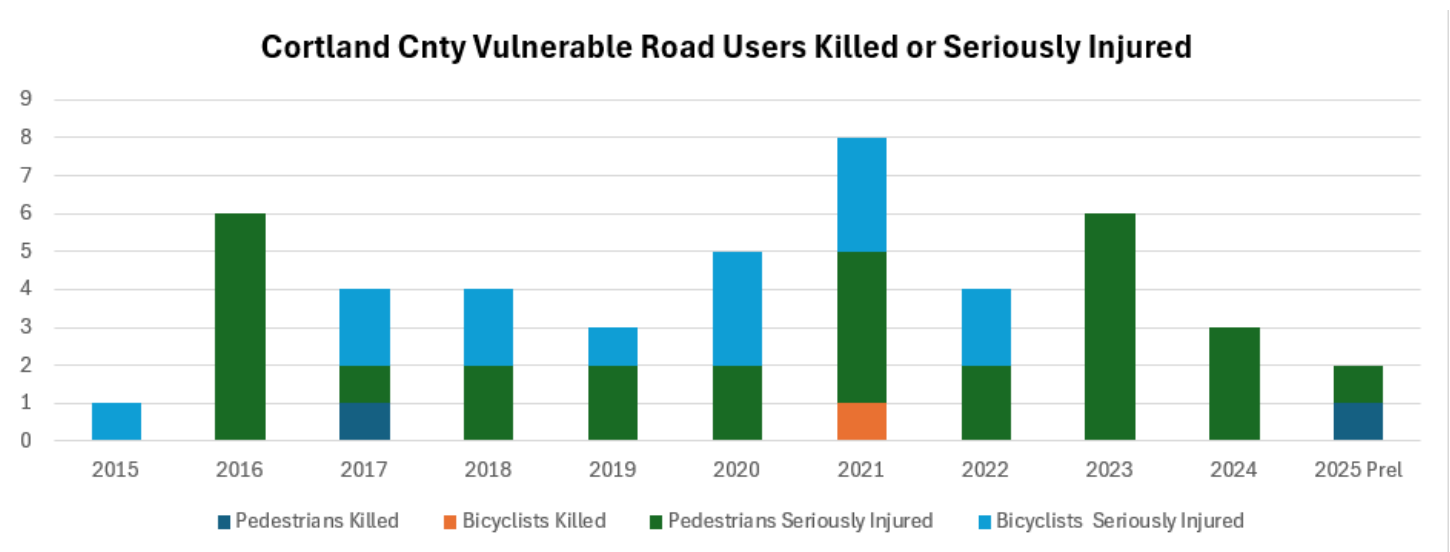
Featured Comments

As a cyclist, there have been many times I've had close calls with vehicles. Sometimes drivers seem to give as little space as possible when passing me. A law like this would heighten awareness about the vulnerability of cyclists and being repercussions for such dangerous, aggressive driving habits.

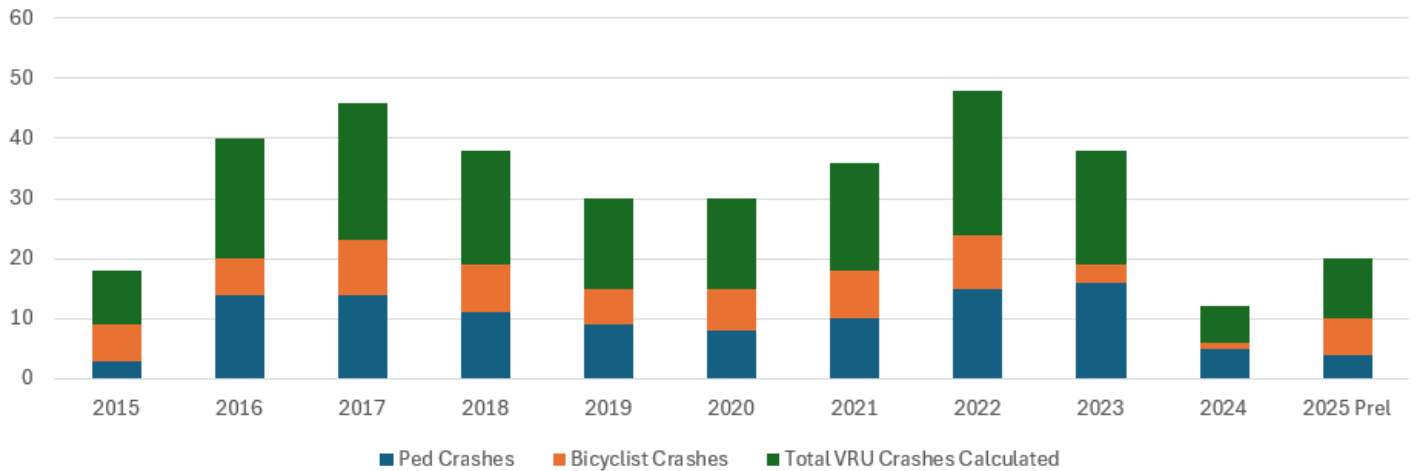
Catherine, Cortland

Crash Data

Note: 2025 data is still being compiled and will likely show more crashes when done



Cortland Cnty Vulnerable Road User Reported Crashes



Signatories

	Name	City	State
1	Beau Harbin	Cortland	NY
2	Chris Hall	Cortland	NY
3	Kristin Pennock	Cortland	NY
4	Kim Cameron	preble	NY
5	Meghan Irvine	Cortland	NY
6	Jan Dempsey	Cortland	NY
7	Mark Holley	Cortland	NY
8	Mary l Betters	Homer	NY
9	Chris Holl	Homer	NY
10	Michael Opsteegh	Homer	NY
11	Haley Flannery	Homer	NY
12	Sandy Price	Cortland	NY
13	Doug Dylla	Ithaca	NY
14	Kate Downes	Cortland	NY
15	Laura Pfister	Cortland	NY
16	Hal McCabe	Cortland	NY
17	Vicki Case	Cortland	NY
18	Marc Mosher	Watertown	NY
19	Abby Thomas	McGraw	NY
20	Craig Larimer	Cortland	NY
21	Sharon Tucci	Cortland	NY
22	Duncan Harbin	Cortland	NY
23	Dean Corbin	Cortland	NY
24	Adrianne Traub	Cortland	NY
25	Eileen Fitzgerald Spiehs	Marathon	NY
26	Joseph Rogers	Cortland	NY
27	Brian Tobin	Cortland	NY

	Name	City	State
28	Steve Bossard	Cortland	NY
29	Noah Beck	Cortland	NY
30	Amy Riotto	Cortland	NY
31	Timothy Alger	Cortland	NY
32	Mary Beth Conlon	Cortland	NY
33	Erica Evans	Cortland	NY
34	Christa Chatfield	Cortland	NY
35	Catherine Wilde	Homer	NY
36	Susan Williams	Cortland	NY
37	Jean Rightmire	Marathon	NY
38	Margo Holley	Cortland	NY
39	Kathy Carstens	Cortland	NY
40	Katherine Clark	Homer	NY
41	Julie Barclay	Groton	NY
42	Alexandra Mikowski	Cortland	NY
43	Lyn Thompson	Cortland	NY
44	Bonni Hodges	Cortland	NY
45	Lois Rotchford	Homer	NY
46	Bob Webber	Fayetteville	NY
47	James Hokanson	Cortland	NY
48	Shonneill Montaque	Syracuse	NY
49	Cathy Johnson	McGraw	NY
50	Laura Gathagan	Cortland	NY
51	Craig Burleigh	Watertown	NY
52	Emily Barnard	Homer	NY
53	Cathryn Heller	Homer	NY
54	Alison Sharpe	Cortland	NY
55	Melissa Potter	Cortland	NY

	Name	City	State
56	James Bondra	Ithaca	NY
57	Linda Smith	Marathon	NY
58	Donald Chu	Cortland	NY
59	Christopher Simser	Cortland	NY
60	Matt Hollenbeck	Virgil	NY
61	Kris Valentine Behnke	Cortland	NY
62	melissa perry	ithaca	NY
63	Brian Horan	Cortland	NY
64	Christella yonta	Cortland	NY
65	Paul Fleming	Ithaca	NY
66	Claire Dehm	Ithaca	NY
67	James Millar	Brooktondale	NY
68	Eliot Miller	Ithaca	NY
69	ANDREA SKEELS	Cortland	NY
70	Mika Kennedy	Brooktondale	NY
71	Greg Richards	Cortland	NY
72	theresa Rossiter	New York	NY
73	Jim Johnson	Washington	DC
74	Kathie Arnold	Truxton	NY
75	Matthew Mahoney	Cortland	NY
76	Andrew Abrams	Cortland	NY
77	Kristin Avery	Cortland	NY
78	Tom Swensen	Ithaca	NY
79	Justin Courter	Homer	NY
80	Nicholas eckhardt	Cortland	NY
81	Leonard Rosenfield	Ithaca	NY
82	Karen Dudgeon	Homer	NY
83	Constance bentley	Cortland	NY
84	Matthew Madden	Cortland	NY
85	Vanessa gannon	Rotterdam	NY
86	Manu Nascimento	Seattle	WA
87	Kristina Furi	Cortland	NY
88	Kimmy Cusson	Cortland	NY
89	Karen Ross	Cortland	NY
90	Jane Hall	Homer	NY
91	Jill Holl	Cortland	NY
92	Garry Haraveth	Cortland	NY
93	William A Erickson	Ithaca	NY
94	James schleppenbach	Cortland	NY
95	stan mcfall	Freeville	NY
96	Gilbert Hammer	Ithaca	NY
97	James Gregoire	Ithaca	NY
98	Jay Savage	Phoenix	NY

	Name	City	State
99	Robyn Hazekamp	Little York	NY
100	Taryn Evans	Cortland	NY
101	Sheryl Shufelt	Cortland	NY
102	Sara Silverman	New Hartford	NY
103	Amanda Hudson	Cortland	NY
104	Rebecca Hyde	East Aurora	NY
105	Laura Henry	Baldwinsville	NY
106	Doug McKee	Ithaca	NY
107	Yoav Maor	Ithaca	NY
108	Elizabeth Wenz	Little York	NY
109	Gil Menda	Ithaca	NY
110	Lisa Salinas	Karnes	TX
111	David Mohler	Ithaca	NY
112	Scott Hopko	Cortland	NY
113	Claire Le Roux	Homer	NY
114	J. Nathan Matias	Ithaca	NY
115	Xavier Lake	Binghamton	NY
116	Carol Costell Corbin	Cortland	NY
117	Susan Wilson	Cortland	NY
118	Diane Chu	Cortland	NY
119	Genevieve mezzo	Cortland	NY
120	Shannon Boatman	Clay	NY
121	jacklyn chapman	Cortland	NY
122	Hector Abruna	Ithaca	NY
123	Brianna Timmons	Cortland	NY
124	Chris Xaver	Cortland	NY
125	Harold Craighead	Ithaca	NY
126	Marcy Bultman	Harrisonburg	VA
127	Renee Toolsie	Richford	NY
128	Victoria Armstrong	Ithaca	NY
129	Lauri Kytomaa	Ithaca	NY
130	Amlan D	Ithaca	NY
131	Daniel Vaughn	Horseheads	NY
132	Holly Buechel	Ithaca	NY
133	Megan Powers	Ithaca	NY
134	Barbara Hotchkiss	Trumansburg	NY
135	Samuel Peterson	Ithaca	NY
136	Elizabeth Evans	Ithaca	NY
137	Susan Swensen	Ithaca	NY
138	george buchholz		
139	Jennifer Weinraub	Ithaca	NY
140	Mark Wilde	Ithaca	NY
141	Paula Loskamp		
142	Carsen Beebe	Raleigh	NC
143	Rachel Cunningham	Groton	NY

