



AG/Planning/Environmental

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Minutes ~

Thursday, December 8, 2022

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:00 AM by Committee Chair Beau Harbin

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Vice Chair	Present	
Beau Harbin	Cortland County, NY	Committee Chair	Present	
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Member	Late	10:05 AM
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Melissa Potter	Cortland County, NY	Mobility Manager	Present	
Todd McAdam	Cortland Standard	Reporter	Present	
Amanda Barber	Soil & Water Conservation District	Director	Present	
Alex Schultz	Cortland County, NY	Planner	Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	

MINUTES

1. Ag/Planning/Environmental - Committee Meeting - Nov 3, 2022 10:00 AM

RESULT:	APPROVED [6 TO 0]
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Douglas Bentley, Committee Vice Chair
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Eccleston
AWAY:	Susan Wilson

MONTHLY REPORTS

1. SPCA Monthly Report

RESULT:	COMPLETED
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2. Soil & Water Monthly Report

RESULT:	COMPLETED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Appoint Members - Soil and Water Conservation District Board of Directors

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/22/2022 6:00 PM
MOVER:	Susan Wilson, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson, Eccleston

ON MOTION OF FITCH

RESOLUTION NO.

Appoint Members - Soil and Water Conservation District Board of Directors

WHEREAS, according to the Soil and Water Conservation District Law as passed by the legislature of the State of New York, "When a county has been declared a soil and water conservation district, a board of directors consisting of five members shall be appointed by the county board. This board of directors shall consist of two members of the county board and three persons not members of the county board... two of whom shall be practical farmers. One of these farmers shall be appointed from a list submitted by the county grange, one of these farmers shall be appointed from a list submitted by the county farm bureau.", AND

WHEREAS, the terms of members is one year for Legislative Representatives and three years for other members of the Board, NOW THEREFORE BE IT

RESOLVED, that the following be and hereby are appointed to serve as members of the Soil and Water Conservation District Board of Directors:

Name	Address	Capacity	Term Expiration
Linda Jones	2087 E. River Road Homer, NY 13077	Legislative Representative	12/31/23
Beau Harbin	25 West Court Street Cortland, NY 13045	Legislative Representative	12/31/23
James Murphy	1122 Route 392 Cortland,	At Large	12/31/25

	NY 13045	Representative	
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AGENDA ITEM NO. 2 – Rescind Resolution No. 234-22 Approving the Purchase of Four (4) Transit Buses from Oneida County - Planning Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/22/2022 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson, Eccleston

ON MOTION OF HARBIN

RESOLUTION NO.

Rescind Resolution No. 234-22 Approving the Purchase of Four (4) Transit Buses from Oneida County - Planning Department

WHEREAS, Resolution No. 234-22 authorized the purchase of two (2) 2017 Ford E450 Cuttaway Transit Buses and two (2) 2015 Ford E450 Cuttaway Transit Buses all with less than 100,000 miles and still within the New York State useful life span guidelines from Oneida County, AND

WHEREAS, upon inspection of the (4) E450 transit buses by the Cortland County Highway Department, it was noted that even though these buses were within the New York State useful life span guidelines, there were several major mechanical issues that did not warrant the purchase of these buses by Cortland County, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 234-22 be and hereby is rescinded.

AGENDA ITEM NO. 3 – Amend Bylaws - Cortland County Transportation Advisory Committee

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/13/2022 9:00 AM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Susan Wilson, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson, Eccleston

ON MOTION OF HARBIN

RESOLUTION NO.

Amend Bylaws - Cortland County Transportation Advisory Committee

WHEREAS, Resolution No. 289-19 formalized the Transportation Advisory Committee for Cortland County, AND

WHEREAS, the Transportation Advisory Committee has recommended changes to their Bylaws, which are subject to Legislative review and approval, AND

WHEREAS, the Agriculture, Planning and Environment Committee of the Cortland County Legislature has reviewed the changes to the Bylaws, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby approves the Bylaws of the Cortland County Transportation Advisory Committee, AND BE IT FURTHER

RESOLVED, that a copy of the bylaws shall be kept on file with the Clerk of the Legislature.

AGENDA ITEM NO. 4 – Appoint Members to the Transportation Advisory Committee - Planning Department

Mr. Harbin MADE A MOTION TO AMEND the resolution to include a RESOLVED clause before the final RESOLVED clause stating:

"RESOLVED, that the Cortland County Legislature be and hereby rescinds all previous resolutions appointing the current Transportation Advisory Committee members effective December 31, 2022. AND BE IT FURTHER"

Mr. Heider SECONDED THE MOTION TO AMEND, and upon voice vote of all members present, the MOTION CARRIED.

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/22/2022 6:00 PM
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson, Eccleston

ON MOTION OF HARBIN

RESOLUTION NO.

Appoint Members to the Transportation Advisory Committee - Planning Department

WHEREAS, Resolution No. 289-19 authorized the formalization of the Transportation Advisory Committee as a Citizen's Advisory Committee, AND

WHEREAS, the Transportation Advisory Committee, as a formal subcommittee of the Agriculture, Planning, and Environmental Committee, will consist of a membership from a wide variety of community service agencies and government agencies, AND

WHEREAS, the Cortland County Legislature approved changes to the Bylaws of the Transportation Advisory Committee, which include staggering terms of members, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby rescinds all previous resolutions appointing the current Transportation Advisory Committee members effective December 31, 2022, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature be and hereby appoints the following community service and government agency representatives, or their designee, to the Transportation Advisory Committee for a term beginning January 1, 2023 as follows:

