



Finance & Administration Committee

Committee Meeting

60 Central Ave
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

~ Minutes ~

Tuesday, February 18, 2025

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Cathy Bischoff

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County	Committee Member	Excused	
Linda Jones	Cortland County	Committee Member	Present	
Joseph Nauseef	Cortland County	Committee Member	Present	
Sandra Price	Cortland County	Committee Member	Present	
Eugene Waldbauer	Cortland County	Committee Member	Excused	
William McGovern	Cortland County	Committee Vice-Chair	Present	
Cathy Bischoff	Cortland County	Committee Chair	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Rob Corpora	Cortland County	County Administrator	Present	
Scott Roman	Cortland County	Director of Emergency Response and Communications	Present	
Laura Fox	Cortland County	Real Property Tax Services	Present	
Andrea Herzog	Cortland County	Director of Finance	Present	
Stephen Trobert	Cortland County	Manager of Audit & Financial Projects	Present	
Melanie Vilardi	Cortland County	Deputy County Administrator	Present	
Morgan Spaulding	Cortland County	Grants Administrator	Present	
Ronald J. Van Dee	Cortland County	Legislator	Present	
Doug Schneider	Cortland Standard	Reporter	Present	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	
Patty Schaap	Cortland County	Director of Community Mental Health Services	Remote	
Jason DeRaiche	Cortland County	Safety Director	Remote	
Nicole Compton	Cortland County	Executive Assistant	Remote	
Carlita Withers	Cortland County	Deputy Director of Finance	Remote	
Brendan O'Bryan	Cortland County IDA	Executive Director	Late	9:40 AM

MINUTES

1. Finance & Administration Committee - Committee Meeting - Jan 14, 2025 9:00 AM

RESULT:	APPROVED
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Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 2 – Amend 2025 Budget - Accept and Authorize Statewide Interoperable Communications Grant (SICG) Award - Authorize Purchase of Emergency Fire Dispatching System - Emergency Response and Communications

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Jones, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Beau Harbin, Eugene Waldbauer

ON MOTION OF PRICE

RESOLUTION NO.

Amend 2025 Budget - Accept and Authorize Statewide Interoperable Communications Grant (SICG) Award - Authorize Purchase of Emergency Fire Dispatching System - Emergency Response and Communications

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded Cortland County \$786,336 under the New York State 2024 Statewide Interoperable Communications Grant (SICG) Program in support of interoperable communications; AND

WHEREAS, the fiscal period for this grant is January 1, 2024 to December 31, 2026; NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance; AND BE IT FURTHER

RESOLVED, that the 2025 budget is amended as follows:

	Current	Change	Revised
INCREASE REVENUE BUDGET:			
A30205.44389.SICG DHSES Grant	\$ -0-	\$786,336	\$786,336
INCREASE EXPENDITURE BUDGET:			
A30205.54015.SICG Maintenance Agreements	\$ -0-	\$786,336	\$786,336

; AND BE IT FURTHER

RESOLVED, that the Department of Emergency Response & Communications seeks to add Medical Priority Dispatch's Emergency Fire Dispatching protocol system to the County's currently used Emergency Medical Dispatching system, and this expense is permissible under the SICG grant funding; AND BE FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$786,336; AND BE IT FURTHER

RESOLVED that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign a purchase contract with the Medical Priority Dispatch Consultants at an amount not to exceed \$125,000, for the purchase and installation of a Fire Dispatching protocol system for the County's 911 center; AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

AGENDA ITEM NO. 3 – Amend 2025 Budget - Accept Grant Award - Public Safety Answering Points Operations Grant - Department of Emergency Response and Communications

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Joseph Nauseef, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Jones, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Beau Harbin, Eugene Waldbauer

ON MOTION OF PRICE

RESOLUTION NO.

Amend 2025 Budget - Accept Grant Award - Public Safety Answering Points Operations Grant - Department of Emergency Response and Communications

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded the Cortland County Department of Emergency Response and Communications a Public Safety Answering Point Operations Grant (PSAP) for the period January 1, 2024 - December 31, 2025 in the amount of \$194,635, resulting in no new county costs, in support of Public Safety Answering Point operations; NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance; AND BE IT FURTHER

RESOLVED, that the 2025 budget is amended as follows:

		Current	Change	Revised
INCREASE REVENUE BUDGET:				
A302043.43306.PSP	DHSES Grant	\$100,000	\$94,635	\$194,635
INCREASE EXPENDITURE BUDGET:				
A30205.51005.PSP	Personal Services	\$0	\$100,000	\$100,000
A30205.54048.PSP	Dept. Specific Equipment	\$0	\$94,635	\$94,635
DECREASE EXPENDITURE BUDGET:				
A30205.51005	Personal Services	\$1,301,262.52	(\$100,000)	\$1,201,262.52

; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$194,635; AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent

year(s) budget covered by the grant, per the approved grant agreement.

AGENDA ITEM NO. 4 – Authorize Lease Contract - Radio Microwave System - Department of Emergency Response & Communications

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Jones, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Beau Harbin, Eugene Waldbauer

ON MOTION OF PRICE

RESOLUTION NO.

Authorize Lease Contract - Radio Microwave System - Department of Emergency Response & Communications

WHEREAS, Cortland County purchased a radio microwave system from Motorola in 2012; The County's radio microwave system carries all radio and 911 traffic around the County to the various radio towers and is integral to the operation of Cortland County's 911 center and for communications between first responders in Cortland County; AND

WHEREAS, major components of the County's radio microwave system have reached end of life cycle for repair and replacement; AND

WHEREAS, keeping the radio microwave system fully operational is in the best interests of the County to provide for continued high availability use during 911 and other emergency calls; AND

WHEREAS, Motorola has provided replacement pricing under NYS OGS contract PT68722 for the necessary microwave radio replacement resulting in a cost of \$1,029,713; AND

WHEREAS, the Department of Emergency Response and Communications previously leased the County's radio system with Motorola paying that lease off early by leveraging available grant funding. The Department of Emergency Response and Communications seeks to lease the upgrades to the radio microwave system enabling the County to seek grant funding to potentially pay off the lease early as opposed to funding completely from the County's operating budget; AND

WHEREAS, Motorola Solutions has proposed seven-year lease term, resulting in annual proposed payments of \$179,668 starting in 2026; NOW THEREFORE BE IT

RESOLVED, that the Cortland County legislature authorizes the County Administrator, upon approval of the County Attorney or designee, to execute a seven-year lease contract with Motorola Solutions, for a microwave system upgrade of the County's radio system for the County's 911 Center.

RESOLUTIONS

AGENDA ITEM NO. 1 – Requesting Special Legislation to Amend New York State Tax Law, in Relation to Extending the Authorization for Imposition of Additional 1% Sales and Compensating Use Tax in Cortland County

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Linda Jones, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Jones, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Beau Harbin, Eugene Waldbauer

ON MOTION OF BISCHOFF

RESOLUTION NO.

Requesting Special Legislation to Amend New York State Tax Law, in Relation to Extending the Authorization for Imposition of Additional 1% Sales and Compensating Use Tax in Cortland County

WHEREAS, New York State Tax Law §1210(i)(12) presently authorizes Cortland County to adopt and amend local laws, ordinances, or resolutions imposing taxes at a rate which is one percent additional to the three percent rate authorized for the county for a period beginning September 1, 1992 and ending November 30, 2025; AND

WHEREAS, in the current economic climate it would create a fiscal hardship for Cortland County if this source of revenue was to expire, and such a loss would result in a substantial burden on County property owners through increased property taxes or loss of essential services; NOW THEREFORE BE IT

RESOLVED, that the Legislature of the County of Cortland does hereby request special legislation be enacted to amend New York State Tax Law §1210(i)(12), extending the expiration date from November 30, 2025 to November 30, 2027, AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature is hereby directed to provide certified copies of this Resolution to New York State Senator Lea Webb, New York State Assemblymember Anna Kelles, and Assemblymember Jeff Gallahan in order to request the introduction of Home Rule Legislation regarding this matter.