	Name	City	State
144	Will Burbank	Ithaca	NY
145	Pam Kavalesky	Cortland	NY
146	Nancy Wells	Ithaca	NY
147	sousan collins	ithaca	NY
148	Peter Hudiburg	SOUTH PLYMOUTH	NY
149	Hannah werther	Fayetteville	NY
150	Wesley Conger	Ithaca	NY
151	Charles Ciccone	Ithaca	NY
152	David Guerrera	Cortland	NY
153	Munna Rubaii	Ithaca	NY
154	Pam Guedner	Ithaca	NY
155	Sheryl Struble	Elmira	NY
156	Tim Lockwood	Cortland	NY
157	Dom Mantella	Cortland	NY
158	Kristina Thelen	Ithaca	NY
159	Peter Wills	Rochester	NY
160	Brian gray	Warrington	PA
161	Ashe Martin	Cortland	NY
162	Kathleen Matzky	Victor	NY
163	Harry Kelly Jr	Elmira	NY
164	Beth Greene	Ithaca	NY
165	Pamela Crossno	Ithaca	NY
166	Kara FrostClapp	Ithaca	NY
167	Emily Gibbons	Cortland	NY
168	Madeline Vuignier	Hamilton	NY
169	Shaun Fuller	Bath	NY
170	Farhad Yousefi	Ashburn	VA
171	Kevin Sheets	Cortland	NY
172	Zahra Kiani	Atlanta	GA
173	Mariah Montgomery	Overland Park	KS

	Name	City	State
174	Ally Serrano	Ithaca	NY
175	Matthew Piechota	Ithaca	NY
176	mohamad hasani	Chicago	IL
177	gary clark	Norwich	NY
178	Anne Savage	Albany	NY
179	Nathan Bloxham	Watertown	NY
180	Patrica Hoerger	Vestal	NY
181	Leonid Metlitsky	Ithaca	NY
182	Amy cavallaro	Liverpool	NY
183	Marissa waddell	Gainesville	VA
184	Lyllith Garcia	San Antonio	TX
185	George Riggs	Hopewell Junction	NY
186	Jacqueline Cooper	Cortland	NY
187	Wyatt Ascencio	Lowell	MA
188	Paul Falvey	Patchogue	NY
189	Richard Eng	Deposit	NY
190	Joyce Lee	Binghamton	NY
191	Donna Hickling	Honeoye Falls	NY
192	Kamille donnet	Queens	NY
193	Matthew Ramirez Reyes	New York	NY
194	Diane Karasevich	Dryden	NY
195	Jennifer Manis	Cortland	NY
196	Sophia Welburn	Cortland	NY
197	Rowan Harbin	Cortland	NY
198	Andrea Harbin	Cortland	NY
199	Daniel Lemon	Cortland	NY
200	Carmella Renzo	Verbank	NY
201	angie trapanotto	Fort Salonga	NY



NY SAFE Streets Coalition Defined Safe Passing

What is Defined Safe Passing?

Defined Safe Passing **S1665 (Harckham) | A1831 (Steck)** would establish that a motorist should allow at least three feet buffer for pedestrians (including wheelchair users) and bicyclists. Current law applies only to bicycles, and specifies “safe distance” which is vague and subjective. Defined Safe Passing provides a specific, defined distance of at least three feet, which increases New York’s ability to educate drivers about what they need to do to protect vulnerable road users.

- Note: Defined Safe Passing would apply outside of New York City only, recognizing the unique implementation challenges in the state's largest city. No change to the existing law in NYC which will continue to require “safe distance.” NYSSSC supports either a state-wide or outside of NYC version of this bill.

The ask: Pass Defined Safe Passing this session

We call on the NYS Assembly to pass Defined Safe Passing immediately to save the lives of vulnerable road users. The bill would save lives, reduce medical costs and prevent horrific injuries: *“Wait the few seconds it takes until you can pass safely -- don’t save a few seconds, save a life!”*

Why do we need this bill?

- Defined Safe Passing helps educate drivers about how to protect vulnerable road users - pedestrians, wheelchair users, and cyclists. This is especially important in municipalities that do not have sidewalks, bike lanes, or similar infrastructure.
- Defined Safe Passing is primarily an education bill. It does not seek to add specific penalties or increase enforcement, the focus is on educating drivers about how we can all be safer together.
- New York is trailing the rest of the country badly, reducing opportunities for cycling tourism. We are #43 out of 50 states in the League of American Bicyclists Traffic Laws & Practices category. Adopting Defined Safe Passing would move NYS to the top 10 bicycle friendly states, opening New York for more tourism opportunities.
- We should join our immediate neighbors - Massachusetts (4’), New Jersey (4’), Vermont (4’), Pennsylvania (4’), Connecticut (3’), and Ohio (3’). Only nine states that do not have defined distance safe passing NY and NC, AK, ID, IA, MO, MT, SC, and TX.
- New York’s Suffolk, Monroe, and Ulster Counties have already passed three foot defined safe passing laws. At least two other counties are considering similar laws. A uniform law across the state should be adopted to reduce driver confusion.

For more information contact:

Anne Savage | Executive Director New York Bicycling Coalition
anne@nybc.net | 518-227-1677



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create Senior Case Aide Abolish Case Aide

Bargaining Unit: CSEA

Purpose and Background:

Please see attached Justification.

Fiscal Impact: ☒ County Funded 30 % ☐ Grant Funded % Grant Exp. Date

Current Grade/Salary of Position: Grade 8 Salary Range \$ 19.4812 - 24.6583

Requested Grade/Salary of Position: Grade 10 Salary Range \$ 20.7185 - 26.2244

Annual Increase: \$ 2,261 County Share: \$ 678 # of Positions Affected: 1

Goals:

Please see attached justification. The main goal of this change is to improve how we provide Employment Services to TA and SNAP recipients.

Operational Impact:

Please see attached justification.

Requested By:

[Signature]
Signature of Requesting Department Head

2/12/20
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

2/12/20
Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

2/13/20
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create Social Welfare Examiner Abolish Case Aide

Bargaining Unit: CSEA

Purpose and Background:

Please see attached Justification. Please note that for the first year, the new position is actually a lower pay grade of 10 because it starts as a Social Welfare Examiner Trainee before going to pay grade 12 as a Social Welfare Examiner.

Fiscal Impact: ☒ County Funded 33 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 8 Salary Range \$ 19.4812 - 24.6583

Requested Grade/Salary of Position: Grade 12 Salary Range \$ 22.0744 - 27.9406

Annual Increase: \$ 4,738 County Share: \$ 1,564 # of Positions Affected: 1

Goals:

Please see attached justification. The main goal of this change is to improve efficiency of our homeless services unit.

Operational Impact:

Please see attached justification.

Requested By:

[Signature]
Signature of Requesting Department Head

2/12/26
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

2/12/26
Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

2/13/26
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create Social Welfare Examiner Abolish Child Support Investigator

Bargaining Unit: CSEA

Purpose and Background:

Please see attached Justification. Please note that for the first year, the new position is actually a lower pay grade of 10 because it starts as a Social Welfare Examiner Trainee before going to pay grade 12 as a Social Welfare Examiner.

Fiscal Impact: ☒ County Funded 33 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 12 Salary Range \$ 22.0744 - 27.9406

Requested Grade/Salary of Position: Grade 12 Salary Range \$ 22.0744 - 27.9406

Annual Increase: \$ 0 County Share: \$ 0 # of Positions Affected: 1

Goals:

Please see attached justification. The main goal of this change is to enhance case overpayments and the recover of funds.

Operational Impact:

Please see attached justification.

Requested By:

[Signature]
Signature of Requesting Department Head

2/12/26
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

2/12/26
Date

County Administrator Budget Impact Statement:

County Administrator Approval

[Signature]
Signature of County Administrator

2/12/26
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Kristen Monroe
Commissioner

Justification for Income Maintenance Position Changes March 2026

Purpose and Background:

This proposal is for three main purposes. One is to enhance Employment Services and outcomes given the changes in federal requirements and increased risk of fiscal penalties to our county for both Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance (TA) recipients who are not meeting employment participation requirements. The second is to improve how we are serving TA applicants and recipients housed in motels by including Social Welfare Examiners who determine eligibility in the homeless team for better coordination and outcomes. Last, the proposed changes will improve outcomes in fraud/resource recovery work. This would be done by centralizing the Social Welfare Examiner tasks of determining case overpayment amounts, updating case budgets to recover money (recoupment), taking steps to recover funds from repayment agreements, and investigating potential fraud on cases. This work is often a lesser priority for those handling day-to-day tasks of case eligibility determinations and dedicating a couple internal experts to this work will provide focus.

Specifically, this proposal is to change three (3) job titles to align with the duties necessary.

1. A vacant Child Support Investigator would be abolished, and a Social Welfare Examiner Trainee would be created. This position would allow us to focus on case overpayments and recovery of funds.
2. Abolish one (1) Case Aide position currently in Employment Services and create a Social Welfare Examiner Trainee. This will support our ability to adjust the duties of nine (9) Social Welfare Examiners in the TA unit so we can dedicate three (3) to working directly with the homeless unit on eligibility determinations. It will also support our effort to have initial screenings of those who walk into our reception area seeking housing and cash assistance screened more thoroughly. This will be done by Social Welfare Examiners who know the program rules best rather than by Senior Case Aides who do it now.
3. Abolish one (1) Case Aide position currently in Employment Services and create one (1) Senior Case Aide position. This will allow us to have two Sr. Case Aide positions assigned to Employment Services by moving one of our three (3) Sr. Case Aide positions currently in the main Reception area to Employment Services. Due to the new requirements in employment services, the Sr. Case Aide job title is needed for the higher-level duties that do not fit in with the current Case Aide job title being used. This includes meeting with individuals, running groups to educate/support recipients, gathering documentation of activities, tracking compliance, establishing employment activities/creating plans for those who need hours, and entering electronic data that drives our NYS employment participation rates. The work of these supportive positions directly assists Social Welfare Examiners to maintain all required employment activity and plan documentation on their cases.

Goals and Objectives:

1. Enhance our ability to calculate case overpayments, identify fraud, and increase recovery of funds efforts. This will return more money to the County and prepare us to comply with anticipated federal changes requiring more work in this area.
2. Increase our internal case communication and coordination in how we assist homeless individuals to both meet their emergency needs and find long-term housing.
3. Provide those who walk into our department with an emergency with the best direction to meet their immediate needs with community benefits we provide in the most effective manner. This includes DSS programs and linking people to other resources in the community that can help them gain stability in housing.
4. Improve our employment participation rates that will dictate state and federal fiscal penalties.
5. Assist individuals in complying with employment requirements so they maintain essential SNAP and TA benefits.

Operational Impact:

1. Improve outcomes for those we serve. Specifically, the low-income in need of employment or disability services, and the homeless who need permanent housing. This can result in savings over time.
2. Reduce our risk of receiving federal fiscal penalties.
3. It is anticipated that no employees will be laid off during the implementation of this plan due to the high rate of turnover and anticipated ability to move internal people into these new positions. The dates for creation of the new positions from anticipated approval of this proposal will allow for Civil Service job posting requirements.

Fiscal Impact:

1. Child Support Investigator abolished - Social Welfare Examiner Trainee created.
 - Grade 12 to a Grade 10 for twelve months, then a Gr 12 to a Grade 12, so cost neutral.
2. Case Aide position abolished – Senior Case Aide position created
 - Grade 8 to a Grade 10
 - Annualized increase of \$2,773 with 30% county share (\$832)
3. Case Aide position abolished – Social Welfare Examiner Trainee created
 - Grade 8 to a Grade 10 for twelve months, then a Gr. 8 to a Grade 12
 - Annualized increase of \$5,811 with 33% county share (\$1,918)



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create
Position Name (s): Create up to 17 hrs/week P/T Medical Director (2 positions) Abolish (Total of 14 hrs/week) P/T Medical Director (2 positions)

Bargaining Unit: Management

Purpose and Background:

Create two part time Medical Director positions - up to 17 hours - with no benefit package - off scale / Abolish two part-time Medical Director positions - total of 14 hrs/week

Fiscal Impact: ☒ County Funded _____ % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade off scale Salary Range \$238,1875 /hr.