NAME	AGENCY/CAPACITY	TERM ENDING
Timothy Lockwood	Catholic Charities	12/31/2023
Amy Buggs	Cayuga/Cortland Workforce Development	12/31/2023
Sharon MacDougall	Cortland County Mental Health Department	12/31/2023
Shannon Coffin	JM Murray Center	12/31/2023
Jackie Leaf	Seven Valley Health Coalition	12/31/2024
Zach Newsanger	SUNY Cortland	12/31/2024
Jennifer Hillman	Cortland County Health Department	12/31/2024
Brian Moore	Cortland County Department of Social Services	12/31/2024
Carrie Kane	Cortland County Area Agency on Aging	12/31/2025
Kirsten Parker	Cortland County Community Action Program	12/31/2025

Alex Mikowski	Access to Independence	12/31/2025
Melissa Potter	Cortland County Mobility Manager	Ex-Officio
Rob Corpora	Cortland County Administrator	Ex-Officio
Ryan Reynolds	First Transit	Ex-Officio
	Cortland County Planning Director	Ex-Officio
Beau Harbin	Cortland County Legislator	12/31/2023

EXECUTIVE SESSION

It was MOVED by Mr. Harbin, seconded by Ms. Bischoff, and unanimously approved by voice vote of members present, to enter into an executive session to discuss the matters leading to the appointment of a particular person or corporation. MOTION CARRIED.

An executive session was held from 10:26 a.m. to 10:53 a.m., at which time on motion of Mr. Heider, seconded by Mr. Eccleston, it was unanimously approved by voice vote to exit executive session.

AGENDA ITEM NO. 5 – Appoint Director of Planning - Planning Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/22/2022 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson, Eccleston

ON MOTION OF HARBIN

RESOLUTION NO.

Appoint Director of Planning - Planning Department

WHEREAS, the Cortland County Legislature has a vacant position of Director of Planning, AND

WHEREAS, interviews were conducted by the County Administrator and interview committee and they have offered a recommendation for this appointment, AND

WHEREAS, the Agriculture, Planning and Environmental Committee approves the appointment as recommended by the interview committee, AND

WHEREAS, the County Legislature has received from the County Administrator and the Agriculture, Planning and Environmental Committee the recommendation for appointment of _____ as Director of Planning, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint _____ as Director of Planning at an annual salary of \$_____ (Grade 5, Step __, Management Compensation Plan, non-competitive class) effective _____ at 12:01 AM.

AGENDA ITEM NO. 6 – Appoint Member - Southern Tier East Regional Planning Development Board (STERPDB)

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/13/2022 4:30 PM
MOVER:	Susan Wilson, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson, Eccleston

ON MOTION OF FITCH

RESOLUTION NO.

Appoint Member - Southern Tier East Regional Planning Development Board (STERPDB)

WHEREAS, there is currently a vacancy in the Cortland County representatives to the Southern Tier East Regional Planning Development Board (STERPDB) due to the resignation of the Planning Director, AND

WHEREAS, Cortland County is entitled to three representatives, AND

WHEREAS, a new Planning Director has been appointed for Cortland County, NOW THEREFORE BE IT

RESOLVED, that the following individual be and hereby is appointed to the STERPDB for the remainder of the term ending December 31, 2023:

	County Planning Director	Term Expires 12/31/23
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ACTION ITEMS/COMMITTEE APPROVAL

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/22/2022 6:00 PM
MOVER:	Douglas Bentley, Committee Vice Chair
SECONDER:	Ronald J. Van Dee, Committee Member
AYES:	Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson, Eccleston

1. Appoint Member - Agricultural and Farmland Protection Board

WHEREAS, Resolution No. 182-93 created the Cortland County Agricultural and Farmland Protection Board, AND

WHEREAS, the Agricultural and Markets Law Section 302 (b) designates appointments are to be made by the Chair of the Legislature, AND

RESOLVED, that the following be and hereby is appointed to the Cortland County Agricultural and Farmland Protection Board for the terms indicated below:

Name	Address/Designation	Capacity	Term to Expire
Peter Knapp	7125 Song Lake Rd Tully, NY 13159	Farmer (Town of Preble)	12/31/2026
	60 Central Avenue Cortland, New York 13045	Director of Planning	Duration of Term

RESULT: APPROVED [UNANIMOUS]

Next: 12/22/2022 6:00 PM

MOVER: Douglas Bentley, Committee Vice Chair

SECONDER: Ronald J. Van Dee, Committee Member

AYES: Bentley, Harbin, Van Dee, Heider, Bischoff, Wilson, Eccleston

2. Appoint Members - Central New York Regional Planning and Development Board

WHEREAS, Trisha Jesset has resigned as the Cortland County Planning Department Director and from the Central New York Regional Planning and Development Board, NOW THEREFORE BE IT

RESOLVED, that the following be appointed in conformance with the Regional Planning and Development Board By-Laws:

Name	Capacity	Term Expiration
	County Planning Department Director	12/31/2023

DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 10:57 AM



AG/Planning/Environmental

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<http://www.cortland-co.org>

~ Minutes ~

Thursday, November 3, 2022

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:04 AM by Committee Vice Chair Douglas Bentley

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Vice Chair	Present	
Beau Harbin	Cortland County, NY	Committee Chair	Excused	
Ronald J. Van Dee	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Excused	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Member	Excused	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
George Wagner	Cortland County, NY	Board Member	Present	
Sandra Price	Cortland County, NY	Board Member	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Melissa Potter	Cortland County, NY	Mobility Manager	Present	
David Rutherford	Cortland County, NY	Executive Director, Cornell Cooperative Extension	Present	
Amanda Barber	Soil & Water Conservation District	Director	Present	
Ilya Schmulenson	Lime Hollow Nature Center	Executive Director	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Remote	
Mary Roodenburg	Cortland County, NY	Planning Department Fiscal Officer	Remote	
John Conlon	Cortland Standard	Reporter	Remote	

Minutes Acceptance: Minutes of Nov 3, 2022 10:00 AM (MINUTES)

MINUTES

1. Ag/Planning/Environmental - Committee Meeting - Oct 13, 2022 10:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Douglas Bentley, Ronald J. Van Dee, Cathy Bischoff, Mitchel Eccleston
EXCUSED:	Beau Harbin, Paul Heider, Susan Wilson