AGENDA ITEM NO. 2 – Amend 2024 Budget - Retiree Health Insurance

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Linda Jones, Committee Member
SECONDER:	William McGovern, Committee Vice-Chair
AYES:	Jones, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Beau Harbin, Eugene Waldbauer

ON MOTION OF BISCHOFF

RESOLUTION NO.

Amend 2024 Budget - Retiree Health Insurance

WHEREAS, in preparing the 2024 Budget, a change in retiree health insurance was anticipated, which would have reduced the County share of said health insurance; AND

WHEREAS, after the budget was adopted, it was determined that said change in retiree health insurance was not going to occur, creating a discrepancy between budgeted retiree health insurance and actual County share; NOW THEREFORE BE IT

RESOLVED, the 2024 Cortland County Budget be and hereby is amended as follows:

Increase:

A90605.58060	Health Ins	\$4,005,915.54
A.359900	Appropriated Fund Balance	\$4,005,915.54

AGENDA ITEM NO. 3 – Authorize Correction of Errors to Correct a Town & County Tax Bill for 2025 and Issue a Refund

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Linda Jones, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Jones, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Beau Harbin, Eugene Waldbauer

ON MOTION OF BISCHOFF

RESOLUTION NO.

Authorize Correction of Errors to Correct a Town & County Tax Bill for 2025 and Issue a Refund

WHEREAS, Section 556 of the New York State Real Property Tax Law provides a mechanism for refunding of certain real property taxes by the County Legislature based upon the recommendation of the Director of the County Real Property Tax Services Agency pursuant to an application by a taxpayer in cases involving clerical errors, unlawful entries or certain errors in essential fact; AND

WHEREAS, such application was made on a parcel in the Town of Cincinnatus identified as tax parcel number 142.00-01-23.000; AND

WHEREAS, the above referenced tax parcel has paid their town/county tax bill in a timely manner to the Cincinnatus Tax Collector, but due to an error in essential fact their assessment included a house that had burned down and structures were removed before March 1, 2024; AND

WHEREAS, a corrected bill needs to be calculated by the Cincinnatus Tax Collector and a refund issued; NOW THEREFORE BE IT

RESOLVED, that pursuant to Section 556 of the Real Property Tax Law, the County Legislature does hereby authorize the Cincinnatus Tax Collector to correct the tax bill and issue a refund of the above tax map parcel as outlined in said Section 556 of the Real Property Tax Law.

Referred from Building & Grounds Committee

Referred from Highway Committee

AGENDA ITEM NO. 4 – Amend 2025 County Road Fund Budget with Rollover Consolidated Local Street and Highway Improvement Program (CHIPS) Funding - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	William McGovern, Committee Vice-Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Jones, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Beau Harbin, Eugene Waldbauer

ON MOTION OF NEWELL

RESOLUTION NO.

Amend 2025 County Road Fund Budget with Rollover Consolidated Local Street and Highway Improvement Program (CHIPS) Funding - Highway Department

WHEREAS, there are funds remaining for the Consolidated Local Street and Highway Improvement Program (CHIPS) from the 2024 County Road Fund Budget, in the amount of \$2,270,571.18; AND

WHEREAS, these remaining funds are eligible to be rolled-over to the 2025 County Road Fund Budget; AND

WHEREAS, these funds may be used for Construction Projects; NOW THEREFORE BE IT

RESOLVED that the 2025 County Road Fund Budget be amended as follows:

Increase Revenues

D511243.43501	County Road Fund CHIPS Revenue	\$2,172,737.86
D511243.43501.PAVE	County Road Fund PAVE Revenue	\$97,833.32

Increase Expenses

D51125.54077	Construction Expenses	\$2,270,571.18
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Referred from Government Operations Committee

AGENDA ITEM NO. 5 – Authorize Grant Application for Records Management - County Clerk

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	William McGovern, Committee Vice-Chair
AYES:	Jones, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Beau Harbin, Eugene Waldbauer

ON MOTION OF NAUSEEF

RESOLUTION NO.

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; AND

WHEREAS, in 2024 Cortland County entered into a Contract for Laserfiche Software,

independent of Tompkins County; 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; NOW THEREFORE BE IT

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

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review by the County Attorney or designee, to sign the grant application and associated paperwork or 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.

Referred from Ag/Planning/Environmental Committee

Referred from Health & Human Services

AGENDA ITEM NO. 6 – Authorize Agreement for Legal Services - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Jones, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Beau Harbin, Eugene Waldbauer

ON MOTION OF VAN DEE

RESOLUTION NO.

Authorize Agreement for Legal Services - Department of Social Services

WHEREAS, the Department of Social Services has two (2) vacant Attorney positions and must meet deadlines involving appeals and other urgent matters; AND

WHEREAS, the Department of Social Services is seeking an independent Attorney or law firm to assist with essential legal matters that are time sensitive; AND

WHEREAS, the funding needed for this Agreement is in the budget due to position vacancies; NOW THEREFORE BE IT

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign an Agreement for the time period of March 1, 2025 through December 31, 2025 with a qualified legal entity in an amount not to exceed \$40,000; AND BE IT FURTHER

RESOLVED that the 2025 County Budget be and hereby is amended as follows:

INCREASE:

Professional Services
A60105.54055 current \$7,000 Increase \$40,000 new = \$47,000

DECREASE

Personal Services
A60105.51005 current \$6,521,628 Decrease \$40,000 new = \$6,481,628

AGENDA ITEM NO. 7 – Amend Medicare Improvements for Patients and Providers Act (MIPPA)
Budget - Office for Aging

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Linda Jones, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Jones, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Beau Harbin, Eugene Waldbauer

ON MOTION OF VAN DEE

RESOLUTION NO.

Amend Medicare Improvements for Patients and Providers Act (MIPPA) Budget - Office for Aging

WHEREAS, the New York State Office for the Aging has made available the sum of \$22,454 under the Medicare Improvements for Patients and Providers Act (MIPPA), for the period of September 01, 2024 through August 31, 2025, through Cortland County Office for Aging Revenue Account No. A677243-43772-4338; AND

WHEREAS, these funds reflect an increase of \$6,370 over what was originally anticipated under MIPPA; AND

WHEREAS, these funds are to be used for promotion and enhancement of services available under the Health Insurance Information, Counseling and Assistance Program (HIICAP); NOW THEREFORE BE IT

RESOLVED, that the 2025 County Budget be and hereby is amended as follows:

	Current	Change	Revised
Revenue:			
A677243-43772-4338	\$50,244.00	+6,370	\$56,614.00
Expense:			
A67725-51005-4338	\$46,637.56	+6,370	\$53,007.56

AGENDA ITEM NO. 8 – Abolish Medical Director/Psychiatrist (17HR/WK) - Create Medical Director/Psychiatrist (10HR/WK) and Medical Director/Psychiatrist (4HR/WK) - Mental Health Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Jones, Nauseef, Price, McGovern, Bischoff
EXCUSED:	Beau Harbin, Eugene Waldbauer

ON MOTION OF VAN DEE

RESOLUTION NO.