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: 2

Goals:

These positions are necessary to comply with NYS OMH regulations; oversight and prescribing. Additionally, required completion of mandated 730 evaluations and AOT case processing, per Mental Hygiene Law and NYS Codes, Rules and Regulations

Operational Impact:

This is a revenue generating position

Requested By:

Patricia Schaepp
Signature of Requesting Department Head

2/26/26
Date

Personnel Officer Approval

Daniel Zeman
Signature of Personnel Officer

2/27/26
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Michael Brancaccio
Signature of County Administrator

3/2/26
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Position Name (s): **Create** 2 part time positions (up to 17 hours) **Abolish** 1 full time MH Rehab Specialist (35 hours)

Bargaining Unit: CSEA

Purpose and Background:

Budgetary considerations, eliminate benefits - lower budget impact -this position has billable services.

Fiscal Impact: ☐ County Funded _____ % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 16 Salary Range \$ 25.2266 - 31.9304

Requested Grade/Salary of Position: Grade 16 Salary Range \$ same - no benefits

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: 1

Goals:

Secure two part time positions that have a positive impact on the department budget and offers flexibility in hiring.

Operational Impact:

Fiscal savings for 2026 Budget year.

Requested By:

Patricia Schrup
Signature of Requesting Department Head

2/25/26

Date

Personnel Officer Approval

Carrie Zeman
Signature of Personnel Officer

2/25/26

Date

County Administrator Budget Impact Statement:

County Administrator Approval

Michael Buticello
Signature of County Administrator

3/2/26

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☒ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create Forensic Counselor - Grade 22 Abolish Forensic Counselor - Grade 26

Bargaining Unit: CSEA

Purpose and Background:

Position requires, at minimum, the same degree and qualifications as Mental Health Clinician, with the additional responsibility of Forensic experience and training - Position should be level in pay rate

Fiscal Impact: ☐ County Funded _____ % ☒ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade 22 Salary Range \$31.2705 - 39.5804

Requested Grade/Salary of Position: Grade 26 Salary Range \$36.4015 - 46.0750

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: 1

Goals:

New position opportunity due to availability of OMH Grant funding

Operational Impact:

Current Forensic Counselor would have increase in salary by \$1.3663 per hour. The second position would be Grant funded.

Requested By:

Patricia Schoup
Signature of Requesting Department Head

2/25/26
Date

Personnel Officer Approval

Carrie Zeman
Signature of Personnel Officer

2/26/27
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Michael Botticelli
Signature of County Administrator

3/2/26
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Position Name (s): Create Forensic Counselor Abolish _____

Bargaining Unit: CSEA

Purpose and Background:
100% Grant Funded position

Fiscal Impact: ☐ County Funded _____ % ☒ Grant Funded 100 % Grant Exp. Date _____

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade 26 Salary Range \$ 36.4015-46.0750

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals:
New position due to availability of OMH Grant Funding

Operational Impact:
Zero

Requested By:

Patricia Schamp
Signature of Requesting Department Head

2/27/26
Date

Personnel Officer Approval

Zamir Zaman
Signature of Personnel Officer

2/27/26
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Michael Buticello
Signature of County Administrator

3/2/26
Date

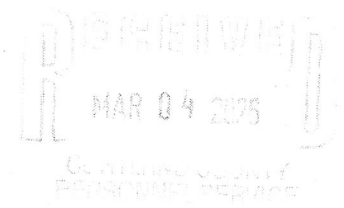
Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form



Requested Change: ☐ Abolish/Create ☐ Reallocation ☒ Abolish ☐ Create

Position Name (s): Create _____ Abolish Principal Medical Services Clerk _____

Bargaining Unit: CSEA _____

Purpose and Background:

Position no longer needed as is. Restructuring staff assignments.

Fiscal Impact: ☐ County Funded _____ % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade _____ Salary Range \$ _____

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals:

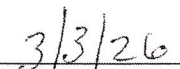
Operational Impact:

None. Does not change 2026 approved budget

Requested By:



Signature of Requesting Department Head



Date

Personnel Officer Approval



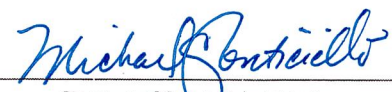
Signature of Personnel Officer



Date

County Administrator Budget Impact Statement:

County Administrator Approval



Signature of County Administrator



Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

Appendix A: Cortland County Departments

Department Name	Department Head Title	Divisions	County Law, Local Law or Resolution Reference
Board of Elections	Election Commissioners		NYS Election Law
Cortland County Legislature *	Chair, County Legislature (Chief Elected Official)		NYS Constitution (Article 9), County Law, Municipal Home Rule Law
Department of Emergency Response and Communications	Director of Emergency Response and Communications		Local Law 9 of 2014 , which restated Local Law 1 of 2013 (Director)
Department of Information Technology	Director of Information Technology		Local Law __ of 2026, Local Law 3 of 2000 , Local Law 5 of 1971
Department of Planning and Economic Development	Director of Planning and Economic Development		Local Law __ of 2026, Local Law 9 of 2022 , Local 6 of 2019 , Local 2 of 2000 , Local Law 3 of 1979 , Local Law 3 of 1975
Department of Public Works	Commissioner of Public Works	Airport Buildings and Grounds Dwyer Park Highway Recycling Solid Waste Weights and Measures	Local Law 6 of 2025
Department of Social Services	Commissioner of Social Services		
Finance Department	Director of Finance		Local Law 11 of 2023
Health Department	Public Health Director		
Mental Health Department	Director of Community Mental Health Services		
Office for Aging	Director, Office for Aging		
Office of Assigned Counsel	Plan Administrator		
Office of the Clerk of the Legislature	Clerk of the Legislature		NYS County Law §475
Office of the County Administrator	County Administrator		Local Law 8 of 2025 , Local Law 5 of 2018 , Local Law 2 of 2010 , Local Law 3 of 2003 , Local Law 7 of 2002
Office of the County Attorney	County Attorney		NYS County Law §500 & 501

Office of the County Auditor	Manager of Audit and Financial Projects		Resolution No. 43-19 (created position)
Office of the County Clerk	County Clerk		NYS County Law §525 & NYS Constitution §6(e)
Office of the County Coroners	Coroner(s)		NYS County Law §670-679
Office of the District Attorney	District Attorney		
Office of the Public Defender	Public Defender		Local Law 8 of 2023 , Local Law 5 of 1997 , Local Law 2 of 1966
Office of Veterans' Services	Director of Veterans' Services		NYS Veterans' Services Law
Personnel/Civil Service Department	Personnel Officer		NYS Civil Service Law
Probation Department	Probation Director		
Real Property Tax Services	Director of Real Property Tax Services		NYS Real Property Tax Law (Art. 15-A)
Sheriff's Office	County Sheriff		NYS County Law §650-662
Workforce Development Office	Workforce Development Director		Local Law __ of 2026, Local Law 3 of 1987

* Included for organizational clarity only. The Cortland County Legislature is the legislative branch of county government and is not a department under New York State County Law.



About NY MuniTrust®

NY MuniTrust, a local government Investment Pool, was developed to support public entities' liquidity needs in the state of New York. NY MuniTrust supports two separate investment funds: NY MuniTrust Excelsior Fund exclusive for counties and NY MuniTrust Empire Fund for municipal corporations, including school districts, Boards of Cooperative Educational Services, counties (not within the City of New York), cities, towns, villages, and special districts, including fire districts. The funds' short-term fixed income investments are permissible under the New York State General Municipal Law (GML) and provide the ability to invest operating cash in a diversified portfolio of short duration fixed income securities.

Mission Statement

The Pool (and its funds) are designed to seek as high a level of current income that is consistent with the preservation of capital and maintenance of daily liquidity for public entities and municipalities across New York.

Why Invest with Us?

BNY: Pool Services Provider

BNY, headquartered in New York, has been a premier global investments organization for over 240 years. BNY is dedicated to helping clients manage and service their financial assets throughout the investment lifecycle. Whether providing financial services for institutions, corporations or individual investors, BNY can help deliver informed investment management and investment services around the world.

Dreyfus: Pool Investment Adviser

Dreyfus, a division of Mellon Investments Corporation, a registered investment adviser and subsidiary of BNY, is one of the largest and trusted liquidity managers in the industry. With over 50 years of experience in managing short duration fixed income portfolios, Dreyfus is focused on delivering innovative liquidity solutions designed to meet clients' diverse cash management needs.

Endorsed by NYSAC & NACo

NY MuniTrust has endorsement relationships with the New York State Association of Counties (NYSAC) and the National Association of Counties (NACo). These associations both serve as advocates for public entities in New York State and work to provide them with the best resources available to face challenges and improve the wellbeing of their communities and their taxpayers.



NY MuniTrust Excelsior (for Counties)

The fund invests in high-quality, short-term, US-dollar-denominated debt securities including US Treasury securities, US government agencies, repurchase agreements collateralized solely by US government securities and/or cash, collateralized bank deposits and/or general obligations bonds, and notes. Additionally, the fund may use the recently expanded New York State General Municipal Law (GML) investment guidelines, including the ability to invest in highly rated commercial paper and government money market mutual funds. This professionally managed fund allows counties the opportunity to seek to maximize liquidity, convenience, and competitive rates of return. The portfolio strategy seeks to be fully invested each night to maximize yield potential.

NY MuniTrust Empire (for all other Municipal Corporations)

The fund invests in high-quality, short-term, US-dollar-denominated debt securities including US Treasury securities, GNMA securities, repurchase agreements collateralized solely by US government securities and/or cash, collateralized bank deposits, and/or obligations issued by the state of New York. This professionally managed fund adheres to New York State GML investment laws and is available to all eligible municipal corporations organized under NY State Law including school districts, Boards of Cooperative Educational Services, counties (not within the City of New York), cities, towns, villages, and special districts, including fire districts. The fund seeks to maximize liquidity, convenience, and competitive rates of return. The portfolio strategy seeks to be fully invested each night to maximize yield potential.

Fund Features

Excelsior Fund

Fund Code	4701
Minimum Investment	\$100K

Empire Fund

Fund Code	4702
Minimum Investment	\$50K

Credit Rating Agency Fund Ratings

S&P	AAAm ¹
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Trading Deadline

12:00 p.m. ET

Inception Date

September 6, 2022

Dividend Policy

Declared daily, paid monthly

Lead Participant

Orange County, NY

Investment Adviser

Dreyfus, a division of Mellon Investments Corporation (A BNY Company)

Distributor/Servicing Agent

BNY Mellon Securities Corporation
(A BNY Company)

Custodian & Fund Accounting Agent

The Bank of New York Mellon
(A BNY Company)

Record Keeping/Transfer Agent

BNY Mellon Investment Servicing (US), Inc.
(A BNY Company)

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NOT FDIC-INSURED. NOT BANK-GUARANTEED. MAY LOSE VALUE.

How to Open an Account

Eligible government entities in the state of New York may participate in the NY MuniTrust Cooperative Investment Pool by completing the documents outlined below, which can be found at www.nymunitrust.com.

- Read the Cooperation Agreement and NY MuniTrust Information Statement
- Complete the Municipal Cooperative Authorizing Resolution form
- Complete and sign the NY MuniTrust Account Application
- Email the completed Municipal Cooperative Authorizing Resolution form and NY MuniTrust Account Application to LGIPService@bny.com

After a new account is established, a secure email confirmation will be sent from LGIPService1@bnymellon.com within 3-5 business days. It will contain your BNY Mellon Active Advisor web portal login credentials, navigation and trade guides. The Active Advisor web portal provides participants with trading, account inquiry and monthly statements.