ACTION ITEMS

1. Local Law "H" of 2022 - a Local Law to Amend Local Law 3 of 1975 as Previously Amended by Local Law 3 of 1979, Local Law 6 of 1995, Local Law 2 of 2000, and Local Law 6 of 2019, a Local Law Creating the Department of Planning in the County of Cortland and Continuing the Cortland County Planning Board

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Douglas Bentley, Ronald J. Van Dee, Cathy Bischoff, Mitchel Eccleston
EXCUSED:	Beau Harbin, Paul Heider, Susan Wilson

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Federal Section 5311 Consolidated Grant Application FY 2021-2023 - Planning Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/17/2022 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Douglas Bentley, Ronald J. Van Dee, Cathy Bischoff, Mitchel Eccleston
EXCUSED:	Beau Harbin, Paul Heider, Susan Wilson

ON MOTION OF HARBIN**RESOLUTION NO.**

Authorize Federal Section 5311 Consolidated Grant Application FY 2021-2023 - Planning Department

WHEREAS, the County of Cortland is submitting a request for consolidated grant funds to the New York State Department of Transportation, pursuant to Federal Section 5311, Title 49 United States Code, for project(s) to provide public mass transportation service for fixed route and demand responsive service throughout the County, with limited service to contiguous counties by First Transit, Inc., Cortland County's public transportation provider and the purchase of capital equipment that would consist of transportation facility, new buses, other equipment, that would be used by Cortland County's public transportation provider and the continuation of Mobility Management for fiscal years 2021, 2022 and 2023 and has a committed local share, AND

WHEREAS, the County of Cortland and the State of New York have entered into a continuing agreement for a six-year period of 1/1/2013- 12/31/2018 that authorizes the undertaking of the Project and payment of the Federal Share, identified as State Contract No. C005583, AND

WHEREAS, the State of New York has continued this six year agreement beyond the 12/31/18 deadline, as they prepare a new six year agreement which would have a retroactive start date of 1/1/2019, AND

WHEREAS, there is no cost to the County of Cortland, as the local share required for capital purchases is provided by Cortland County's public transportation provider as stipulated in their agreement with Cortland County, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney, is authorized to act on behalf of the County of Cortland to sign the application and progress and complete the above named project, AND BE IT FURTHER

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee, is authorized to act on behalf of the County of Cortland to sign the following, contingent upon the local share being received by Cortland County's public transportation provider:

- 1) Any and all agreements between the County of Cortland and any third party subcontractors necessary to complete the above named project; and
- 2) Any and all Municipality/Vendor contracts for the purchase and/or installation of vehicles and/or equipment pursuant to the application and agreement which are necessary to complete the above named project.

AGENDA ITEM NO. 2 – Appointment of the Cortland County Transportation Title VI Officer - Planning Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/17/2022 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Douglas Bentley, Ronald J. Van Dee, Cathy Bischoff, Mitchel Eccleston
EXCUSED:	Beau Harbin, Paul Heider, Susan Wilson

ON MOTION OF HARBIN

RESOLUTION NO.

Appointment of the Cortland County Transportation Title VI Officer - Planning Department

WHEREAS, the Title VI Act of 1964 ensured that anti-discrimination is enforced throughout the work undertaken by all recipients of federal funding, AND

WHEREAS, the New York State Department of Transportation (NYSDOT) Title VI/Environmental Justice program serves, creates, implements and regulates procedures that comply with Title VI of the Civil Rights Act of 1964, the Environmental Justice Executive Order 12898, Executive Order 13166, Limited English proficiency, the Civil Rights Restoration Act of 1987 and the Title 49 CFR Part 21, AND

WHEREAS, the Federal Transit Administration (FTA) requires all applicants who receive federal funding ensure their programs, policies, and activities comply with Title VI of the Civil Rights Act of 1964, AND

WHEREAS, Title VI provisions include, but are not limited to, prohibiting discrimination on the grounds of race, color, sex, age, nationality, religion, disabling condition, or being included within minority populations and/or low income populations, as well as prohibits exclusion from participation, denial of benefits to, or others subject to discrimination under any program or activity administered by NYSDOT, AND

WHEREAS, Cortland County is an applicant on various types of transportation grants, AND

Minutes Acceptance: Minutes of Nov 3, 2022 10:00 AM (MINUTES)

WHEREAS, due to the resignation of Trisha R. Jesset, PE, there is a need for Cortland County to appoint a new Title VI Officer, NOW THEREFORE BE IT

RESOLVED, that Melissa Potter, Mobility Manager, be and hereby is appointed as the Transportation Title VI Officer as the recipient of federal funds for transportation grants administered by the Planning Department from FTA and NYSDOT.

MONTHLY REPORTS

1. Planning Department Monthly Report

RESULT:	COMPLETED
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2. Cooperative Extension Monthly Report

RESULT:	COMPLETED
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3. Soil & Water Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Lime Hollow ARP Project Update

RESULT:	COMPLETED
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2. Cornell Cooperative Extension Budget

RESULT:	COMPLETED
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3. Soil & Water Conservation District Budget

RESULT:	COMPLETED
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4. Planning Department Budget Review

RESULT:	COMPLETED
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5. Deputy Director of Planning Discussion

RESULT:	TABLED
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COMMITTEE RECOMMENDATION

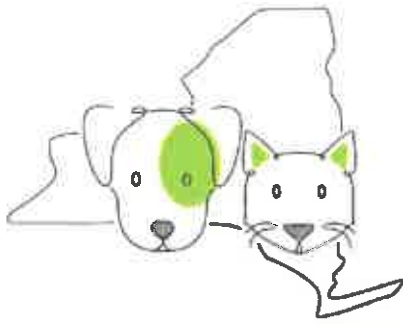
1. Committee Recommendation to Fully Fund the Soil & Water Conservation District in Tentative 2023 County Budget as Requested by the Soil and Water Conservation District