Abolish Medical Director/Psychiatrist (17HR/WK) - Create Medical Director/Psychiatrist (10HR/WK) and Medical Director/Psychiatrist (4HR/WK) - Mental Health Department

WHEREAS, the needs of the Mental Health Department will be better served by creating one Medical Director/Psychiatrist (10HR/WK) and one Medical Director/Psychiatrist (4HR/WK) position and abolishing one Medical Director/Psychiatrist (17HR/WK) position; AND

WHEREAS, the Health & Human Services Committee recommends the creation of one Medical Director/Psychiatrist (10HR/WK) and one Medical Director/Psychiatrist (4HR/WK) position and the abolition of one Medical Director/Psychiatrist (17HR/WK) position; NOW THEREFORE BE IT

RESOLVED, that one part-time position of Medical Director/Psychiatrist (Management, \$238.1875/HR, competitive class, part time, 17HR/WK, no benefits) hereby is abolished on or after March 1, 2025; AND BE IT FURTHER

RESOLVED, that one part-time position of Medical Director/Psychiatrist (Management, \$238.1875/HR, competitive class, part-time, 10HR/WK, no benefits) and one part-time position of Medical Director/Psychiatrist (Management, \$238.1875/HR, competitive class, part-time, 4HR/WK, no benefits) be created effective March 1, 2025 at 12:01 am with approval to fill.

MONTHLY REPORTS

1. Real Property Tax Services Monthly Report

RESULT:	COMPLETED
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2. Claims Audit Report for July 1, 2024 - December 31, 2024

RESULT:	COMPLETED
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3. County Administration Monthly Report

RESULT:	COMPLETED
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PRESENTATION

1. Overview of Capital Planning

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Role of the Finance & Administration Committee

RESULT:	POSTPONED TO DATE CERTAIN (NO VOTE)
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Next: 3/18/2025 9:00 AM

2. Review of Finance & Administration Goals- Assignments

RESULT:	POSTPONED TO DATE CERTAIN (NO VOTE)
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Next: 3/18/2025 9:00 AM

3. County-Owned Property

RESULT:	COMPLETED
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4. Registry of Short Term Rentals

RESULT:	POSTPONED TO DATE CERTAIN (NO VOTE)
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Next: 3/18/2025 9:00 AM

5. County-Wide Grant Registry

RESULT:	COMPLETED
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6. Proposed Rules of Order

RESULT:	COMPLETED
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7. Rethinking Monthly Financial Information Reports for Finance & Administration and Legislators at Large

RESULT:	COMPLETED
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8. Microenterprise Grants

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 11:00 AM



Finance & Administration Committee

60 Central Ave
Cortland, NY 13045

Committee Meeting

<https://www.cortlandcountyny.gov>

~ Minutes ~

Tuesday, January 14, 2025

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:01 AM by Committee Chair Cathy Bischoff

Attendee Name	Organization	Title	Status	Arrived
Beau Harbin	Cortland County	Committee Member	Present	
Linda Jones	Cortland County	Committee Member	Excused	
Joseph Nauseef	Cortland County	Committee Member	Present	
Sandra Price	Cortland County	Committee Member	Present	
Eugene Waldbauer	Cortland County	Committee Member	Present	
William McGovern	Cortland County	Committee Vice-Chair	Present	
Cathy Bischoff	Cortland County	Committee Chair	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Late	9:31 AM
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Rob Corpora	Cortland County	County Administrator	Present	
Laura Fox	Cortland County	Real Property Tax Services	Present	
Andrea Herzog	Cortland County	Director of Finance	Present	
Melanie Vilardi	Cortland County	Deputy County Administrator	Present	
Morgan Spaulding	Cortland County	Grants Administrator	Present	
Stephen Trobert	Cortland County	Manager of Audit & Financial Projects	Present	
Kristen Monroe	Cortland County	Commissioner of Social Services	Present	
Brooke Kemak	Cortland County	County Clerk	Present	
Ronald J. Van Dee	Cortland County	Legislator	Present	
Jason Prentice	Cortland County	Legislator	Present	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	
Carlita Withers	Cortland County	Deputy Director of Finance	Remote	
Wendy Sturdevant	Cortland County	Sr. Account Clerk	Remote	
Jessica Leet	Cortland County	Planning Executive Administrative Assistant	Remote	
Nicole Compton	Cortland County	Executive Assistant	Remote	
Jason DeRaiche	Cortland County	Safety Director	Remote	
Doug Schneider	Cortland Standard	Reporter	Remote	

Minutes Acceptance: Minutes of Jan 14, 2025 9:00 AM (MINUTES)

MINUTES

1. Finance & Administration Committee - Committee Meeting - Dec 10, 2024 9:00 AM

RESULT:	APPROVED
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RESOLUTIONS**Referred from Health & Human Services**

AGENDA ITEM NO. 1 – Amend Agreement with Salvation Army for Code Blue Services - Department of Social Services

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/23/2025 6:00 PM
MOVER:	William McGovern, Committee Vice-Chair
SECONDER:	Beau Harbin, Committee Member
AYES:	Harbin, Nauseef, Price, Waldbauer, McGovern, Bischoff
EXCUSED:	Linda Jones

ON MOTION OF VAN DEE**RESOLUTION NO.****Amend Agreement with Salvation Army for Code Blue Services - Department of Social Services**

WHEREAS, Resolution No. 168-24 authorized an agreement with the Salvation Army for Code Blue Warming Center services with the Cortland County Department of Social Services for the 2024-2025 season in an amount not to exceed \$300,000; AND

WHEREAS, the Salvation Army has already served over 150 unique individuals through January 1, 2025; AND

WHEREAS, the Salvation Army needs more money to cover increased staff hours, food and space costs to continue providing the services given the increase in individuals using the service; AND

WHEREAS, the costs will be paid from expense account A60105.54800.4696; NOW THEREFORE BE IT

RESOLVED that the County Administrator upon review and approval by the County Attorney or designee, is hereby authorized to sign an amended agreement with the Salvation Army for Warming Center services for the term November 1, 2024 – April 30, 2025, in an amount not to exceed \$315,000.00.

Resolutions of the Committee

AGENDA ITEM NO. 2 – Delegate Authority to the Director of Finance to Approve Payment of Real Property Tax Errors and Omissions

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/23/2025 6:00 PM
MOVER:	William McGovern, Committee Vice-Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Harbin, Nauseef, Price, Waldbauer, McGovern, Bischoff
EXCUSED:	Linda Jones

ON MOTION OF BISCHOFF**RESOLUTION NO.**

Minutes Acceptance: Minutes of Jan 14, 2025 9:00 AM (MINUTES)

Delegate Authority to the Director of Finance to Approve Payment of Real Property Tax Errors and Omissions

WHEREAS, Section 554 of the New York State Real Property Tax Law provides a mechanism for the correction of errors on Real Property Tax Rolls by the County Legislature based upon the recommendation of the Cortland County Director of Real Property Tax Services pursuant to an application by an entitled person in cases involving clerical errors, unlawful entries or certain errors in essential fact; AND

WHEREAS, Section 554 of the New York State Real Property Tax Law authorizes the County Legislature to delegate to the Director of Finance the authority to approve such corrections in cases where the correction sought does not exceed twenty-five hundred dollars (\$2,500); AND

WHEREAS, Section 556 of the New York State Real Property Tax Law provides a mechanism for the refunding of certain real property taxes by the County Legislature based upon the recommendation of the Cortland County Director of Real Property Tax Services pursuant to an application by a taxpayer in cases involving clerical errors, unlawful entries upon the assessment rolls and certain errors in essential fact; AND

WHEREAS, said Section 556 of the New York State Real Property Tax Law was amended to authorize the County Legislature to delegate to the Director of Finance the authority to approve such refunds in cases where the refund sought does not exceed twenty-five hundred dollars (\$2,500); AND

WHEREAS, both sections also provide that the Director of Finance will report to the County Legislature, on a monthly basis, those refund applications which have been approved during the previous month and further provides that all applications which have been denied by the Director of Real Property Tax Services, in whole or in part, shall be forwarded to the County Legislature for disposition; NOW THEREFORE BE IT

RESOLVED, that pursuant to Sections 554 and 556 of the New York State Real Property Tax Law, the County Legislature does hereby delegate to the Director of Finance the authority to approve corrections to the Real Property Tax Rolls and approve certain refunds of real property taxes as outlined in said Sections 554 and 556 of the New York State Real Property Tax Law, in cases where the refund sought does not exceed the amount of twenty-five hundred dollars (\$2,500); AND BE IT FURTHER

RESOLVED, that pursuant to section 554 and 556 of the New York State Real Property Tax Law that the Director of Finance shall provide a report on or before the 15th day of each month indicating the name of each recipient, location of the property and the amount of the correction and the amount of the refund or credit; AND BE IT FURTHER

RESOLVED, that this delegation of authority shall remain in effect through December 31, 2025.