Learn More

NY MuniTrust
www.nymunitrust.com

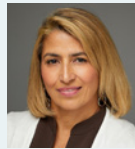
Customer Service
BNY Institutional Services
1 (833) NYS-MUNI
LGIPService@bny.com

Hours of Operation
Monday to Friday
8:30 a.m. – 5:00 p.m. ET

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¹A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors, including portfolio credit quality, diversification, maturity, and liquidity of the fund as well as the strengths and weaknesses of the fund's management including credit research, risk management and internal controls to limit exposure to loss. 'AAAm' is the highest principal stability fund rating assigned by S&P Global Ratings. Ratings are subject to change and do not remove market risk. S&P Global Ratings is neither associated nor affiliated with the fund. Fund ratings are statements of opinion, not statements of fact or recommendations to buy, sell or hold the shares of a fund. Standard & Poor's (S&P) believes that, with a Principal Stability Rating of AAAm, the fund has an extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk. For more information on the rating methodology visit www.standardandpoors.com.

Investors should consider the investment objectives, risks, charges, and expenses of the Funds carefully prior to investing. Investment in the Funds is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency, and although the Funds seek to preserve the value of the investment at a fixed share price, it is possible to lose money by investing in the Funds.

This material is a general summary of some of the basic features of the NY MuniTrust® Local Government Investment Pool ("LGIP" or "Pool"), is for informational purposes only, and should not be construed as investment advice or a recommendation of any security. For a more complete understanding of Fund specific features, please refer to the NY MuniTrust Information Statement available from the LGIP or its distribution agents.

The Pool is an intermunicipal agreement (IMA) created through a municipal cooperation agreement (Municipal Cooperation Agreement) made pursuant to New York General Municipal Law, Articles 3-A and 5-G (collectively, the Act), dated as of February 1, 2022 by and among Orange County (Lead Participant) and each district and municipal corporation, as defined in the Act, that enters into the Municipal Cooperation Agreement hereof (collectively, together with the County of Orange, the Participants).

Risks Considerations: Investments in the Funds involve investment risks, including the possible loss of principal. **Market risk** is the potential for a decline in the market value of a debt instrument and may be affected by a change in interest rates, political, regulatory, economic and social developments. **Interest rate risk** refers to the decline in the prices of fixed income securities that may accompany a rise in the overall level of interest rates. A sharp and unexpected rise in interest rates could impair the Fund's ability to maintain a stable net asset value. Very low or negative interest rates may magnify interest rate risk. In addition, a low interest rate environment may prevent the Fund from providing a positive yield or paying Fund expenses out of Fund assets and could impair the Fund's ability to maintain a stable net asset value. **Credit risk** is the possibility that the issuer of a bond or other security will fail to make timely payments of interest and principal. The credit risk associated with each Fund within the Pool, therefore, depends on the credit quality of the underlying debt instruments held by that Fund. In the event of a payment default on a debt instrument held in a Fund, the investment return on the Fund within the Pool that owns the investment in default will be adversely affected and, in some cases, the Fund could experience a loss of principal. **Liquidity risk** is the potential for there not to be a ready market for the securities in which the Fund invests. Lack of ready markets could prevent the Fund from selling securities to provide cash to meet liquidity needs, including amounts required for timely payment of withdrawals requested by participants.

BNY and NY MuniTrust® are unaffiliated companies. BNY Mellon Securities Corporation, a registered broker-dealer, is a distributor for the NY MuniTrust. BNYSC, BNY Mellon Investment Servicing (US) Inc., The Bank of New York Mellon, and Mellon Investments Corporation are subsidiaries of The Bank of New York Mellon Corporation.

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CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

INDEX

<u>ARTICLE</u>	<u>PAGE</u>
I. Definition	4
1. Agenda	4
2. Amendment	4
3. Amend Something Previously Adopted	4
4. Article	4
5. Article Postponed Indefinitely	4
6. Article Postponed to Time Certain	4
7. Chair	4
8. Citizen's Advisory Committee	4
9. Claim	4
10. Clerk	4
11. Committee of the Whole	4
12. Communication	5
13. Conflict of Interest	5
14. Day	5
15. Department Head	5
16. Ex-Officio	5
17. Excused Absence	5
18. Executive Session	5
19. Interest	6
20. Journal	6
21. Legislature	6
22. Majority Leader	7
23. Majority Vote of County Legislature	7
24. Meeting	7
25. Member	7
26. Minority Leader	7
27. Minority Report	7
28. Motion	7
29. Motion to Discharge	7
30. Motion to Reconsider	7
31. Motion to Rescind	7
32. Motion to Suspend the Rules	7
33. Notice to Incoming Members	7
34. Petition	8
35. Previous Question	8
36. Privilege of the Floor	8
37. Quorum	8
38. Recessed Meeting	8
39. Receive and File	8
40. Refer (motion to)	8
41. Regular Meeting	8



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

42. Resolution	8
43. Resolutions of a Permanent Nature	8
44. Resolutions Not of a Permanent Nature	9
45. Roll Call Vote	9
46. Special Article	9
47. Special Committee	9
48. Special Meeting	9
49. Special Order	10
50. Sponsor	10
51. Standing Committee	10
52. Table	10
53. Take from the Table	10
54. Total Vote	10
55. Weighted Vote	10
56. Whole Number of Members	10
II. Organization	10
1. Biennial Organizational Meeting	10
2. Elections and Appointments	12
III. Authority of the Chair	15
1. Legislative Meetings	15
2. Committee Responsibilities	16
3. Communications	17
4. Oath of Office	18
5. Administrative Responsibilities – The Chair	18
6. Temporary Chair	19
7. Permanent Vacancy	20
IV. Authority of Committee Chair	20
1. Each Committee Chair Shall	20
2. Each Committee Chair May	21
V. Responsibilities and Duties of the Clerk of the Legislature	21
VI. Powers and Duties of the County Attorney and the County Administrator	23
1. The County Attorney Shall	24
2. The County Administrator Shall	24
VII. Presentation of Resolutions	24
VIII. Meetings	25
IX. Order of Business	26
X. Motions and their Precedence	27



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

XI.	Rules of Voting	28
XII.	Committees	29
XIII.	Suspension or Amendment of Rules	31
XIV.	Intent of these Rules and Parliamentary Questions	31
XV.	Effective Date	31



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

ARTICLE I

DEFINITIONS

1. **Agenda** – is a summary of the order of business expected to come before a particular meeting of the Legislature. All bid openings, communications, petitions, notices, committee reports, annual reports, audits, resolutions, proclamations, recognitions, as well as any other business to appropriately come before the Legislature shall be listed.
2. **Amendment** – is a proposal to change the wording of a motion or a resolution. Upon request of any legislator in attendance, an amendment may be submitted in writing and distributed to all members when possible.
3. **Amend Something Previously Adopted** – is a motion to change the Legislature’s action on a portion of a resolution that has been adopted. This motion is in order as long as the portion to be amended is not something that has already been done that cannot be undone. A motion to amend something previously adopted requires a two-thirds vote without notice, or a majority vote of the entire membership with notice.
4. **Article** – is any resolution, petition, communication, notice, or report.
5. **Article postponed indefinitely** – is any article which is terminated for the particular Legislative session at which it is postponed indefinitely.
6. **Article postponed to time certain** – is any article postponed to a specific time (time c e r t a i n) to be taken up on a specific day.
7. **Chair** – is the Chair of the Cortland County Legislature, elected in accordance with Article II, Section 2-B of these Rules, Local Law No. 2 of 1972, and County Law §151.
8. **Citizen’s Advisory Committee** – the County Legislature, by resolution, may appoint a committee of citizens of the County to act in an advisory capacity to any committee, department or office on any subject relating to the County government, pursuant to provisions in County Law §154. Term of said Committee shall not exceed the term of the appointing Legislature.
9. **Claim** – is any claim, bill, or account submitted to the Legislature pursuant to County Law (see County Law, § 369).
10. **Clerk** – is the Clerk of the Cortland County Legislature appointed in accordance with Article II of these Rules, Local Law No. 2 of 1972, and County Law §400-4(a) and County Law §475 or any amendments.
11. **Committee of the Whole** – is a committee composed of all of the members of the Legislature, but acts under the rules of other Standing Committees. The legislature cannot formally vote in Committee of the Whole. Committee of the Whole is NOT an executive session, and a Chair Pro Tem must be



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

appointed after entering into Committee of the Whole

12. **Communication** – is any written instrument advising the Legislature of facts, situations, or problems (past, present, or future) having to do with the operation of Cortland County Government or the Legislature's powers under County Law. For informational purposes, official communications may be distributed to and received and filed by the Legislature.
13. **Conflict of Interest** – no municipal officer or employee shall have an interest, as defined in these rules, direct or indirect, in any contract with the County of Cortland, or engage in any other activity prohibited by the Cortland County Code of Ethics (Local Law No. 2 of 2008), when such officer or employee, individually or as a member of a board, has the power or duty to:
 - A. Negotiate, prepare, authorize or approve a contract or authorize or approve payment thereunder;
 - B. Audit bills or claims under the contract; or
 - C. Appoint an officer or employee who has any of the powers or duties set forth above.
14. **Day** – a period from a certain day within which, or after, or before which, an act is authorized or required to be done, meaning the number of calendar days exclusive of the calendar day from which the reckoning is made. If such period is a period of two days, Saturday, Sunday, or a public holiday must be excluded from the reckoning if it is an intervening day between the day from which the reckoning is made and the last day of the period. In computing any specified period of time from a specified event, the day upon which the event happens is deemed the day from which the reckoning is made. The day from which any specified period of time is reckoned shall be excluded in making the reckoning (see General Construction Law §20).
15. **Department Head** – is the County employee or employees elected, or appointed by the Legislature, chiefly responsible for the operation of any County Department.
16. **Ex-officio** – a member of the committee or board by virtue of an office held. Ex-officio members of committees have the same rights and privileges as all other members of the committee or board, including the right to vote. If an ex-officio member is NOT under the authority of the organization (Legislature), he/she has all rights and privileges, but not the obligations of a regular member, and does not count toward a quorum. An ex-officio member who IS under the authority of the Legislature (Chair) IS counted in the quorum, but does not add to the total number of members of any committee/board.
17. **Excused Absence** – Prior notification of an absence to a Committee Chair, Clerk or Chair of the Legislature.
18. **Executive Session** – that portion of a meeting not open to the public. **Proceedings in Executive Session shall be confidential** unless the Legislature votes otherwise, or is required to be made public in accordance with NYS Public Officer's Law. The Legislature may conduct an executive session upon a majority vote of the Legislature taken in an open meeting, after a motion to enter into executive session, for one of the purposes enumerated in Public Officer's Law §105 (1) (a) through



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

(h) as follows:

- A. matters which will imperil the public safety if disclosed;
- B. any matter which may disclose the identity of a law enforcement agent or informer;
- C. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- D. discussions regarding proposed, pending or current litigation;
- E. collective negotiations pursuant to article fourteen of the civil service law;
- F. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- G. the preparation, grading or administration of examinations; and
- H. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

19. **Interest** – a direct or indirect pecuniary or material benefit accruing to a County officer, employee or appointed official, spouse or child, whether the result of a contract with the County or otherwise. For the purpose of this chapter, a County officer, employee or appointed official shall be deemed to have an interest in the contract if (i) a spouse and/or children, except a contract of employment with the County; (ii) a firm, partnership or association of which such officer, employee or appointed official or spouse or child is a member or employee; (iii) a corporation of which such officer, employee or appointed official, or child is an officer or director; and (iv) the outstanding capital stock of a corporation which is owned by, or controlled directly or indirectly by an officer, employee or appointed official, or his/her spouse or child.
20. **Journal** – is the copy of the record of proceedings, with an index, of the Cortland County Legislature for a calendar year in printed bound volume, or recorded by electronic means in a single volume, or both, certified by the Clerk of the Legislature as a true copy. The Clerk of the Legislature shall ensure that a printed copy is published annually pursuant to County Law (see County Law, § 211), and will make copies available upon request to current legislators.
21. **Legislature** – is the Cortland County Legislature, the elected county governing body, by whatsoever name designated. Whenever the term "County Board," "Board of Supervisors," "County Governing Board," "Elective governing body of the county" is referred to in any law, contract, or document pertaining to any of the functions, powers, obligations, and duties of such governing body, it shall be deemed to mean and refer to the County Legislature (see County Law§150-a).
22. **Majority Leader** – The members of the Legislature belonging to the recognized political party having the greatest number of total votes on said Legislature shall elect from its members a Majority



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

Leader. In the event of a tie for the greatest numbers of members in the recognized political parties, the majority leader will be selected from the party with the greatest number of total weighted votes. The name of the Majority Leader shall be submitted to the Clerk of the Legislature in writing on the prescribed form signed by a majority of members of the respective party within five (5) calendar days of the biennial organizational meeting.