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Douglas Bentley, Ronald J. Van Dee, Cathy Bischoff, Mitchel Eccleston
EXCUSED:	Beau Harbin, Paul Heider, Susan Wilson

ADJOURNMENT

The meeting was closed at 11:06 AM

Minutes Acceptance: Minutes of Nov 3, 2022 10:00 AM (MINUTES)



CORTLAND COUNTY SPCA

879 McLean Road
Cortland, NY 13045
(607) 753-9386
www.CortlandSPCA.org

Cortland County Report • November 2022

(10/25/22 - 11/30/22)

Impounding and Boarding

		# of Days	Cost
Canine	Impounded - Day 1	17	\$510.00
	Boarded Current Month	261	\$1,305.00
	Total Canine	278	\$1,815.00
Feline	Impounded - Day 1	11	\$330.00
	Boarded Current Month	846	\$4,230.00
	Total Feline	857	\$4,560.00
Other	Impounded - Day 1	0	\$0.00
	Boarded Current Month	0	\$0.00
	Total Other	0	\$0.00
Total Impounding and Boarding		1135	\$6,375.00

**Cortland County Humane Law Enforcement Report
October 2022 (10/25/22 - 11/30/22)**

Town of Cincinnatus

Complaints This Month	2
Complaints YTD	3

Animal Cruelty:

Dog/Cat Abandonment	0
Dog/Cat Abuse	1
Dog/Cat Neglect	0
Dog/Cat Sick or Injured	1
Other Neglect/Cruelty	0
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	0
Hot/Cold Vehicle	0
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Dispositions:

Completed	0
Compliance Order	0
No Violation	0
Animal Picked Up/Impound	1
Animal Transported for Medical Care	0
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	1
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	0

NARRATIVE: Report of young boy hitting puppies - investigator performed home/welfare check visit, puppies were well, investigator advised owner to be aware of her child & puppies. Cat hit by car - cat picked up and transported to shelter for intake (non life threatening injury).

Town of Cortlandville

Complaints This Month	6
Complaints YTD	71

Animal Cruelty:

Dog/Cat Abandonment	2
Dog/Cat Abuse	0
Dog/Cat Neglect	1
Dog/Cat Sick or Injured	0
Other Neglect/Cruelty	1
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	1
Hot/Cold Vehicle	1
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Dispositions:

Completed	1
Compliance Order	0
No Violation	3
Animal Picked Up/Impound	1
Animal Transported for Medical Care	0
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	1
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	0

NARRATIVE: Abandoned cat - turned over to shelter staff for approval to impound. Cat abandoned in carrier on the SPCA front porch - impound. Report of neglected calves/heifers - no evidence to substantiate neglect. Owner reported her bull is loose - investigator advised of options/resources. Dog in vehicle - owner was in vehicle with dog with appropriate temperature.

Town of Cuyler

Animal Cruelty:

Dog/Cat Abandonment	0
Dog/Cat Abuse	0
Dog/Cat Neglect	1
Dog/Cat Sick or Injured	0
Other Neglect/Cruelty	0
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	0
Hot/Cold Vehicle	0
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Complaints This Month	1
Complaints YTD	10

Dispositions:

Completed	0
Compliance Order	0
No Violation	0
Animal Picked Up/Impound	0
Animal Transported for Medical Care	0
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	1
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	0

NARRATIVE: Report of dog locked in crate in yard - no evidence of report upon arrival.

Town of Freetown

Animal Cruelty:

Dog/Cat Abandonment	1
Dog/Cat Abuse	0
Dog/Cat Neglect	0
Dog/Cat Sick or Injured	0
Other Neglect/Cruelty	0
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	1
Hot/Cold Vehicle	0
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Complaints This Month	2
Complaints YTD	5

Dispositions:

Completed	0
Compliance Order	0
No Violation	1
Animal Picked Up/Impound	0
Animal Transported for Medical Care	0
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	1
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	0

NARRATIVE: Report of person posting on facebook threatening to shoot two dogs on his property - investigator advised threatening person of NYS Laws pertaining to shooting animals, person stated the post was out of frustration. Report of mother cat & kittens abandoned - unfounded.

Town of Harford

Animal Cruelty:

Dog/Cat Abandonment	0
Dog/Cat Abuse	0
Dog/Cat Neglect	0
Dog/Cat Sick or Injured	0
Other Neglect/Cruelty	0
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	0
Hot/Cold Vehicle	0
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Complaints This Month

0

Complaints YTD

9

Dispositions:

Completed	0
Compliance Order	0
No Violation	0
Animal Picked Up/Impound	0
Animal Transported for Medical Care	0
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	0
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	0

NARRATIVE: No complaint responses for animal cruelty this month.

Town of Homer

Animal Cruelty:

Dog/Cat Abandonment	1
Dog/Cat Abuse	0
Dog/Cat Neglect	2
Dog/Cat Sick or Injured	1
Other Neglect/Cruelty	0
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	0
Hot/Cold Vehicle	0
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Complaints This Month

4

Complaints YTD

17

Dispositions:

Completed	1
Compliance Order	0
No Violation	1
Animal Picked Up/Impound	2
Animal Transported for Medical Care	0
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	0
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	0

NARRATIVE: Sick/injured cat - complainant transported cat to shelter for intake. Report of two dogs abandoned in apartment - dogs picked up and transported to shelter for intake. Report of two neglected dogs with matted hair - unable to locate. Report of neglected dog - invalid report.

Town of Lapeer

Animal Cruelty:

Dog/Cat Abandonment	0
Dog/Cat Abuse	0
Dog/Cat Neglect	0
Dog/Cat Sick or Injured	0
Other Neglect/Cruelty	0
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	1
Hot/Cold Vehicle	0
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Complaints This Month

1

Complaints YTD

3

Dispositions:

Completed	0
Compliance Order	0
No Violation	0
Animal Picked Up/Impound	0
Animal Transported for Medical Care	0
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	1
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	0

NARRATIVE: Loose cows - Investigator advised complainant of NYS Law - Section 95.