AGENDA ITEM NO. 3 – Distribution of Fourth Quarter 2024 Sales Tax

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/23/2025 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	William McGovern, Committee Vice-Chair
AYES:	Harbin, Nauseef, Price, Waldbauer, McGovern, Bischoff
EXCUSED:	Linda Jones

ON MOTION OF BISCHOFF

RESOLUTION NO.

Minutes Acceptance: Minutes of Jan 14, 2025 9:00 AM (MINUTES)

Distribution of Fourth Quarter 2024 Sales Tax

WHEREAS, the Cortland County Legislature adopted Resolution No. 221-18, which provides for the distribution of sales tax from the County to local municipalities; AND

WHEREAS, the sales tax sharing agreement provides for the deduction directly from the gross sales tax distribution received from the State of New York a fixed sum of \$1,500,000 for County purposes, with the remaining balance of the revenues to be distributed for use by the County, City of Cortland, and the various municipalities within Cortland County; AND

WHEREAS, the gross deduction for County purposes will be provided for quarterly; AND

WHEREAS, the 2024 fourth quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for the fourth quarter 2024 to be \$9,873,611.76; AND

WHEREAS, the total amount available for distribution is \$9,498,611.76, after the direct deduction for County purposes; AND

WHEREAS, individual municipalities by resolution have opted to apply a portion of their sales tax dollars to off-set the property tax levy and that amount (\$725,000.00) is to be withheld from the quarterly distribution; AND

WHEREAS, Cortland County receives (55%), or \$5,224,236.47 of the total net quarterly distribution; AND

WHEREAS, respective payments are now ready for disbursement; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes the County Treasurer or designee to release sales tax payments for the fourth quarter of 2024 as so stated below from Account No. A19855.54101 in either the form of a county check or by direct bank transfer as per the request of the receiving municipality:

Municipality	Distribution Amount Pre-Tax Credit	Applied Tax Credits	Net Distribution After Tax Credit	Balance Owed Against Tax Credits
Cortland, City of	\$1,650,858.72	\$-0-	\$1,650,858.72	\$-0-
Cincinnatus, Town of	\$71,929.12	\$-0-	\$71,929.12	\$-0-
Cortlandville, Town of	\$802,474.39	\$-0-	\$802,474.39	\$-0-
Cuyler, Town of	\$66,172.92	\$(28,750.00)	\$37,422.92	\$-0-
Freetown, Town of	\$53,683.31	\$-0-	\$53,683.31	\$-0-
Harford, Town of	\$73,140.04	\$-0-	\$73,140.04	\$-0-
Homer, Town of	\$290,144.11	\$-0-	\$290,144.11	\$-0-
Homer, Village of	\$204,907.45	\$-0-	\$204,907.45	\$-0-
Lapeer, Town of	\$109,014.92	\$(18,111.80)	\$90,903.12	\$-0-
Marathon, Town of	\$83,996.09	\$-0-	\$83,996.09	\$-0-
Marathon, Village of	\$43,070.90	\$-0-	\$43,070.90	\$-0-
McGraw, Village of	\$35,719.45	\$-0-	\$35,719.45	\$-0-
Preble, Town of	\$148,797.58	\$-0-	\$148,797.58	\$-0-
Scott, Town of	\$85,380.81	\$-0-	\$85,380.81	\$-0-
Solon, Town of	\$80,573.74	\$-0-	\$80,573.74	\$-0-

Taylor, Town of	\$42,248.33	\$-0-	\$42,248.33	\$-0-
Truxton, Town of	\$105,964.43	\$-0-	\$105,964.43	\$-0-
Virgil, Town of	\$259,745.42	\$(25,000.00)	\$234,745.42	\$-0-
Willet, Town of	\$66,553.56	\$-0-	\$66,553.56	\$-0-
Total	\$4,274,375.29	\$(71,861.80)	\$4,202,513.49	\$-0-

, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer or designee is hereby directed to deposit the County's "off the top" sum of \$375,000 in the appropriate reserves and accounts as designated in Resolution No. 283-21.

Referred from Building & Grounds Committee

Referred from Highway Committee

AGENDA ITEM NO. 4 – Establish Stage 3 Landfill Closure Project/Approve Professional Services/Amend 2025 Budget/Transfer Funds - Highway Department

RESULT: **APPROVED [UNANIMOUS]**

Next: 1/23/2025 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Joseph Nauseef, Committee Member

AYES: Harbin, Nauseef, Price, Waldbauer, McGovern, Bischoff

EXCUSED: Linda Jones

ON MOTION OF NEWELL

RESOLUTION NO.

Establish Stage 3 Landfill Closure Project/Approve Professional Services/Amend 2025 Budget/Transfer Funds - Highway Department

WHEREAS, the Cortland County Legislature's Highway Committee recognizes the need to cap approximately six (6) acres in cells 1B and 2A; AND

WHEREAS, the Stage 3 Landfill Closure project will significantly reduce the amount of leachate hauled to the City of Cortland's Wastewater Treatment Facility; AND

WHEREAS, the Highway Committee recommends the advancement of the Stage 3 Landfill Closure Project; AND

WHEREAS, there is a need to establish an account and transfer funds into said project account to cover the Professional Services required for said project; AND

WHEREAS, the funds are to be appropriated from the landfill capping reserve fund, EL.386300.LDCL; AND

WHEREAS, the Legislature has selected Barton & Loguidice, P.C., of 443 Electronics Parkway, Liverpool, NY 13088 to provide professional engineering services for the Highway Department/Solid Waste by Resolution _____; AND

WHEREAS, the Highway Committee desires to authorize the use of the Engineering Term

Minutes Acceptance: Minutes of Jan 14, 2025 9:00 AM (MINUTES)

Agreement approved by Resolution _____ to provide Professional Services for said project; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney, is hereby authorized to execute all documents related to the advancement of said Landfill project; AND BE IT FURTHER

RESOLVED, that the 2025 Adopted Budget is hereby amended as follows:

Increase:

Expense:

EL81605.54055.8167 Professional Services \$365,500

Appropriated Reserves:

EL.351100 Appropriated Reserves \$365,500

Final Design & Bid Administration \$72,000.00

Construction Administration & Inspection \$293,500.00

Total Fee: \$365,500.00

Referred from Government Operations Committee

AGENDA ITEM NO. 5 – A Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Local Mortgage Recording Tax in Cortland County - County Clerk

RESULT: APPROVED [UNANIMOUS]

Next: 1/23/2025 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Beau Harbin, Committee Member

AYES: Harbin, Nauseef, Price, Waldbauer, McGovern, Bischoff

EXCUSED: Linda Jones

ON MOTION OF NAUSEEF

RESOLUTION NO.

A Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Local Mortgage Recording Tax in Cortland County - County Clerk

WHEREAS, the Cortland County Legislature adopted Resolution No. 76-23, “A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County”; AND

WHEREAS, the request for special legislation was approved and the Cortland County Legislature adopted Local Law No. 9 of 2023 - a Local Law Amending Local Law 1 of 2007, as Last Amended by Local Law 3 of 2021, Extending the Imposition of a Mortgage Recording Tax in Cortland County; AND

WHEREAS, New York State Tax Law §253-v presently authorizes Cortland County to adopt and amend local laws imposing a mortgage recording tax of twenty five cents (\$.25) for each one hundred dollars (\$100.00) and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated in Cortland County and recorded on or after the date upon which such

tax takes effect, (beginning September 30, 2007 and ending December 1, 2025); AND

WHEREAS, in the current economic climate it would create a fiscal hardship for Cortland County that receives this revenue if this source of revenue were to expire, and such a loss would result in a substantial burden on County property owners through increased property taxes or loss of essential services; NOW THEREFORE BE IT

RESOLVED, that this Legislature endorses and requests that the necessary information and forms be forwarded to the County Legislature in order that an appropriate Home Rule Request can be acted upon by this body; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature is hereby directed to provide certified copies of this Resolution to New York State Senator Lea Webb and New York State Assembly member Anna Kelles in order to request the introduction of Home Rule Legislation regarding this matter.

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 6 – Authorize Agreement with Emergency Medical Physicians - County Coroner

RESULT: **APPROVED [UNANIMOUS]**

Next: 1/23/2025 6:00 PM

MOVER: Sandra Price, Committee Member

SECONDER: Beau Harbin, Committee Member

AYES: Harbin, Nauseef, Price, Waldbauer, McGovern, Bischoff

EXCUSED: Linda Jones

ON MOTION OF PRICE

RESOLUTION NO.

Authorize Agreement with Emergency Medical Physicians - County Coroner

WHEREAS, a Coroner's Physician is required to sign a death certificate, or if it is necessary to have an autopsy done on any death in which a certificate has not been signed; AND

WHEREAS, it is the wish of the County Coroner's Office and the Judiciary and Public Safety Committee to authorize additional Coroner's Physicians to sign death certificates for a fee not to exceed \$125 per signature (A11855.54055); NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized and directed to enter into an agreement with Emergency Medical Physicians of Cortland, PLLC, 134 Homer Ave., Cortland, NY 13045 for the purpose of signing death certificates in the absence of the duly appointed Coroner's Physician for a term beginning January 1, 2025 and expiring December 31, 2027.

Minutes Acceptance: Minutes of Jan 14, 2025 9:00 AM (MINUTES)

Referred from Ag/Planning/Environmental Committee

MONTHLY REPORTS

1. Real Property Tax Services Monthly Report

RESULT:	COMPLETED
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2. County Administrator Monthly Report

RESULT:	COMPLETED
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3. November 2024 Finance Reports

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Current Fiscal Position - 2024 Budget and Revenues

RESULT:	COMPLETED
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2. Set 2025 Finance & Administration Committee Schedule/Review of 2024

RESULT:	COMPLETED
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3. Role of the Finance & Administration Committee

RESULT:	POSTPONED TO DATE CERTAIN (NO VOTE)
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Next: 2/18/2025 9:00 AM

Adjournment

The meeting was closed at 10:50 AM

ON MOTION OF SANDRA PRICE, COMMITTEE MEMBER**AGENDA ITEM NO. 2****Amend 2025 Budget - Accept and Authorize Statewide Interoperable Communications Grant (SICG) Award - Authorize Purchase of Emergency Fire Dispatching System - Emergency Response and Communications**

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded Cortland County \$786,336 under the New York State 2024 Statewide Interoperable Communications Grant (SICG) Program in support of interoperable communications; AND

WHEREAS, the fiscal period for this grant is January 1, 2024 to December 31, 2026; NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance; AND BE IT FURTHER

RESOLVED, that the 2025 budget is amended as follows:

	Current	Change	Revised
INCREASE REVENUE BUDGET:			
A30205.44389.SICG DHSES Grant	\$ -0-	\$786,336	\$786,336
INCREASE EXPENDITURE BUDGET:			
A30205.54015.SICG Maintenance Agreements	\$ -0-	\$786,336	\$786,336

; AND BE IT FURTHER

RESOLVED, that the Department of Emergency Response & Communications seeks to add Medical Priority Dispatch's Emergency Fire Dispatching protocol system to the County's currently used Emergency Medical Dispatching system, and this expense is permissible under the SICG grant funding; AND BE FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$786,336; AND BE IT FURTHER

RESOLVED that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign a purchase contract with the Medical Priority Dispatch Consultants at an amount not to exceed \$125,000, for the purchase and installation of a Fire Dispatching protocol system for the County's 911 center; AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

QUOTE

Priority Dispatch Corp.

110 Regent Street, Suite 500
Salt Lake City, UT 84111
USA
www.prioritydispatch.net
Prepared By: John Grisevich
Phone: (800) 363-9127
Direct: Ext. 229
Email: john.grisevich@prioritydispatch.net

Agency:
Agency ID#:
Quote #:
Date:
Offer Valid Through:
Payment Terms

Cortland County 911
11117
Q-74494
6/6/2024
10/4/2024
Net 30

Currency:

USD

Bill To:
Cortland County 911
22 West Court Street
Cortland, New York 13045
United States

Ship To:
Cortland County 911
22 West Court Street
Cortland, New York 13045
United States

Product	Discipline	Qty	Amount
ProQA Production/Live License Automated calltaking software	Fire	7	USD 32,725.00
ProQA Backup/Test License Backup Software Licenses Offsite, backup location software	Fire	4	USD 4,400.00
ProQA Training License Training Software Licenses Training, non-live calltaking software	Fire	1	USD 2,475.00
AQUA Case Review Software Quality Assurance (case review) software base engine and discipline module	Fire	2	USD 5,500.00
Xlerator Client Server Suite		1	USD 3,850.00
Priority Dispatch Protocol Cardset Licensed manual protocol set for backup	Fire	7	USD 3,815.00
Certification Training On-Site (Per) Protocol Training and Certification Materials, tuition and certification	Fire	18	USD 7,650.00
Certification Training ED-Q On-site (Per) Materials, tuition and certification (2 days, 16 hours)	Fire	4	USD 2,620.00
ProQA Software Training Remote Per person cost for four hours of ProQA software training completed in a virtual, instructor-led environment	Fire	18	USD 3,222.00
AQUA Software Training Remote Per person cost for a 6 hour course completed in a virtual, instructor-led environment		4	USD 916.00
System Administration Training Remote - Per person cost for training for center management detailing program configuration and customization options, completed in a virtual, instructor-led environment		2	USD 458.00
ProQA & AQUA Reports Training Remote - (4 hours) for administrators, managers and supervisors on ProQA and AQUA reporting functions		4	USD 716.00
Installation & Configuration Remote technical assistance for software installation and configuration for IT personnel		2	USD 5,500.00
Implementation Support Implementation support and quality management program development	Fire	1	USD 33,000.00

"To lead the creation of meaningful change in public safety and health."

QUOTE

Priority Dispatch Corp.

Product	Discipline	Qty	Amount
Priority Dispatch System Annual Maintenance (P) License Renewal, Service & Support for ProQA, AQUA, Cardsets, Tech Support and Upgrades	Fire	7	USD 9,800.00

Subtotal	USD 116,647.00
Total	USD 116,647.00

Customer Signature:		Date:	
Customer Name:		Purchase Order ID:	
Expiration Date:			

TERMS AND CONDITIONS

This quote is valid for 120 days from date of issue. All prices quoted are exclusive of any applicable taxes, duties, or government assessments relating to this transaction, which are the sole obligation of Buyer. You can find it here: <https://prioritydispatch.net/licensing/>

"To lead the creation of meaningful change in public safety and health."