23. **Majority Vote of County Legislature** – the majority number of weighted votes of the total membership of the Legislature.
24. **Meeting** – the official convening of a legislative body for the purpose of conducting public business. This includes any meeting of a committee and any special, organizational, or other meeting.
25. **Member** – is either a duly elected member of the Cortland County Legislature or a member appointed by authority of Local Law No. 2, Article II, § 204, VACANCIES, for year 1972.
26. **Minority Leader** – The members of the Legislature belonging to the recognized political party having the second greatest number of total votes on said Legislature shall elect from its members a Minority Leader. In the event of a tie for the second greatest numbers of members in the recognized political parties, the minority leader will be selected from the party with the greatest number of total weighted votes. The name of the Minority Leader shall be submitted to the Clerk of the Legislature in writing on the prescribed form signed by a majority of members of the respective party within five (5) calendar days of the biennial organizational meeting.
27. **Minority Report** – is the written report of a minority party or a minority of any standing or special or committee.
28. **Motion** – is a formal proposal for action by a member in a meeting.
29. **Motion to Discharge** – is a motion relieving a Standing or Special committee of its responsibility to consider a matter referred to it and placing the matter on the agenda of the following meeting of the Legislature.
30. **Motion to Reconsider** – is a motion, subject to time limits, to bring again before the Legislature a motion which has been adopted, defeated, or postponed indefinitely, as long as something has not already been done which cannot be undone. This motion may only be made by a member who voted on the prevailing side. Requires a majority vote of the Legislature.
31. **Motion to Rescind** – is a motion to revoke the Legislature's action on a motion which has been adopted, as long as something has not already been done which cannot be undone. Requires a two-thirds vote of the Legislature.
32. **Motion to Suspend the Rules** – is a motion suspending the Rules of Order which requires a two-thirds vote and may be made by any member of the Legislature.
33. **Notice to Incoming Members** – the notice referenced in Article II, Section B. 1 of these Rules shall be in writing and shall be served by United States mail addressed to each incoming member at his/her last known postal address at least 48 hours before the date and time of the meeting (see County Law, §151(1).)



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

34. **Petition** – is a written request for action by the Legislature on a matter having to do with the operation of Cortland County Government or the Legislature's power under County Law.
35. **Previous Question** – is a motion to immediately end debate and amendment and take a vote on the question(s) before the Legislature. It requires a second, and a two-thirds vote, which is taken separately from and before the vote on the motion(s) to which it is applied.
36. **Privilege of the Floor** – is an opportunity granted to a person who is not a member of the Legislature to address an issue that is on the current Legislative agenda (see Article III Section 1.A.vi for detail).
37. **Quorum** – is a majority of the total number of members of the Legislature, should no vacancy exist (see County Law §153(2) and General Construction Law §41).
38. **Recessed Meeting** – is a meeting called to complete unfinished business, or a meeting called because of failure to obtain a quorum at a meeting.
39. **Receive and File** – is a motion to receive a communication and have it placed on file with the Clerk of the Legislature.
40. **Refer (motion to)** – is a motion to refer a matter to a Standing or Special Committee as the Legislature deems appropriate.
41. **Regular Meeting** – is a meeting called for the purpose of transacting any and all business which the Legislature is authorized or permitted by law to transact.
42. **Resolution** – is a written instrument for consideration by the Legislature as recommended by a committee or the Chair in carrying out its power and duties pursuant to Statute or expressing the sense of the Legislature on a matter having to do with the operation of Cortland County Government.
43. **Resolutions of a Permanent Nature** – require a two-thirds vote of the total weighted vote and shall include those:
 - A. authorizing the purchase of property (See County Law, § 215);
 - B. authorizing the issuance of bonds (See General Municipal Law, § 99-g);
 - C. conveying property previously owned by the County, except property acquired by tax sale deed or for purposes of establishing a highway right of way (see County Law, § 215);
 - D. giving an easement or other substantial interest in property owned by the County (see County Law, § 215);
 - E. regarding membership of County employees in a State Retirement System;
 - F. authorizing a class of property tax exemptions;
 - G. creating departments, boards, or councils;



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

- H. amendment of the Rules of Order of the Cortland County Legislature;
 - I. motions suspending the adopted parliamentary authority;
 - J. resolution with an unbudgeted financial impact, which was not approved by the Finance and Administration Committee;
 - K. any other action requiring a two-thirds vote as mandated by Federal, State or County law.
44. **Resolutions Not of a Permanent Nature** – require a majority vote of the total weighted vote and shall include those:
- A. transferring any funds within account numbers in excess of \$25,000;
 - B. authorizing contracts;
 - C. authorizing awarding of bids;
 - D. authorizing correction of an assessment roll if approved by the Director of Real Property Tax Services; or
 - E. other business which may appropriately come before the Legislature, which does not require a vote other than a majority vote.
45. **Roll Call Vote** – shall be taken as required by Statute or may be ordered on any pending motion at the request of a single member. The total number of weighted votes shall be entered in the record, along with the names of members voting for or against a matter considered by the County Legislature.
46. **Special Article** – is any resolution, petition, report, communication or motion which may appropriately come before the Legislature at a meeting without, however, being included on the agenda which has been distributed in accordance with the timeframe established in Article V of these Rules.
47. **Special Committee** – is a special committee established by resolution of the Legislature. Any resolution creating a special committee shall specify the powers and duties of the committee and the number of its members. Members are to be appointed by the Chair from the membership of the Legislature. Each member shall serve for the period specified in the resolution, but in no event longer than his or her term on the Legislature (County Law, § 154[2]).
48. **Special Meeting** – is a meeting called by the Clerk of the Legislature upon direction of the Chair or upon a written request signed by a majority of the members of the Legislature. Notice in writing stating the time, place and purpose of the special meeting shall be served personally or by mail or by electronic means upon each member (as he/she directs) by the Clerk of the Legislature at least forty-eight (48) hours before the date fixed for holding the meeting, or a member may waive the service of the notice for such meeting by a writing signed by him/her. Only business specified in the notice thereof may be transacted at a special meeting. (see County Law, §152).
49. **Special Order** – is an order of the day that is made with the stipulation that any rules interfering with its consideration at the specified time shall be suspended except those relating: (a) to adjournment or



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

recess, (b) to questions of privilege, (c) to special orders that were made before this special order was made, or (d) to a question that has been assigned priority over all other business at a meeting by being made *the* special order for the meeting.

50. **Sponsor** – is the member or members whose motion or resolution is appropriately brought before the Legislature.
51. **Standing Committee** – is a committee established in accordance with Article XII of these Rules (see Article XII of these rules, County Law §154(1), and Local Law No. 2 of 1972).
52. **Table** – is a motion to allow the Legislature to lay the pending question(s) aside temporarily when something of an urgent nature arises. Is subject to time limits and requires a majority vote of the Legislature.
53. **Take from the Table** – is to make pending again before the Legislature a motion or resolution that had been previously tabled. It requires a second, is not debatable and requires a majority vote for adoption.
54. **Total Vote** – is the total number of weighted votes of all members of the Legislature.
55. **Unbudgeted Financial Impact** – any expense or revenue change resulting from a proposed action or resolution that has not been accounted for in the County's approved budget for the current fiscal year. This includes: increases in expenditures, decreases in anticipated revenues, or financial commitments that would require additional appropriations, reallocation of funds, or adjustments to the existing budget.
56. **Weighted Vote** – the number of votes each Legislator casts at a Legislative meeting in a roll call vote pursuant to the current duly adopted plan of apportionment.
57. **Whole Number of Members** – is the total number of members that the Legislature would have were there no vacancies and were none of the members disqualified from acting (see County Law, § 153(9) and General Construction Law §41).

ARTICLE II **ORGANIZATION**

1. **Biennial Organizational Meeting**

A. **Scheduling**

In accordance with County Law §151 and Local Law No. 2 for year 1972, Article II, Section 202, the County Legislature shall meet on the first business day of January at 10:00 a.m., , and every even year thereafter for the purpose of organization and for the transaction of such other business as may come before it.

B. **Notification**



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

- i. The Clerk of the Legislature last appointed, in accordance with Article I, # 34, shall serve upon each member of the Legislature entitled to vote at the organizational meeting a notice stating:
 - a. the date, time, and location of the organizational meeting;
 - b. that a Chair shall be elected; and
 - c. any other matter to come before the Board.
- ii. In the event of the inability or failure of the Clerk of the Legislature last appointed to serve notice as provided in Article II, Section B. 1 of these Rules, the County Clerk of Cortland County shall call the biennial organizational meeting on or before January 15th in even- numbered years.

C. Business

- i. The business to come before the biennial organizational meeting following the election of the Legislature shall be as follows:
 - a. election of a Chair (County Law §151, Local Law No. 2 of 1972);
 - b. appointment of a Clerk (County Law §400(4)(a), County Law §475, and Local Law No. 2 of 1972);
 - c. receive and file the designation of the Majority Leader and Minority Leader (if available);
 - d. appointment of a County Attorney (County Law §400(4)(a), §500);
 - e. appointment of a Public Defender (County Law §716);
 - f. appointment of a Veterans' Services Officer (County Law §800); and
 - g. any other business necessary and appropriate to come before the meeting.
- ii. The business to come before the biennial organizational meeting held in the even numbered year mid-term of the Legislature shall be as follows:
 - a. election of a Chair (County Law §151, Local Law No. 2 of 1972);
 - b. receive and file the designation of the Majority Leader and Minority Leader (if available);
 - c. any other business necessary and appropriate to come before the meeting.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

2. Elections and Appointments

A. Appointment Process Timeline

- i. By no later than August 31st of the year during which the term of appointment is set to end (no later than the last working day of the month), the current appointees shall indicate in writing whether or not they shall seek another term of appointment. The notice by the current appointee shall be delivered in writing to the Personnel Officer and the Committee Chair to whom they report, as follows:
 - a. Clerk of the Legislature – Government Operations Committee
 - b. County Attorney – Government Operations Committee
 - c. Public Defender – Judiciary & Public Safety Committee
 - d. Veterans' Services Officer – Health & Human Services Committee
- ii. By no later than October 31st, following the appointees' indication in September of a decision to seek another term, the Chair of the Committee shall:
 - a. In the event the appointee seeks reappointment, bring forward the current appointee's performance evaluation for committee review by the month of October; or
 - b. In the event the appointee does NOT seek reappointment, have the Personnel Officer post the position as vacant as of December 31st of that year, subject to appointment at the biennial Organizational Meeting of the Legislature as the Rules of Order provide.
- iii. By no later than November 30th, following the review of the current appointee's performance evaluation, if applicable, the Chair of the Committee to whom the appointee reports shall call for a vote to indicate the committee's intent to either:
 - a. Recommend to reappoint the current appointee; **or**
 - b. Request to determine the position as an anticipated vacancy as of December 31 of that year and to have the Personnel Officer post the position as such subject to appointment at the biennial Organizational Meeting of the Legislature as the Rules of Order provide.