Town/Village of Marathon

Animal Cruelty:

Dog/Cat Abandonment	0
Dog/Cat Abuse	0
Dog/Cat Neglect	0
Dog/Cat Sick or Injured	0
Other Neglect/Cruelty	0
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	0
Hot/Cold Vehicle	0
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Complaints This Month

0

Complaints YTD

7

Dispositions:

Completed	0
Compliance Order	0
No Violation	0
Animal Picked Up/Impound	0
Animal Transported for Medical Care	0
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	0
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	0

NARRATIVE: No complaint responses for animal cruelty this month.

Village of McGraw

Animal Cruelty:	
Dog/Cat Abandonment	0
Dog/Cat Abuse	1
Dog/Cat Neglect	0
Dog/Cat Sick or Injured	3
Other Neglect/Cruelty	0
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	0
Hot/Cold Vehicle	0
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Complaints This Month	4
Complaints YTD	14

Dispositions:	
Completed	0
Compliance Order	0
No Violation	0
Animal Picked Up/Impound	2
Animal Transported for Medical Care	1
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	0
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	1

NARRATIVE: Sick/injured cat - cat picked up and transported to shelter for intake. Welfare check - report of dog being hit - no evidence of abuse, tickets issued for unlicensed. Cat hit by car - transported to Cornell for emergency assessment/care.

Town of Preble

Animal Cruelty:	
Dog/Cat Abandonment	0
Dog/Cat Abuse	0
Dog/Cat Neglect	0
Dog/Cat Sick or Injured	1
Other Neglect/Cruelty	0
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	0
Hot/Cold Vehicle	0
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Complaints This Month	1
Complaints YTD	4

Dispositions:	
Completed	0
Compliance Order	0
No Violation	0
Animal Picked Up/Impound	1
Animal Transported for Medical Care	0
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	0
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	0

NARRATIVE: Sick/injured cat - cat was picked up and transported to shelter for care.

Town of Scott

Animal Cruelty:

Dog/Cat Abandonment	0
Dog/Cat Abuse	0
Dog/Cat Neglect	0
Dog/Cat Sick or Injured	0
Other Neglect/Cruelty	0
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	0
Hot/Cold Vehicle	0
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Complaints This Month

0

Complaints YTD

6

Dispositions:

Completed	0
Compliance Order	0
No Violation	0
Animal Picked Up/Impound	0
Animal Transported for Medical Care	0
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	0
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	0

NARRATIVE: No complaint responses for animal cruelty this month.

Town of Solon

Animal Cruelty:

Dog/Cat Abandonment	0
Dog/Cat Abuse	0
Dog/Cat Neglect	0
Dog/Cat Sick or Injured	0
Other Neglect/Cruelty	0
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	0
Hot/Cold Vehicle	0
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Complaints This Month

0

Complaints YTD

8

Dispositions:

Completed	0
Compliance Order	0
No Violation	0
Animal Picked Up/Impound	0
Animal Transported for Medical Care	0
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	0
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	0

NARRATIVE: No complaint responses for animal cruelty this month.

Town of Taylor

Complaints This Month	0
Complaints YTD	3

Animal Cruelty:

Dog/Cat Abandonment	0
Dog/Cat Abuse	0
Dog/Cat Neglect	0
Dog/Cat Sick or Injured	0
Other Neglect/Cruelty	0
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	0
Hot/Cold Vehicle	0
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Dispositions:

Completed	0
Compliance Order	0
No Violation	0
Animal Picked Up/Impound	0
Animal Transported for Medical Care	0
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	0
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	0

NARRATIVE: No complaint responses for animal cruelty this month.

Town of Truxton

Complaints This Month	0
Complaints YTD	3

Animal Cruelty:

Dog/Cat Abandonment	0
Dog/Cat Abuse	0
Dog/Cat Neglect	0
Dog/Cat Sick or Injured	0
Other Neglect/Cruelty	0
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	0
Hot/Cold Vehicle	0
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Dispositions:

Completed	0
Compliance Order	0
No Violation	0
Animal Picked Up/Impound	0
Animal Transported for Medical Care	0
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	0
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	0

NARRATIVE: No complaint responses for animal cruelty this month.

Town of Virgil

Animal Cruelty:	
Dog/Cat Abandonment	0
Dog/Cat Abuse	0
Dog/Cat Neglect	0
Dog/Cat Sick or Injured	1
Other Neglect/Cruelty	0
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	1
Hot/Cold Vehicle	0
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Complaints This Month	2
Complaints YTD	7

Dispositions:	
Completed	1
Compliance Order	0
No Violation	0
Animal Picked Up/Impound	0
Animal Transported for Medical Care	0
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	1
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	0

NARRATIVE: Loose livestock, complainant returned cows to pasture - necessary advice rendered to livestock owner. Report of dog outside lying on couch with cut on nose - no injury observed, dog did not require medical attention.

Town of Willet

Animal Cruelty:	
Dog/Cat Abandonment	0
Dog/Cat Abuse	0
Dog/Cat Neglect	0
Dog/Cat Sick or Injured	0
Other Neglect/Cruelty	0
Injured Animal/Wildlife	0
Inadequate Shelter	0
Loose Farm Animal/Public Safety	0
Hot/Cold Vehicle	0
NY AGM 377 Dead Animal/Disposal	0
NY AGM 373-4 Seizure	0

Complaints This Month	0
Complaints YTD	0

Dispositions:	
Completed	0
Compliance Order	0
No Violation	0
Animal Picked Up/Impound	0
Animal Transported for Medical Care	0
Animal Brought to SPCA by Citizen	0
Referral/Necessary Advice Rendered	0
Unable to Locate	0
Pending Investigation	0
Tickets/Charges/Arrest	0

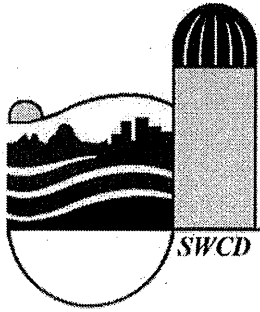
NARRATIVE: No complaint responses for animal cruelty this month.