IMPLEMENTATION AND DETAILED SCHEDULE

IMPLEMENTATION AND DETAILED SCHEDULE	
PHASE	EXPLANATION OF PHASE
Onboarding	Implementation Pre-Planning
Phase 1	Organization Setup and Quality Assurance Unit (QAU) Activities
Phase 2	Software Installation and Configuration
Phase 3	Training
Phase 4	System Implementation
Phase 5	Go-Live and Post Go-Live
Phase 6	Accreditation
Phase 7	Ongoing Support

Delivery and Implementation of the Priority Dispatch System™ (PDS™). The purpose of this Implementation and Detailed Schedule is to provide an overview of the proper steps that will be taken to ensure the successful implementation and ongoing support of the PDS. This plan will also assist your agency in meeting all the standards necessary for accreditation by the International Academies of Emergency Dispatch® (IAED™) as an Accredited Center of Excellence (ACE). To accomplish this, Priority Dispatch Corp.™ (PDC™) will assist in implementing a self-sustaining quality improvement and risk management system that will ensure a continuous, safe, and effective emergency dispatch operation both now and in the future.

STATEMENT OF WORK: IMPLEMENTATION OF THE PDS.

ONBOARDING PHASE—IMPLEMENTATION PRE-PLANNING

Discovery. The initial step in the implementation process will be a conference call involving the communication center director (and any other senior management team members deemed appropriate by the director) and the PDC onboarding coordinator. The purpose of the conference call will be an initial introduction of all parties involved, to confirm expectations of deliverables, and to ensure a baseline of expectations is set for the upcoming implementation. Further onboarding sessions will focus on different aspects to prepare for the needs of the implementation. These sessions may include conference calls or on-site onboarding.

Communication Center Background Information. The next step will be to obtain information about the communication center, key management officials and positions, the current emergency dispatch methodology, services provided, management practices, quality improvement/assurance, and risk management programs related to the emergency dispatch function. Other information obtained will include local and regional issues of concern and demographic and statistical data. Information will be gathered primarily through the use of survey documents where possible. These documents should be completed and returned to the PDC onboarding coordinator for review.

PDC’s assessment focus is then directed toward training needs and quality improvement/assurance issues,



technical preparation, and introducing our comprehensive systems approach to emergency services dispatch as it relates to the PDS. PDC may elect to perform an on-site visit to gather or help facilitate the gathering of this information.

Training Overview. The onboarding coordinator will discuss with the communication center director and training staff the sequential order of training for the Emergency Dispatchers and QA staff, with additional options offered based on the needs of the implementation. This session will also provide insight to the communications staff on how scheduling will need to occur while still being mindful of the need to continue normal communication center operations.

Technical Planning. The onboarding coordinator will discuss with the communication center director and those involved in IT/networking/security/CAD administration the technical needs for the implementation, including server and workstation system requirements and future steps for the installation and maintenance of the Priority Dispatch® software. Additional topics will include the technical aspects as it relates to Emergency Dispatcher training and other topics based on the needs of the implementation.

Project Information Overview. Liaisons from the field (EMS/fire/law) are invited to attend this session (in conjunction with the communication center director) as information related to their business practices from the field perspective will help us provide a comprehensive approach to the implementation of the PDS. Additionally, the onboarding coordinator will highlight how joint communications between the field and the communication center will assist in properly configuring the system and conclude with an overview of the remaining implementation phases.

Approval of Timeline. In coordination with the PDC project management team, a draft timeline for the remaining phases of the implementation will be shared with the client, including a comprehensive discussion on each associated date. One or more scheduling calls will occur until an agreement is reached on the proposed dates.

PHASE 1—ORGANIZATION SETUP AND QUALITY ASSURANCE UNIT (QAU) ACTIVITIES

Stakeholder/Kickoff Meeting. PDC staff will conduct a stakeholder/kickoff leadership meeting for the center's senior managers. This meeting is designed to be an orientation to the EMD, EFD, and EPD processes related to national standards, management oversight responsibility, response assignments, quality management processes, and implementation phases.

Combined Dispatch Steering Committee (DSC) and Dispatch Review Committee (DRC) meeting. PDC staff will provide guidance and support in the creation and first meeting of the DSC and the DRC. PDC will provide generic policies and procedures for review and revision to aid in the administration of the committees.

DSC, DRC, and Quality Assurance Unit (QAU) and the Appropriate Use of the PDS. During this meeting, the PDC staff will also review your organization's strategic goals to help you meet your targets for the communication center and the organization.

PHASE 2—SOFTWARE INSTALLATION AND CONFIGURATION

ProQA®, AQUA®, and XLERator® Database Management Software. A PDC software specialist will conduct remote or on-site installation and configuration of the appropriate software while working with local IT personnel to train in the ongoing use and maintenance of ProQA, AQUA, and XLERator software.

CAD Interface Testing. The CAD interface will also be tested for proper functionality.

PHASE 3—TRAINING

Certification and Software Training are Split Into Two Categories. PDC will liaise with the agency to ensure a satisfactory training timetable at a suitable venue. IAED certified instructors will provide training and certification courses to all calltakers and Emergency Dispatchers at a suitable venue. Certification training will require a projector for the instructor and a classroom suitable for the number of designated trainees.

EMD, EFD, and EPD Orientation to Quality Assurance Unit (QAU), Quality Manager (QM) Activities, and Performance Monitoring. PDC staff (or an appropriately qualified (EMD-Q®, EFD-Q™, and EPD-Q™) instructor) will provide the designated QAU personnel with an ED-Q course. The course will facilitate the QAU's understanding of the quality rationale, measurement methods, and applications. Emergency Dispatch-Quality (EMD-Q, EFD-Q, and EPD-Q) training will require a projector for the instructor and a classroom suitable for all course attendees.

ProQA and AQUA Software Training. A PDC software specialist will train all dispatch personnel in using the ProQA software and ED-Q personnel in using AQUA case review software. Software training can be done on-site or remotely (online), allowing for greater flexibility in scheduling. Software training will require a training computer for each trainee.

PHASE 4—SYSTEM IMPLEMENTATION

The Quality Assurance Committees Will Review the Completion of Specific Tasks Before Starting the PDS. The project team will confirm and approve the configuration and policy development variables and field providers will complete awareness training. Emergency Dispatchers will complete practice scenarios and training simulations. PDC will assist the user-agency with the rollout of public awareness campaigns.

Field Orientation and Distribution of Field Responder Guides (FRGs) (in appropriate markets). PDC staff will provide a brief (30-minute) tutorial on the principles of

the Medical Priority Dispatch System™ and its impact on operations to field personnel. In addition, field personnel and administration will be provided with a description of supporting documentation and adjuncts (Field Responder Guide) that clarify the use of the protocol from a field and management perspective.

SEND (Secondary Emergency Notification of Dispatch) Orientation (in appropriate markets). PDC will provide an orientation to the SEND Protocol. The SEND Protocol is required by non-EMS personnel to provide a minimum amount of information to ensure an appropriate EMS response. Field personnel will be provided with a brief tutorial.

Public Education. PDC staff will help develop a public education program to ensure its implementation is perceived as an enhancement to the system rather than an effort to ration or deny service. PDC staff will be available for media activities.

PHASE 5—GO-LIVE AND POST GO-LIVE

Initiate the Use of PDS On-line. PDC staff will provide on-site supervision and on-line coaching of communication staff during the implementation of the PDS.

Ongoing DRC Support. PDC staff will provide ongoing support for DRC activities by attending separate or joint DRC and DSC meetings.

QA Review of Agency Calls. PDC personnel will audit and review a predetermined number of calls per month (depending on call volume) via Securelink. Additional calls will need to be reviewed by the agency as per IAED guidelines.

Review and Calibrate QA System Data. PDC personnel will review QA reports and data to determine what revisions or adjustments may need to be made.

Developmental Support of Continuing Dispatch Education (CDE) Program. PDC staff will review quality assurance data to help communications staff identify performance issues to aid in developing CDE topics. PDC will provide examples and curriculum outlines.