Any person who meets the minimum qualifications for one of the appointed positions shall apply to the Personnel Officer to fill one of the anticipated vacancies. The current appointee who has not been recommended for reappointment may apply for the posted position.
- iv. At the next organizational meeting following the election of the current Legislature, the full Legislature shall appoint persons to fill each of the positions scheduled to be filled as follows:
 - a. **1st** The current appointee recommended by the last sitting committee shall be nominated and considered for the position by vote of the new sitting legislature; if not approved for appointment by a sufficient vote of the legislature; then



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

- b. 2nd The legislature shall then nominate and consider from the applicants who filed appropriate documentation with the Personnel Officer, any such successfully nominated applicant shall be subject to meeting other requirements as the County has established (i.e. drug test); if no such applicant is approved for appointment by a sufficient vote of the legislature; then
- c. 3rd The legislature shall accept from the floor nominations of persons who did not apply. These nominations shall be subject to providing valid and sufficient proof that they meet the minimum qualifications for the position and subject to all other requirements demanded of new employees of the County.

B. Procedure for Election of a Chair

- i. The Chair shall be elected by a majority vote of the whole number of weighted votes of the total membership of the Legislature. The Clerk of the County Legislature last appointed shall act as Chair pro tem. If the Clerk of the Legislature last appointed is not available, the County Clerk shall preside over the election of the Chair. He/She shall call the County Legislature to order and call the roll, followed by a pledge of allegiance to the flag. Whereupon the Chair pro tem shall declare, "The first order of business is the election of the Chair." Nominations for the office of Chair shall then be taken from the floor and such nominations must be seconded. Before proceeding to an election, the Chair pro tem shall inquire if there are any further nominations. If there is no response, the Chair pro tem shall declare the nominations closed. Voting shall be by full roll call with each legislator, when the legislator's name is called, declaring the name of the candidate of the legislator's choice who has been duly nominated and seconded. Should there be no weighted majority of the Legislature after the initial roll is called, the two nominees receiving the highest number of votes shall then be the only candidates named for a second round of roll call voting. Voting will again be by full roll call with each legislator, when the legislator's name is called, declaring the name of one of the two candidates remaining. Upon voting of the County Legislature; whereupon the Chair pro tem shall declare the duly elected Chair. Upon election, the Chair shall immediately assume all duties and responsibilities of the office and shall continue to act in such capacity until the termination of his/her office.
- ii. The Chair's term will be through December 31 in the next odd-numbered year.
- iii. In the event a Chair is not elected at the biennial organizational meeting, a Chair shall be elected at a recessed meeting held no later than February 1 in the even-numbered year.
- iv. In the event of the failure of the Legislature to elect a Chair on or before February 1 in the even-numbered year, the County Clerk of Cortland County shall appoint a member of the Legislature as Chair, who shall serve through December 31 of the next odd-numbered year.

C. Appointment of a Clerk



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a Clerk of the Legislature, in accordance with County Law §400 (4)(a) and County Law §475. The Clerk of the Legislature shall also serve as County Historian.
- ii. The Clerk of the Legislature shall be appointed by a majority vote of the weighted votes of the total of the Legislature.
- iii. The Clerk of the Legislature shall serve at the pleasure of the Legislature until replaced or removed by the Legislature (see County Law, § 475[1]).

D. Appointment of the County Attorney

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint an attorney as County Attorney, in accordance with § 500 of County Law.
- ii. The term of office of the County Attorney shall run concurrent with the elected members of the Legislature, in accordance with County Law, § 500.
- iii. The County Attorney shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

E. Appointment of a Public Defender

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a Public Defender, in accordance with Local Law 2 of 1966, as amended by Local Law No. 6 for year 2021 and Local Law 8 of 2023. (See County Law, § 716).
- ii. The term of the office of Public Defender shall be for the term for which the membership of the Legislature appointing him/her was elected or for a term as may be determined by local law not to exceed four years.
- iii. The Public Defender shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

F. Appointment of a Veterans' Services Officer

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a County Veterans' Services officer, in accordance with County Law § 800.
- ii. The term of office of the Veterans' Services shall be for the term for which the membership of the Legislature appointing him/her was elected or for a term as may be determined by local law not to exceed four years.
- iii. The Veteran's Services Officer shall be appointed by a majority vote of the weighted votes of the total of the Legislature.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER
Adopted 12/18/25 – Resolution No. 270-25

ARTICLE III
AUTHORITY OF THE CHAIR

1. Legislative Meetings

A. At any meeting of the Legislature, the Chair shall:

- i. call the meeting to order, unless otherwise specified in these Rules;
- ii. proceed to the business in the manner prescribed by these Rules, unless there is no quorum;
- iii. preserve order and decorum in debate, preventing personal reflections and confining members' remarks to the question under debate; this ruling shall be subject to appeal from the ruling of the Chair;
- iv. recognize members entitled to speak in debate, ruling which member is first entitled to speak when two or more members seek recognition simultaneously; this ruling shall be subject to appeal from the ruling of the Chair;
- v. rule on the priority of business and all points of order, subject to appeal from the ruling of the Chair. On each appeal, the Chair shall have the right to speak first and last in debate, if the question is debatable, to explain the reason(s) for the ruling;
- vi. grant the privilege of the floor to individuals who have signed in before the beginning of the session and set the time limit, up to but not more than five (5) minutes per speaker, which, upon authority of the Chair, may be extended:

Privilege of the Floor (aka Public Comment): Privilege of the floor shall be granted to any individual in the manner prescribed as follows:

Any person or group may request permission to appear before the Legislature by signing on the provided sign-in sheet. The Legislature will provide a thirty (30) minute public comment period. At the discretion of the Chair, or upon majority vote of the Legislature, the public comment period may be extended, before resolutions are acted upon. Said thirty minutes will be divided evenly among the number of persons or groups that wish to appear before the Legislature, with no one person or group appearing for more than five (5) minutes. The five-minute time limit per speaker may be extended and/or limited at the discretion of the Chair or upon majority vote of the Legislature to accommodate the group. This rule shall not apply to the County Administrator, Department heads, or others invited to appear before the legislature. The Chair shall preserve order and decorum. He or she shall prevent any persons speaking, including members of the Legislature, from making personal or derogatory comments regarding individuals and he or she shall confine the speakers to subject matters pertaining to the agenda. The Chair shall have the authority to have disruptive individuals removed from the meeting.

B. At any meeting of the Legislature, the Chair may:



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

- i. vary the order of business from the defined order of business, subject to appeal from the ruling of the Chair by the legislative body;
 - ii. call any qualified individual temporarily to the position of Clerk of the Legislature, in accordance with County Law §400;
 - iii. allow a minority report (either minority party or minority of a committee) to be presented and heard; and
 - iv. introduce a resolution to the Legislature when content or subject matter does not fall within the jurisdiction of a statutory committee.
- C.** The Chair may direct the Clerk of the Legislature to call a Special Meeting of the Legislature subject to limitation of these rules, and County law.
- D.** These actions shall be subject to appeal from the ruling of the Chair:
- i. in the absence of a quorum, take actions necessary to obtain a quorum;
 - ii. on the request of any member, or at his/her own discretion, divide a resolution that contains two or more distinct propositions; and which can be considered separately;
 - iii. vote on all questions, unless excused from voting on a particular question;
 - iv. preserve order and decorum in debate, preventing personal reflections and confining members' remarks to the question under debate;
 - v. recognize members entitled to speak in debate, ruling which member is first entitled to speak when two or more members seek recognition simultaneously;
 - vi. appoint a Chair pro tem to preside over the Committee of the Whole;
 - vii. excuse a member from any meeting in accordance with the definition of an excused absence;
 - viii. declare any meeting recessed at which a quorum cannot be obtained.

2. Committee Responsibilities

The Chair shall:

- A. Within 15 days of his/her election to the position of Chair, appoint all Committee Chairs and members of Standing Committees, filing a list of same with the Clerk of the Legislature. When feasible, each political party shall be represented on each committee in its proportion to representation on the Legislature;
- B. Schedule committee meetings and cause committee members and the Clerk to have notice of all meetings. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least 72 hours before such meeting. Public notice of the time and place of every other meeting shall be given, to the extent practicable, a reasonable



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

time prior thereto (Public Officers Law §104.);

- C. Within 15 days of creation of a Special Committee, appoint its Chair and members, filing a list of same with the Clerk of the Legislature. When feasible, each political party shall be represented on each committee in its proportion to representation on the Legislature;
- D. Fill any vacancies in any Standing or Special Committee, in compliance with County Law § 154;
- E. Reassign or remove committee Chairs or members as necessary;
- F. When deemed necessary, call a meeting of a Standing or Special Committee subject to the limitations of these rules;
- G. Subject to the approval by resolution of the Legislature, assign additional duties to Special Committees;
- H. Sit on Standing or Special Committees as an ex-officio member in compliance with County Law § 450.

3. Communications

A. Resolutions

Upon receipt of any resolution, forward it to:

- i. the Clerk of the Legislature;
- ii. the Chair of the appropriate committee(s);
- iii. the Majority Leader;
- iv. the Minority Leader; and
- v. other appropriate individuals.

B. Communications from the Clerk of the Legislature

Upon receipt of any petition, communication, or notice from the Clerk of the Legislature, forward it, if applicable, to:

- i. the Chair of the appropriate committee(s);
- ii. the Majority Leader;
- iii. the Minority Leader; and
- iv. other appropriate individuals.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

C. Communications from Others

Upon receipt of any petition, communication, or notice from any individual other than the Clerk of the Legislature, forward it, if applicable, to:

- i. the Clerk of the Legislature;
- ii. the Chair of the appropriate committee(s);
- iii. the Majority Leader;
- iv. the Minority Leader; and
- v. other appropriate individuals.

4. Oath of Office

Within 20 days of being elected Chair, execute and file in the office of the County Clerk of Cortland County an official Oath of Office, in compliance with County

Law, § 450. The Chair will also execute and file an official undertaking in such amount as required by the Legislature.

5. Administrative Responsibilities – The Chair

- A. shall supervise the Clerk of the Legislature;
- B. shall, no later than the last session in June of each year, give a State of the County address, at which time member reports may also be given;
- C. may represent the County in all proceedings before the Public Service Commission and at all other public hearings and conferences deemed necessary to attend;
- D. shall, in case of attack or public disaster, direct the performance by agencies and public offices of the County of specific duties and implement the provisions of Article Three of the New York State Emergency Defense Act and the County Emergency Plan;
- E. shall become familiar with the property, function, and fiscal affairs of the County;
- F. shall ensure that the statutory and local laws and resolutions of the Legislature and directions of County officials empowered to make the same are faithfully executed. Any neglect of duty shall be reported to the Legislature;
- G. shall determine which official shall perform a particular power or duty not clearly defined by law;



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

- H. may attend meetings of all boards, commissions, or other bodies appointed by the Legislature; those exercising County functions; or those expending County funds, in compliance with County Law, § 450;
- I. may inspect all books, accounts, records, or documents pertaining to the property, money, or assets of the County over which the County has control, in compliance with County Law, § 450;
- J. may make recommendations to the Legislature on legislation, rules, and regulations, and such other matters deemed material and advisable;
- K. may transfer employees temporarily from one department or office to another, with the approval of the appropriate department head(s) or the Legislature, in compliance with County Law, § 450;
- L. shall recommend to the Legislature persons for appointment to the Industrial Development Agency, which shall be politically balanced;
- M. shall approve the agenda for Legislative sessions prior to distribution;
- N. shall, after his/her election as Chair, assign seating for the members of the Legislature, or delegate this authority to the Clerk of the Legislature;
- O. shall appoint the members of all management teams for the negotiating of labor contracts;
- P. shall perform an annual performance evaluation, by August of each year, with the appropriate Committee Chairs and other appropriate personnel for the Clerk of the Legislature, County Attorney, Manager of Audit and Financial Projects, Public Defender, and Veterans' Services Officer;
- Q. shall perform an annual performance evaluation, by August of each year, with the Finance and Administration Committee Chair and other appropriate personnel for the Manager of Audit and Financial Projects;
- R. shall, in consultation with the Committee Chairs, Department Heads, and other appropriate individuals, perform an annual performance evaluation, by August of each year, for the County Administrator in compliance with the Administrator's current contract.