Complaint Totals this Month:	23
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After Hour All Calls this Month:	19
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Complaints YTD:	170
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After Hour All Calls YTD:	2
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Cortland County Soil and Water Conservation District

100 Grange Place, Room 202, Cortland, NY 13045

Phone: (607) 756-5991 • Fax: (607) 756-0029

www.cortlandswcd.org

SWCD - Celebrating 70 years of promoting the conservation and wise use of our county's natural resources

SOIL AND WATER CONSERVATION DISTRICT MONTHLY REPORT

From: Amanda Barber, SWCD Manager

December 5, 2022

AGRICULTURE AND PRIVATE LAND CONSERVATION

Agricultural Environmental Management (AEM) – We completed Plans of Work for CRF projects and will continue work on designs for the next several weeks as weather continues to allow. Work on Merrills Creek is being done to stabilize the site before winter.

Edwards plan updates and design work are underway.

Construction is complete on the Keller barnyard water management and manure storage project in the Town of Lapeer. As-builts are underway.

We finished gathering data and doing field checks on landowners who applied for cover crop funding. Eighteen farms requested to participate this year. We will begin work in processing payments. Documentation has been provided to USC and we will be invoicing for payment, and hope that we will also see a contract modification for increased “continued acres” support.

COMMUNITY NATURAL RESOURCES MANAGEMENT AND PLANNING

Stream Restoration and Culvert Rehabilitation – Planning and design work for next year is underway. We are still coordinating the Stramba Rd and Syrian Hill Road projects with FEMA. Syrian Hill Road crossing is slated for spring 2023 construction. Virgil has identified additional sites for Cayuga Lake WS consideration.

We requested an extension on the SOGL funding for Great Lakes project work. WQIP extensions are still processing.

Forestry – We will be announcing upland and buffer tree planting opportunities for all county property owners beginning January 1. This will give us a chance to kick off the seedling program first. But still have time for planning.

Septic Maintenance Workshops will be scheduled again next year. Vouchers continue to come in and we are processing them regularly with 41 redemptions so far.

PROGRAMS AND EDUCATION

Spring Planting Program- The Community Innovation Lab students from SUNY Cortland will be giving us a final presentation on the online sales platform for our seedling sale, and other sales and events, next Wednesday afternoon, 12/14, at 3 pm. This has been an exciting opportunity for us to partner with the college and we are pleased with the results!

ADMINISTRATION

We continue to work on the computer server upgrades. We have also continued to work with the Quickbooks consultant to make improvements in our financial systems. Preparations are being made for Quickbooks upgrades and 2022 financial reports.

Attachment: Soil & Water update 12 2022 (11158 : Soil & Water Monthly Report)

TRANSPORTATION ADVISORY COMMITTEE BYLAWS

ARTICLE 1

NAME

The name of this organization shall be the Cortland County Transportation Advisory Committee, hereinafter referred to as TAC.

ARTICLE 2

PURPOSE

The Transportation Advisory Committee is established to advise the Cortland County Agriculture/Planning/Environmental Committee on matters related to transportation. The Committee will assess the transportation needs of the County and suggest methods to address these issues. The Committee will work under the direction of the Cortland County Planning Department on such projects as long range planning, specific project planning, major and minor infrastructure improvement projects, transportation safety, alternative transportation, regional transportation, and public awareness of such issues.

ARTICLE 3

MEMBERSHIP

Section 1

Number and Appointment

The membership of the TAC, including ex-officio members, shall consist of a minimum of ten (10) persons and a maximum of fifteen (17~~5~~) persons appointed by the Cortland County Legislature:

1. Members shall represent the community interest in all issues of transportation and may include representatives from human service agencies, the business community, educational institutions, city and county government, and transportation providers.
2. The TAC shall as feasible, include at least one, but not exceeding three, members who are also representatives of the Cortland County Legislature.
3. Ex-officio members shall include the Director~~JH1~~ of Planning, Mobility Manager, County Administrator~~ment~~
~~Coordinator~~, and a representative of the County contracted public transportation
(bus) provider.

4. Ex-officio members shall have all privileges of appointed members including the right to vote on matters before the TAC and the ability to be an officer of the TAC.

Section 2

Term of Office

~~The term of each member of the TAC shall be three years~~*The first term of membership, following the adoption of these by-laws, shall be as follows, to allow for staggered terms of membership on the Transportation Advisory Committee:*

Up to 5 members – 1 year term

Up to ~~65~~ members – 2 year term

Up to ~~65~~ members – 3 year term

The term of office for any County legislators serving on the board, shall be concurrent with their term of office.

Following the first TAC appointments after the adoption of these by-laws, the term of all non-legislative members will be three years.

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1. All terms shall begin to run from the first day of appointment and shall continue for three years from the date of appointment. The TAC member shall holdover their appointment and continue to discharge the duties of their office until their successor shall be chosen;
2. Should a person be appointed to complete a term of a person who has resigned from the TAC, the new person's length of term is defined as the period of the original TAC member's term;
3. Vacancies for unexpired terms shall be filled by the County Legislature with recommendations being provided by the TAC ~~(via the TAC Nominating Committee)~~ as meeting the criteria for membership.
4. ~~Specific to the TAC representatives from the County Legislature these term(s) shall be for four (4) years, in accordance with the County Legislature election term.~~

Section 3

Absenteeism

DRAFT- Suggested Edits 2022

In the event that a member of the TAC is inexplicably absent from any ~~three~~^{JH3} meetings in a calendar year, the Director of Planning and/or the Chair of the TAC has the discretion to contact that individual regarding their membership status:

1. Any ~~five~~^{JH4} unexpected absences in a ~~calendar year~~^{term} may constitute removal from the TAC. Such member shall be given notice from the Chair of the TAC indicating that their membership is in jeopardy;
2. If said member fails to attend the ~~sixth~~^{JH5} meeting without giving prior notice to the Chair for such absence, the member shall be removed and replaced by the County Legislature.