Ongoing Master Case Review of the QAU Case Reviewers and Recommendations for Performance Improvement.

PDC staff will review QAU case reviewer performance regularly to ensure compliance scoring and reporting is consistent with IAED accreditation requirements.

Response Configuration Modification Support. PDC staff will assist the system director in making changes to response configurations after compliance to protocol has reached appropriate levels.

System Impact Evaluation. Once changes to response configurations and modes have been implemented for two months, PDC staff, working with management and the communications staff, will provide an interim assessment regarding the impact of these changes on system performance. Further adjustments will be made as necessary.

PHASE 6—ACCREDITATION

Master Review of Case Review Processes Prior to Accreditation. PDC staff will provide an ongoing master case review of QAU-reviewed cases prior to accreditation. Your communications staff will randomly select and submit compliance data on three percent of the calls received and processed by the communication center.

Accreditation Submission Support. PDC will assist your communications staff in preparing and submitting their accreditation application and accompanying documentation.

PHASE 7—ONGOING SUPPORT

IT, Consulting, and/or CDE On-site Days. PDC will provide on-site days (number of days to be determined) annually for any applicable protocol refresher, software, consulting, and continuing education requirements as per the client to maintain high Medical Priority Dispatch System, Fire Priority Dispatch System™, and Police Priority Dispatch System™ protocol performance and compliance.



GOVERNOR
KATHY HOCHUL

📍 Public Safety (/keywords/public-safety)

JANUARY 29, 2025 | Albany, NY

Safer Streets: Governor Hochul Awards \$55 Million Statewide to Enhance Emergency Communications Systems

Grants Awarded to Every County and New York City To Modernize Public Safety Answering Points and Enhance Call-Taking and Dispatching Abilities

\$45 Million Awarded Under State Interoperable Communications Formula Grant Program; \$10 Million Awarded Under Public Safety Answering Point Grant Program

Grants Allow Counties To Upgrade Technology, Buy New Equipment and Improve Training; Encourages the Development of Next Generation 911 Technologies

Traducción al español

Governor Kathy Hochul today announced that \$55 million would be awarded to 57 counties and New York City to bolster the State's emergency response and communications systems through two grants — a \$45 million grant under the State Interoperable Communications Formula Grant Program and a \$10 million grant under the Public Safety Answering Point Grant Program. Both grant programs fall under the Statewide Interoperable Communications Grant program, which provides reimbursement of funding to eligible counties in order to improve their emergency communication systems, and allocate funding to further enhance public safety call-taking and dispatching abilities. The combined \$55 million is set to deliver upgrades to the State's public safety answering points and communications system. Funding will assist counties as they buy new equipment, upgrade their technology and improve training, and will encourage the development of Next Generation 911 technologies.

“Ensuring the safety of New Yorkers is my top priority, and a reliable emergency dispatch system is critical for getting first responders where they're needed — fast,” **Governor Hochul said.** “This additional funding will strengthen emergency communications across the State, helping counties upgrade technology, improve training and enhance their response capabilities. I remain committed to advancing public safety efforts year after year, ensuring every community has the resources it needs and deserves.”

Division of Homeland Security and Emergency Services Commissioner Jackie Bray said,

“Communication is key during emergencies and these grants will help communities across New York State get training and maintain and improve their systems. The professionals who take emergency calls and dispatch emergency responders are the first line of assistance, and we want to help ensure they have the tools they need.”

Executive Director of New York State Association of Counties Stephen J. Acquario said, “Counties applaud Governor Hochul for her continued priority emphasis on providing emergency 9-1-1 communication grants to counties. This funding is critical so that county based 911 systems can invest in modern technology and infrastructure to ensure our residents have access to emergency services.”

The State Interoperable Communications Formula Grant (SICG-Formula) focuses on minimizing gaps in interoperable communications by aligning technology acquisitions with its operational use by first

responders, providing the foundation necessary to accomplish a high level of interoperability.

The grant allows the State to reimburse eligible expenses that aid localities in sustaining and improving communications systems and components, training and exercises, and governance structures. It also supports county public safety organizations in enhancing emergency response, improving capability and performance results from the U.S. Department of Homeland Security's (DHS) National Emergency Communications Plan, improving operating procedures and infrastructure development, and addressing SAFECOM guidance from the DHS Cybersecurity and Infrastructure Security Agency (CISA).

The SICG Formula grant awards announced today are below:

County	Award Amount	County	Award Amount
Albany	\$1,175,916	Niagara	\$788,111
Allegany	\$736,507	Oneida	\$759,816
Broome	\$890,183	Onondaga	\$1,111,103
Cattaraugus	\$640,674	Ontario	\$577,913
Cayuga	\$705,292	Orange	\$869,382
Chautauqua	\$643,479	Orleans	\$501,156
Chemung	\$498,210	Oswego	\$794,392
Chenango	\$494,618	Otsego	\$715,946
Clinton	\$639,814	Putnam	\$422,645
Columbia	\$446,381	Rensselaer	\$730,577

County	Award Amount	County	Award Amount
Cortland	\$786,336	Rockland	\$758,386
Delaware	\$667,382	Saratoga	\$766,246
Dutchess	\$526,279	Schenectady	\$609,599
Erie	\$1,187,283	Schoharie	\$475,133
Essex	\$826,549	Schuyler	\$407,932
Franklin	\$653,016	Seneca	\$391,399
Fulton	\$488,828	St. Lawrence	\$798,892
Genesee	\$682,571	Steuben	\$748,369
Greene	\$456,547	Suffolk	\$893,700
Hamilton	\$561,551	Sullivan	\$637,453
Herkimer	\$670,415	Tioga	\$410,016
Jefferson	\$739,206	Tompkins	\$627,501
Lewis	\$665,538	Ulster	\$552,845
Livingston	\$609,127	Warren	\$492,667
Madison	\$720,342	Washington	\$773,600

County	Award Amount	County	Award Amount
Monroe	\$1,420,159	Wayne	\$484,283
Montgomery	\$407,620	Westchester	\$646,033
Nassau	\$887,854	Wyoming	\$443,244
New York City	\$6,615,112	Yates	\$368,872

The Public Safety Answering Point Operations Grant (PSAP) is noncompetitive and allocates money by a formula which distributes funding to awardees based on several varying criteria, including operational scope, demographic elements, emergency services call metrics, deployment of new technology, and adherence with State and national guidelines for emergency communications.

The grant supports an awardee's existing operations and encourages the development of Next Generation 911 (NG911) technologies and the Geographic Information System (GIS) data needed for NG911. The PSAP grant also promotes the development of operational and procedural efficiencies and overall collaboration between different jurisdictions, such as other counties and state agencies.

The PSAP grant awards announced today are below:

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Cayuga	\$213,957	Orange	\$151,513

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Chemung	\$213,276	Oswego	\$181,122
Chenango	\$165,794	Otsego	\$173,737
Clinton	\$150,227	Putnam	\$108,883
Columbia	\$159,118	Rensselaer	\$186,187
Cortland	\$194,635	Rockland	\$176,964
Delaware	\$165,193	Saratoga	\$118,926
Dutchess	\$154,993	Schenectady	\$175,333
Erie	\$202,408	Schoharie	\$114,623
Essex	\$223,942	Schuyler	\$183,578
Franklin	\$152,412	Seneca	\$160,865
Fulton	\$159,119	St. Lawrence	\$209,055
Genesee	\$211,687	Steuben	\$175,667
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Monroe	\$229,967	Wayne	\$180,950
Montgomery	\$178,052	Westchester	\$156,766
Nassau	\$126,372	Wyoming	\$116,975
New York City	\$205,078	Yates	\$200,034

Both the SICG-Formula and PSAP grant programs directly support local emergency response capabilities and promote interoperability for public safety agencies throughout the State.