6. Temporary Chair

In the absence of the Chair for a meeting, the Majority Leader shall serve as temporary chair. In the absence of the Chair and the Majority Leader, the Minority Leader shall serve as the temporary chair. In the absence of the Chair, the Majority Leader, and the Minority Leader, a temporary chair shall be elected by a majority vote of those members present and voting. Said vote shall be overseen by the Clerk of the Legislature.

7. Permanent Vacancy



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

In the event of a vacancy in the office of Chair as defined by Public Officers' Law, § 30, the Clerk of the Legislature shall, within ten calendar days of such vacancy, call a meeting of the Legislature with notice provided in accordance with these Rules. At such meeting, a member shall be elected Chair, who shall serve as Chair for the unexpired term.

In the event of the failure of the Legislature to elect a new Chair within 30 days after the vacancy, the County Clerk shall appoint a member of the Legislature to serve as Chair for the unexpired term.

ARTICLE IV

AUTHORITY OF COMMITTEE CHAIR

1. Each committee Chair shall:

- A. appoint a Vice-Chair to preside in his/her absence;
- B. schedule a special committee meeting upon receipt of a request signed by at least a majority of the committee members. Public notice of the meeting shall be given in compliance with Public Officers Law § 104. Said notice shall state the date, time, place, and subject for said meeting;
- C. prepare, or cause to be prepared by the Clerk of the Legislature an agenda for each committee meeting;
- D. upon receipt of any resolution, petition, communication, or notice, consult with each member of the committee in the manner he/she deems appropriate. Action can only be taken in an appropriately called and conducted meeting;
- E. invite appropriate individuals to a committee meeting when their resolutions are being considered;
- F. when reporting any resolution to the Legislature, provide all appropriate relative material to the Clerk of the Legislature;
- G. delegate two members of the committee, one of whom may be the committee chair, who shall participate in the selection of a Department Head in a department assigned to it in these Rules, for appointment by the Legislature.

2. Each committee Chair may:

- A. appoint a person(s) from the standing committee membership to study any issue deemed appropriate, accountable to the full committee;
- B. add additional items not included on the agenda;



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

- C. schedule a special committee meeting. Public notice of the meeting shall be given in compliance with Public Officers Law § 104. Said notice shall state the date, time, place, and subject for said meeting;
- D. schedule meetings with Department Heads or heads of authorized agencies to discuss mutual objectives and problems;
- E. explain the purpose and provisions of resolutions reported from the committee before the debate begins in a Legislative session; and
- F. present a resolution not already on the agenda to the Legislature by a motion suspending the rules.

ARTICLE V

RESPONSIBILITIES AND DUTIES OF THE CLERK OF THE LEGISLATURE

The Clerk shall:

1. keep a record of all acts and proceedings of the Legislature and be the custodian of records and papers having to do with the Legislature's actions (See County Law, § 475);
2. record in the minutes whenever the Privilege of the Floor is granted, specifying the full name of the speaker;
3. record in the minutes the sponsor and the seconder of all resolutions and motions;
4. call the roll in alphabetical order by the members' surnames, with the Chair being called last, and enter it in the minutes, specifying which members were present, absent, excused, and how each member voted;
5. certify local laws and resolutions in the order in which they are adopted and consecutively number local laws and resolutions in separate series as they are certified, each series continuing through one calendar year;
6. forward copies of local laws and resolutions adopted by the Legislature to the appropriate parties;
7. publish all roll call votes in the Journal and maintain a record of roll calls, which shall be available for public inspection prior to publication in the Journal;
8. maintain a general index of all local laws and resolutions of a permanent nature;
9. file all adopted Local Laws with the Secretary of State and the Cortland County Clerk and publish notice of adoption in the Newspaper of record as required;
10. file with the Cortland County Clerk all documents as directed by a majority vote of the Cortland County Legislature;



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

11. distribute to each member and others as deemed appropriate, or as directed by the Legislature or Chair, copies of the minutes of a Legislative session prior to and with the agenda of the next Legislative meeting;
12. upon direction of the Chair, or upon written request signed by a majority of the whole number of members of the Legislature, call a Special Legislative Meeting and serve personally, by mail, or by electronic means upon each member at least 48 hours before the date fixed for the meeting, a written notice stating the date, time, location, and purpose of the Special Meeting in the case of an emergency, the 48 hour requirement may be waived by a majority vote of the Legislators present and voting, a quorum being present and all members having been notified (see County Law, § 152);
13. in the absence of a quorum, notify all members that a recessed meeting will be held giving the date, time, and location of the recessed meeting;
14. in the absence of the Chair, the Majority Leader, and the Minority Leader for a meeting, call the Legislature to order and preside over the election of a Chair Pro tem from the membership of the Legislature, who shall exercise the powers and duties of the Chair for the duration of the Chair's absence;
15. upon receipt of any petition, communication, or notice from anyone other than the Chair, forward a copy to the Chair, the Majority Leader, the Minority Leader, and other appropriate individuals;
16. on the fourth business day prior to a regular Legislative meeting, prepare and distribute an agenda which shall include, among other things, a listing of articles received in his/her office; items not included on this agenda may be considered as Special Articles at the Legislative Session, but shall not be added to the agenda;
17. make copies of the agenda available to the public in his/her office after distributing it to the members and be responsible for posting said agenda to the Legislature's website;
18. make copies of all roll call votes available to the public one day after the conclusion of the meeting at which they were taken;
19. by noon on the business day prior to a meeting, place a copy of each resolution to be considered at the meeting on the desk of each member, or send an electronic copy and have a paper copy on the desk of each member on the day of the meeting;
20. send notices of committee meetings to all Legislators, the County Attorney, and other appropriate individuals at least 72 hours in advance of a committee meeting;
21. record all notices of committee meetings;
22. receive reports as requested by the Legislature;
23. receive annual reports from Department Heads, as directed by the Legislature or required by law;



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

24. upon receipt of a tentative budget from the Budget Officer, distribute a copy to each member;
25. prepare a list of committees and their members, and distribute to all Legislators and Department Heads and have available for the general public within 30 days of the committee appointments;
26. within 50 days after election or appointment of new members, distribute to them the last Legislative Journal, the current County budget, and if available, the tentative County budget for the next fiscal year;
27. ensure each member has a copy of the current edition of *Robert's Rules of Order Newly Revised* and the Rules of Order of the Cortland County Legislature;
28. prepare an annual budget for the Legislature;
29. report to the Legislature through the Chair;
30. within seven business days following a Committee meeting but in no event no later than the day two days prior to the next Legislative Session, have prepared and forward draft minutes of the meeting to all Legislators that shall specify, among other items, the time, date, and place of the meeting, the persons in attendance, the resolutions voted on and the vote on each;
31. shall serve as the County Historian;
32. shall serve as the Public Information Officer;
33. shall serve as the (Freedom of Information Law) FOIL Officer for Cortland County;
34. ensure that minutes of all Legislative and committee meetings are posted to the County's website in accordance with the time frames identified in Public Officers' Law §106, including video recordings of the meetings.
35. perform such additional duties as the Legislature or the Chair may direct (See County Law, § 475);
36. shall oversee the use of the Legislative Chambers and offices or shall designate an individual to oversee the use of the Legislative Chambers and offices.

ARTICLE VI

POWERS AND DUTIES OF THE COUNTY ATTORNEY, AND THE COUNTY ADMINISTRATOR

1. The County Attorney shall:

- A. act as the legal advisor to the Legislature and other County officials in all matters involving an official act of a civil nature (See County Law, § 501);
- B. prosecute and defend all civil actions and proceedings brought by or against the Legislature, other County officials, or Cortland County (see County Law § 501);



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

- C. be present at all Legislative meetings unless excused by the Chair, and committee meetings, if requested by the Committee Chair. In cases where the County Attorney cannot be present, ensure that an Assistant County Attorney shall be present; and
- D. by 10:00 a.m. on the business day prior to a meeting, approve all resolutions included on the agenda for form and legal content, indicating his/her approval on the original copy, consulting with the sponsor if necessary, before approving said resolution.
- E. Perform such additional and related duties as may be prescribed by law, or as directed by the Legislature (see County Law § 501).

2. **The County Administrator shall:**

- A. be directly responsible to the County Legislature, and, on behalf of the County Legislature shall perform the functions of chief administrative officer, with the County Legislature retaining the final administrative authority (see Local Law No. 7 for the of 2002, Local Law No. 3 for the year 2003;
- B. be the Budget Officer of the County, responsible for preparing the tentative budget and presenting it to the Finance and Administration Committee for approval and then to the County Legislature for final adoption (see Local Law No. 5 of 2018 and County Law §353 and §354); and
- C. any other duties as assigned by the Legislature which do not curtail, diminish, transfer or divest the Cortland County Legislature (or any elected official) of any functions, powers or duties (see Local Law No. 7 of 2002, Local Law No. 3 of 2003, Local Law 5 of 2018 and Municipal Home Rule Law §23, County Law §154(6)).

ARTICLE VII

PRESENTATION OF RESOLUTIONS

- 1. All resolutions shall be in writing and shall include a brief title summarizing the purpose of the resolution (see County Law, § 153).
- 2. All resolutions shall be filed with the Clerk of the Legislature, and whenever possible shall be written in the affirmative.
- 3. Resolutions to be included on the agenda shall have the majority vote of those present (a quorum being present) of the appropriate Statutory Committee and shall be filed on or before the fourth calendar day before a regular meeting, and at least 48 hours before a Special Meeting.
- 4. Resolutions creating a Special Committee shall specify the powers and duties of the committee, the



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

number of members and the term of the committee. (See County Law, § 154)

5. Resolutions pertaining to bills pending before the Congress or the State Legislature shall specify the bill number and the name of the sponsor(s).
6. An amended version of a resolution on the agenda may be filed by the sponsor for consideration at any time before the Legislature convenes.
7. Upon the request of any member, an amendment to a resolution shall be in writing. Copies of the amendment shall be distributed to all members.
8. A sponsor, upon approval of a majority of the committee, may request permission to withdraw a resolution any time before a final vote is taken. The same resolution with the same intent may not be withdrawn by the sponsor more than three (3) times per calendar year.
9. A sponsor shall be given an opportunity to explain a resolution, its purpose, and his/her reason for introducing the resolution prior to the opening of debate in the Legislature.
10. The same resolution with the same intent offered by the same sponsor may be introduced as a new agenda item only three (3) times per calendar year.
11. Any resolution withdrawn from the Legislative agenda shall begin the committee approval process again and shall not be reintroduced unless the committee approval process is completed.