ARTICLE 4

OFFICERS OF THE TAC

Section 1

Number and Designation

The Officers of the TAC shall be members of said TAC and shall consist of a Chair, Vice-Chair and Clerk.

Section 2

Nomination

Nominations for Officers will be taken on the floor at the annual Organizational Meeting of the TAC during the first meeting of the calendar year

Election

All Officers shall be elected at the annual Organizational Meeting of the TAC during the first meeting of the calendar year and they shall take office immediately upon election.

Section 3

Duties of the Chair

The Chair of the TAC shall preside at TAC meetings, and perform such other duties as may be prescribed by law or action of the TAC.

1. They shall decide questions of order at TAC meetings;

2. They shall establish the agendas, locations and times for meetings of the TAC and the Executive Committee of the TAC;
3. They shall serve as the official spokesperson for the TAC;
4. They shall have the same right as other members, to offer resolutions, to make motions or second motions, to discuss questions and to vote thereon;
5. They shall appoint all Subcommittees and Ad-Hoc Committees of the TAC, unless otherwise directed by the TAC and they shall be an Ex-Officio member of all Committees, ~~except the Nominating Committee;~~
6. They shall sign all documents, correspondence and all other papers of any nature, which require the signature of the TAC Chair.

Section 4

Duties of the Vice-Chair

The Vice-Chair shall perform the duties of the Chair in their absence or inability to act and shall perform such other duties as the TAC may from time to time designate.

Section 5

Duties of the Clerk

The Clerk shall provide proper and required notification of all meetings of the TAC.

1. They shall record and appropriately distribute minutes of all meetings to the TAC prior to the next meeting of the TAC;
2. They shall maintain records of attendance and terms of office and coordinate the official correspondence of the TAC;

ARTICLE 5

MEETINGS AND QUORUM

Section 1

Organizational Meeting

An Organizational Meeting shall be held at the first TAC meeting of each year. Officers shall be elected by a majority vote of the whole number (i.e., the total number of members

that the TAC would have if there were no vacancies and none of the persons were disqualified from acting) of the TAC membership:

Section 2

Regular Meetings

Regular meetings shall be held as determined and specified at the Organizational Meeting of the TAC, but must occur at least quarterly.

Section 3

Special Meetings

Special meetings may be called by the Chair or Acting Chair:

1. Such meetings must be called with a minimum of seventy-two-hours' notice in writing, electronic format, or by telephone to each of the members.
2. The purpose of the meeting and the matters to be considered must be specified at the time of notification and only those matters so specified may be acted upon at a special meeting.

Section 4

Open Meetings

All TAC meetings shall be open to the general public and representatives of the news media, except when the TAC shall meet in closed Executive Sessions, as set forth in Section 5 of this Article:

1. Notice of the Organizational Meeting, regular meetings and special meetings, when possible, shall be given to the local news media.
2. Any member desiring to speak or present any subject matter to the TAC shall address the Chair and shall not proceed until recognized by the Chair and awarded the floor for such purpose.
3. Persons not members of the TAC may, with consent of the Chairperson, be permitted to speak in regard to matters pending before the TAC.

Section 5

Executive Session

Any time during any meeting of the TAC, upon motion identifying the general area, or areas, of the subject, or subjects, to be considered and majority vote of the TAC current membership, the Chair shall declare an Executive Session, at which time the members of the TAC and such other persons as the TAC may designate, shall meet in closed session for any of the following purposes:

1. To discuss individual cases in which an individual's right to confidentiality may be jeopardized and/or their right to privacy endangered;
2. To take any other action where state and/or federal statutes or regulations require and/or authorize a closed session.

Section 6

Order of Business: Regular Meetings

An Agenda of business to be conducted at the regular meetings shall be distributed to the TAC at least three (3) days prior to each TAC meeting and distributed by the TAC Clerk.

Section 7

Order of Business: Organizational Meeting

The order of business at the Organizational Meeting shall be as follows:

1. Call to Order;
- 1.2. Nomination of Officers;
- 2.3. Election of Officers;
- 3.4. The establishment of the day and time of regular meetings;
- 4.5. The appointment of Standing Committees, insofar as practicable.

Section 8

Quorum and Rules of Order

A majority of the whole number (i.e., the total number of TAC members if there were no vacancies and none of the members or officers are disqualified from acting due to a conflict of interest) of members of the TAC shall constitute a quorum of the TAC for the transaction of business at any regular or special meeting of the TAC:

1. All resolutions shall require a vote of those present. Each member, including ex-officio members, shall have one (1) vote, unless they is disqualified from voting due to a conflict of interest as defined in Article 7.

Section 9

Subcommittees, Standing Committees, and Ad-Hoc Committees

Standing Committees

The following Standing Committees shall function at the behest of the TAC:

1. The Executive Committee shall consist of:
 - a. The Chair, Vice Chair and Clerk of the TAC;
 - b. The Chair and Vice Chair of each of the TAC Subcommittees and;
 - c. The Director of Planning, as an ex-officio member.

The Executive Committee shall act in emergencies and at the pleasure of the TAC to advise the Chair of the TAC and the Director of Planning until an emergency meeting of the TAC can be convened.