ARTICLE VIII MEETINGS

1. All meetings of the Legislature shall be held in the Legislative Chambers, Cortland County Office Building, 60 Central Avenue, Cortland, New York. The Legislature may, at any meeting, by resolution, change the time and place of the next regularly scheduled meeting, except that no meeting shall be held outside the City of Cortland without an affirmative vote of three-fourths of the total membership of the Legislature (see County Law, § 152).
2. All meetings of the Legislature shall be public (see County Law § 152 and Public Officers Law §103).
3. The Legislature shall, in addition to the organizational meeting, hold regular meetings at 6:00 p.m. on the fourth Thursday of each month January through June and August through October. No regular meeting shall be held in the month of July. November and December meeting dates will be scheduled by the Clerk.
4. Special meetings shall be held in accordance with County Law §152(2) and these Rules. Only articles included in the written notice may come before the Legislature at the special meeting.
5. When the day specified for any meeting falls on a County holiday, such meeting shall be held at the time specified on the next business day.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

6. If the Legislature is inquorate (without a quorum) for any meeting, a recessed meeting shall be declared.

ARTICLE IX **ORDER OF BUSINESS**

1. The order of business at each meeting of the Legislature shall be as follows, unless modified by the Chair in accordance with Authority of the Chair:
 - A. Salute to the Flag
 - B. Roll call of members
 - C. Approval of minutes of the previous meeting
 - D. Privilege of the Floor, including Public Comment Period as authorized by these rules
 - E. Proclamations and Recognitions
 - F. Presentation of petitions, communications, presentations and notices
 - G. Reports of Standing and Special Committees
 - H. Special Orders
 - I. Articles Postponed to Day Certain
 - J. Unfinished Business
 - K. New Business/Presentation of Resolutions
 - L. Announcements
 - M. Adjournment
2. When necessary, the minutes of the previous meeting may be read if the members have not received them, or upon the request of any member. In the absence of corrections, the minutes shall stand approved without formal motion.
3. Articles Laid on the Table, except Articles Postponed to Day Certain, shall be considered Unfinished Business and shall be taken from the table upon approval of a majority vote of the total vote of the members present via the motion to Take from the Table.
4. No more than one amendment to an amendment may be pending at any given time on any resolution.
5. The Legislature shall set aside any other business at the time stated for consideration of a Special Order.
6. The time for consideration of a Special Order shall be advanced, postponed, or rescinded only with the approval of a two-thirds vote of the total vote of the members present.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER
Adopted 12/18/25 – Resolution No. 270-25

ARTICLE X
MOTIONS AND THEIR PRECEDENCE

1. When the Legislature is considering a question, motions shall have precedence over another in the order stated below:
 - A. To adjourn
 - B. To recess
 - C. To raise a question of privilege
 - D. To lay on the table
 - E. Previous question
 - F. To postpone to day certain
 - G. To commit (refer to a committee)
 - H. To go into Committee of the Whole
 - I. To go into Executive Session
 - J. To amend
 - K. To postpone indefinitely
 - L. Main motion
2. The privileged motion to adjourn, and the motion to lay on the table are not amendable. The privileged motion to recess may be amended only as to the length or time of the recess. A motion to postpone to day certain may be amended only as to the day to which the question is postponed.
3. The privileged motions to adjourn and to recess, and the motions for the previous question, and to lay on the table are not debatable.
4. A motion to adjourn shall not be made while the Chair is putting a question, while a member has the floor, while the Clerk is taking a roll call vote, or while the Legislature is in the Committee of the Whole.
5. A question of privilege may be raised while another member has the floor.
6. Any question shall be laid on the table or postponed to day certain only once.
7. The Legislature, while in Committee of the Whole, shall not exercise Legislative powers and shall be presided over by a temporary Chair. The only motions that are in order under Committee of the



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

Whole are to amend and adopt the report to be given and to “rise and report.” Any formal action must be taken in the regular Legislative body. Committee of the Whole cannot refer the issue under consideration to another committee.

8. When in Executive Session, the Legislature shall operate under these rules insofar as they are applicable. Proceedings in Executive Session shall be confidential unless the Legislature votes otherwise.
9. Any Committee may be discharged from further consideration of any matter entrusted to it by these Rules upon a majority vote of the whole number of members. The matter shall automatically be placed by the Clerk on the agenda for the next regular Legislative meeting.
10. A motion to reconsider any vote must be made on the day the vote proposed to be reconsidered was taken or at the next regular meeting of the Legislature. Such motion may be made only by a member voting on the prevailing side. Such motion may be made under any order.
11. A motion to rescind any resolution or motion shall be made only when no motion is on the floor. It shall require the affirmative vote of two-thirds of the Legislature, or a majority of the Legislature with previous notice.

ARTICLE XI **RULES OF VOTING**

1. A majority of the total vote (weighted vote) of the whole number of members of the Legislature (17) shall be necessary to adopt any question, proposition, resolution, motion, or any other matter, except where it is otherwise provided herein or by statute that another form of approval is required.
2. Every member present when a vote is taken on any matter shall vote unless he/she has a direct interest in the matter or is excused by a majority weighted vote of the members present.
3. Members must be in their designated seat when voting.
4. A roll call vote shall be called by the Clerk on any question where it is required by statute or these Rules, or on the request of any member (see County Law, § 153).
5. If a roll call vote is commenced on any question, it must be completed.
6. Members shall be called in alphabetical order according to their surnames, except that the Chair (permanent, temporary or Chair Pro tem) shall always be called last.
7. Any member shall have the right to have his/her vote on any question recorded and entered in the minutes upon his/her request, without explanation and without requesting a roll call vote.
8. An absent legislator cannot vote on a motion. However, mathematically, the Legislature cannot reduce the total number of weighted votes. A member recorded as absent or excused shall not have a vote. The total number of weighted votes cannot be reduced by an absence or excuse of a member,



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

so the total vote required to adopt any motion shall be based on the total vote of the full Legislature.

ARTICLE XII **COMMITTEES**

1. Members of all Standing Committees shall be appointed for terms of two years, or until reassigned or removed by the Chair, commencing January 1 of the even-numbered year, but nothing herein contained shall be construed to allow any person to continue to serve on any Committee after ceasing to be a member of the Legislature.
2. In accordance with these Rules, the Chair shall have the authority to reassign or remove committee members.
3. Committees shall operate under these Rules as far as they are applicable, except that the previous question shall not be in order.
4. Each Standing Committee may examine the bills, accounts, and claims of the departments, boards, and councils assigned to it in these Rules.
5. Each Standing Committee may review and receive recommendations from Legislators and make recommendations to the Budget Officer and/or Finance and Administration Committee regarding department proposed budgets under the jurisdiction of that committee.
6. Each Standing Committee shall have general supervision of and receive articles relating to the departments, boards and councils assigned to it in these Rules.
7. Each Standing Committee shall initiate, sponsor, and/or review all resolutions affecting the departments, boards, and councils assigned to in it these Rules.
8. For any item to be moved from the Standing Committee to the Legislature requires a majority vote of the committee members present (a quorum being present).
9. Any item having an unbudgeted financial impact on Cortland County shall be presented to the Finance and Administration Committee before being presented to the full Legislature. Resolutions, referred to the Finance and Administration Committee from another Statutory Committee, not approved by the Finance and Administration Committee shall require a 2/3rds vote of the full legislature for adoption. The Finance and Administration Committee shall provide a report to the Legislature stating the reason for not approving the resolution.
10. Each Standing Committee shall fulfill the responsibilities assigned to it.
11. Special Committees shall be created by resolution for a period not to exceed the term of the Legislature adopting the resolution.
12. The following are the Standing Committees, their responsibilities, and their composition:



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

- A. **Agriculture, ~~Economic Development, /Planning, and /Environmental~~** – Not less than five (5) nor more than seven (7) members who shall have statutory authority over resolutions pertaining to the following departments, which are assigned to report to this Committee:~~who shall oversee:~~

~~County Planning Department~~Department of Planning and Economic Development, Industrial Development Agency and Business Development Corporation, Soil and Water Conservation District, Cooperative Extension, and public transportation.

- B. **Finance and Administration** – A seven (7) member Committee shall review the tentative budget filed by the Budget Officer and shall consider and recommend appropriations required for all purposes and prepare and report the annual estimates for the tax levy.

The Committee shall have statutory authority over resolutions pertaining to the following, which are assigned to report to this Committee:~~oversee:~~

The Finance Department, Office of the ~~Manager of Audit and Financial Projects~~County Auditor, ~~the Department of~~ Real Property Tax Services, the ~~Grants Administrator~~Office of the County Administrator, occupancy tax, Tompkins Cortland Community College (TC3), ~~Industrial Development Agency and Business Development Corporation,~~ and the agency(ies) that provides promotional and tourism service.

The Finance and Administration Committee shall serve as the Audit Committee.

- C. **Government Operations** – Not less than five (5) nor more than seven (7) members who shall have statutory authority over resolutions pertaining to the following departments, which are assigned to report to this Committee:~~oversee:~~

Personnel/Civil Service ~~Office~~Department, Office of the County Attorney, Board of Elections, ~~County Clerk/Department of Motor Vehicles~~Office of the County Clerk, and Office of the Clerk of the Legislature(County /Historian).

All matters concerning operation and revision of these Rules shall be referred to the Committee.

- D. **Health & Human Services** – Shall consist of no less than five (5) and no more than seven (7) members who shall have statutory authority over resolutions pertaining to the following departments, which are assigned to report to this Committee:~~oversee:~~

The Health Department, Mental Health Department, Department of Social Services, ~~Employment and Training Office and Grant Administration~~Workforce Development Office, Office for Aging, and Office of Veterans' Services.

- D.E. **Judiciary and Public Safety** – Not less than five (5) nor more than seven (7) members who shall have statutory authority over resolutions pertaining to the following departments, which are assigned to report to this Committee:~~oversee:~~

~~The District Attorney's Office~~Office of the District Attorney, Office of the County Coroners, Office



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

of Assigned Counsel, Office of the Public Defender, Sheriff's ~~Department~~Office, Probation Department, Department of Emergency Response and Communications.

E.F. **Public Works** – Not less than five (5) nor more than seven (7) members who shall have statutory authority over resolutions pertaining to the following departments, which are assigned to report to this Committee;oversee:

~~Public Works Department~~Department of Public Works and the ~~Information and Technology Department~~Department of Information Technology.

The use of County Buildings or properties by external groups or entities shall be approved by majority vote of the Public Works Committee.

ARTICLE XIII

SUSPENSION OR AMENDMENT OF RULES

1. Any Rule may be amended or rescinded by a two-thirds vote of the full Legislature.
2. Any Rule may be suspended by a two-thirds vote of the members present and voting and any suspension shall be effective only while the matter before the Legislature at the time of the suspension remains under discussion.

ARTICLE XIV

INTENT OF THESE RULES AND PARLIAMENTARY QUESTIONS

1. It is the intent of this Legislature to determine the rules of its own proceedings pursuant to County Law §153 and Local Law No. 2 for year 1972 establishing the County Legislature with the power to enact local laws or rules governing the conduct of the members at such sessions and the manner of transaction business thereat.
2. Except as otherwise provided herein, the current edition of *Robert's Rules of Order Newly Revised* shall govern parliamentary procedure at all meetings.

ARTICLE XV

EFFECTIVE DATE

These Rules shall take effect immediately upon adoption and shall remain in effect until amended, revised, or rescinded.

Adopted January 2010 – Revised July 28, 2011

Adopted January 4, 2012 – Revised April 26, 2012 & June 27, 2013

Adopted January 2, 2014 – Revised June 26, 2014 & September 24, 2015

Adopted October 26, 2017 – Revised December 8, 2020

Adopted December 18, 2020 – Revised August 12, 2021

Adopted August 26, 2021 – Revised November 4, 2021



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 12/18/25 – Resolution No. 270-25

Adopted November 18, 2021 – Revised *October 17, 2023*

Adopted October 26, 2023 – Revised August 6, 2024

Adopted August 22, 2024 – Revised February 11, 2025

Adopted February 27, 2025 – Revised April 8, 2025

Adopted April 24, 2025 – Revised June 10, 2025

Adopted June 26, 2025 – Revised September 25, 2025

Adopted September 25, 2025 – Revised December 18, 2025

Adopted December 18, 2025