2. ~~*The Nominating Committee shall:~~

- ~~a. Consist of at least one (1) TAC member from each Subcommittee;~~
- ~~b. Make recommendations to the TAC for nominees for TAC and Subcommittee vacancies;~~
- ~~c. Make recommendations for nominees for Officers of the TAC.~~
- ~~d. To avoid a conflict of interest, no member of the Nominating Committee shall allow their name to be placed in consideration as a candidate for Officer of the TAC.~~

~~*In the absence of a Nominating Committee, these functions may be fulfilled by the TAC Executive Committee.~~

Subcommittees and Ad-Hoc Committees

The TAC may establish various Subcommittees and/or Ad-Hoc Committees to address specific issues related to transportation such as long range planning, specific project

planning, major and minor infrastructure improvement projects, transportation safety, alternative transportation, regional transportation, and public awareness of such issues.

All Subcommittees, Standing Committees and Ad-Hoc Committees shall follow the same protocols as established for the TAC per these by-laws.

ARTICLE 6

ELECTION OF OFFICERS FOR THE TAC

Section 1

Nominating Committee **Nomination of Officers**

~~At the last meeting of the year the Nominating Committee shall submit to the members of the TAC, a slate of nominees for the Officers for the following year at the TAC Organizational meeting.~~

Nominations for Officers will be taken on the floor at the annual Organizational Meeting of the TAC during the first meeting of the calendar year

Section 2

Election at the Annual Meeting

At the Organizational Meeting of each year, Officers shall be elected by a majority vote of the whole number membership of the TAC for the coming year:

1. The newly elected Officers shall take office immediately upon election.

Section 3

Terms of Office

All Officers shall serve for one (1) year or until their successors are elected.

Section 4

Vacancies in Office

A vacancy in the office of Chair occurring for a reason other than the termination of a term of office, shall be filled by the Vice-Chair for the balance of the unexpired term.

A vacancy in the office of Vice-Chair, occurring for a reason other than the termination of a term of office, shall be filled at the discretion of the TAC.

ARTICLE 7

ETHICS

If any matter arises before the TAC directly involving a public or private organization of which any member of the TAC is an officer, Board member, employee, or on the medical or consultant staff thereof:

1. That member shall disclose such possible conflict to the TAC. That member may then participate in the TAC deliberations on the matter only insofar as to provide any information requested of him/her by the other members of the TAC and that member shall not participate further in the TAC deliberations or voting on the matter after having provided the required information.
2. Should a TAC member's immediate family have the potential to receive direct financial benefits from a matter before the TAC, that member must disclose this possible conflict to the TAC and limit their participation to that of only providing information requested of him/her by the other members of the TAC.

Other potential conflicts of interest for the TAC shall be addressed per New York State General Municipal Law, Chapter 24 of the Consolidated Laws Article 18 – Conflicts of Interest of Municipal Officers and Employees.

ARTICLE 8

POWER AND DUTIES

- A. Identify agencies that fund or receive transportation services, current providers of transportation, and the services they provide.
- B. Encourage coordination efforts between providers of transportation and cooperation between human service agencies that could increase efficiencies in operation and provide more transportation options.
- C. Collaborate with other counties in the region to create a transportation network not constrained by county borders.
- D. Market current and proposed services to the general public and educate the public and those who work with specialized populations on available transportation services. Serve as a resource for the promotion of community and public understanding of transportation needs and services.

- E. Identify unmet transportation needs and processes to continue efforts at coordination among the transportation stakeholders and seek to assure that under the goals and plans required pursuant to this subdivision, all population groups are adequately covered.
- F. Develop the program of local services for the area which it serves, establish long-range goals of the local government in its programs for transportation and develop intermediate-range plans and forecasts, listing priorities and estimated costs.
- G. Use available funding sources and seek further funding sources to enhance coordination efforts and create new services to address unmet transportation needs.
- H. Prepare and update the Cortland County Coordinated Public Transit Human Services Transportation Plan to: [JH6]
 - 1. Provide a summary of initiatives and actions above and below as related to TAC duties and powers;
 - 2. Catalogue previous and current public transit human service coordination efforts;
 - 3. Outline future efforts to improve transportation services for the residents of Cortland County;
 - 4. Address federal mobility management goals first established under the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) and continued under the Moving Ahead for Progress in the 21st Century Act (MAP-21).
- I. Establish procedures for execution of local services plans and recommend such to the County Legislature, including regulations to guide the provision of services by all organizations and individuals within its program.
- J. Recommend to the County Legislature of Cortland County, to enter into contracts for the provision of services and the construction of facilities, and have the power, when necessary, to recommend the approval of construction projects.
- K. Make policy for, and exercise general supervisory authority over, or administer local services and facilities provided or supervised by it whether directly or through agreements, including responsibility for the proper performance of the services provided by other facilities of the County of Cortland and by voluntary and private facilities which have been incorporated into its comprehensive program. The TAC recognizes its role is not to replace or duplicate existing structures or processes that assure the respective County, Voluntary, and Private facilities and agencies comply with Federal and/or New York State regulations and practice guidelines for existing services. However, the TAC will work to exercise its authority in the development of new initiatives and/or the expansion or continuation of existing services, to meet the needs of persons within the County.

- L. Conduct and/or make recommendations to the County Legislature to contract for such research as may be useful for the discharge of its administrative duties and for the promotion of scientific knowledge of the groups it serves. Should such research involve persons as subjects, the research must meet all the requirements set forth in NY Public Health Law, Article 24-A; Section 2442; March 1998
- M. Each separate TAC Subcommittee shall advise the TAC and the County Legislature regarding the exercise of all policy-making functions vested in such board or director, as such functions pertain to the field of services represented by such Subcommittee.

ARTICLE 9

AMENDMENTS

The TAC may suggest amendments to these By-Laws may be amended at any regular or special meeting of the TAC, providing five (5) days' notice in writing of the proposed amendment is given to each member of the TAC. A two-thirds (2/3) vote of approval of the current membership is needed for adoption.

Revised March 2021

Edits suggested October 2022