About DHSES

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Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

January 28, 2025

The Honorable Kevin Fitch
Chair, Cortland County Legislature
County Office Building
60 Central Avenue, Room 316
Cortland, NY 13045

Dear Mr. Fitch:

I am pleased to announce that Cortland County has been awarded \$786,336 under the New York State 2024 Statewide Interoperable Communications Grant Program (2024 SICG-Formula). This program, administered by my agency, allows for the State support to aid county, local and municipal public safety organizations in enhancing emergency response, improving capability, improvements in governance structures, operating procedures, infrastructure development, and addressing SAFECOM guidance from the U.S. Department of Homeland Security Office of Emergency Communications (OEC). The 2024 SICG-Formula Program will concentrate on improving interoperability and operability of communications systems in New York State. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the State.

The performance period for the 2024 SICG-Formula grant will be 36 months, beginning January 1, 2024 – December 31, 2026, with the possibility of an extension based upon a good cause shown and ample justification for needing additional time. Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days from the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated SICG point of contact to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of *"your public safety first"* responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

Jackie Bray
Commissioner

Attachment: SICG FY2024 Cortland County (12764 : Amend 2025 Budget - Accept and Authorize Statewide Interoperable Communications



FIRE PRIORITY DISPATCH SYSTEM™

The Evolution of Emergency Fire Dispatch and Disaster Response

Life safety, property conservation, and incident stabilization are the top three priorities of the Fire Priority Dispatch System™ (FPDS™). Recognized as the most comprehensive fire-rescue call handling protocol system in the world, the FPDS includes extensive Pre-Arrival and Post-Dispatch Instructions that allow Emergency Fire Dispatchers™ (EFDs™) to assume a rescuer role, providing lifesaving instructions to a caller while Firefighters are still en route to the call.

Ultimately, the information gathered, and the instructions given through the FPDS help Emergency Dispatchers send not only a more informed response, but also allow for direct caller and bystander critical safety interventions—whether he or she is a seasoned veteran at the console or brand-new.

With the ever-developing climate of catastrophe and emergency events that have happened in recent years—from weather disasters and wildfires to massive structure fires, technical rescues and the rise of vehicle fires—you can trust the FPDS will always deliver the highest standard of care and service.

BENEFITS OF THE FPDS

- **INCREASED SAFETY** for Firefighters and their local communities with more informed responses and accurate, efficient dispatch of resources. FPDS also includes “Fight for Your Life” instructions that are available nowhere else in the world.
- **MAXIMUM FLEXIBILITY** with prioritized responses set by you—the most locally-defined inputs in the industry.
- **INTUITIVE AND EASY TO USE** even for new Emergency Dispatchers because it is delivered with the long-proven and widely used ProQA® software.
- **ELEVATED CONFIDENCE** with access to the most advanced emergency protocol system in the world.
- **ENHANCED DISASTER MANAGEMENT** with agencies having the capability to manage catastrophic incidents on a single protocol.

“We needed a tool to be able to handle larger brush fires as well as routine incidents like fire alarms and structure fires with a more standardized response.”

Jordan Roberts, ENP

Assistant Fire Communications Manager, Ventura County Fire Department, Camarillo, CA



WHAT CAN FPDS DO FOR ME?

FOR COMMUNICATION CENTER MANAGERS

FPDS creates greater efficiency and effectiveness, leading to increased trust from first responders. Quality Improvement technology built into ProQA* and the fully integrated AQUA* software makes the QA process easier and faster.

FOR EMERGENCY DISPATCHERS

Anxiety is reduced when taking low-frequency, high-acuity calls because the protocols guide the Emergency Fire Dispatcher through every emergency, even if they've never answered that call type before. FPDS helps Emergency Dispatchers give the right instructions for every emergency and send the correct response every time.

FOR FIRE CHIEFS AND OPERATIONS PERSONNEL

FPDS promotes compliance to the telecommunications requirements of NFPA 1225. Use of the system improves the fire department ISO ratings by fulfilling telecommunications requirements of the ISO Fire Suppression Rating Schedule.

FOR STATE PUBLIC SAFETY AND ELECTED OFFICIALS

FPDS is an internationally recognized standard of care and service that directly reduces agency risk and exposure to liability. This high standard. Care results in higher safety and approval levels among members of the community.

FOR MEDICAL DIRECTORS

FPDS offers medical Instructions for scene safety assessment, bleeding control (including tourniquet application of various types), burn care, general trauma care and airway positioning. These significantly improve patient outcomes and save time. These instructions give the Emergency Fire Dispatcher the ability to remotely assess and treat medical and injury problems encountered during fire-rescue calls within the structure of the FPDS, instead of having to access another protocol.

A SYSTEM, NOT A SCRIPT

The FPDS gives you a proven, comprehensive approach to Emergency Fire Dispatch, driving operational excellence in your communications center. It includes:

STRUCTURED EMERGENCY FIRE CALLTAKING

FPDS provides calltakers the necessary tools to efficiently gather information, send the right help, and assist callers in immediate need—regardless of tenure or professional background.

TRAINING, CERTIFICATION, AND CONTINUING EDUCATION

FPDS requires trained, tested, and certified Emergency Dispatchers to stay up to date with ongoing education. It's one way you can ensure your community gets the highest level of care possible.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

Improvement starts with measurement. FPDS provides a robust case review program so quality assurance teams can measure performance and continuously improve.

“Our Fire Chiefs thought response times would go up. They were actually reduced due to efficiencies. We talked with them about how they would receive much more information prior to arriving at the scene. Those of us responding on the calls can literally make tactical decisions prior to arriving on the scene.”

Ron Two Bulls

Battalion Chief and Protocol Coordinator,
Northwest Central Dispatch System, Arlington Heights, IL

ON MOTION OF SANDRA PRICE, COMMITTEE MEMBER**AGENDA ITEM NO. 3****Amend 2025 Budget - Accept Grant Award - Public Safety Answering Points Operations Grant -
Department of Emergency Response and Communications**

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded the Cortland County Department of Emergency Response and Communications a Public Safety Answering Point Operations Grant (PSAP) for the period January 1, 2024 - December 31, 2025 in the amount of \$194,635, resulting in no new county costs, in support of Public Safety Answering Point operations; NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance; AND BE IT FURTHER

RESOLVED, that the 2025 budget is amended as follows:

	Current	Change	Revised
INCREASE REVENUE BUDGET:			
A302043.43306.PSP DHSES Grant	\$100,000	\$94,635	\$194,635
INCREASE EXPENDITURE BUDGET:			
A30205.51005.PSP Personal Services	\$0	\$100,000	\$100,000
A30205.54048.PSP Dept. Specific Equipment	\$0	\$94,635	\$94,635
DECREASE EXPENDITURE BUDGET:			
A30205.51005 Personal Services	\$1,301,262.52	(\$100,000)	\$1,201,262.52

; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$194,635; AND BE IT FURTHER

RESOLVED, the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.



Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

January 28, 2025

The Honorable Kevin Fitch
Chair, Cortland County Legislature
County Office Building
60 Central Avenue, Room 316
Cortland, NY 13045

Dear Mr. Fitch:

I am pleased to announce that Cortland County has been awarded \$194,635 under the New York State 2024 Public Safety Answering Point Operations Grant Program (2024 PSAP Grant). This program, administered by my agency, allows for State support to counties for eligible public safety call-taking and dispatching expenses. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the state.

The performance period for the 2024 PSAP grant will be 24 months, beginning calendar year 2024 (January 1, 2024 – December 31, 2025). Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days of the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated PSAP point of contact, to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of “*your public safety first*” responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

Jackie Bray
Commissioner



GOVERNOR
KATHY HOCHUL

Public Safety (/keywords/public-safety)

JANUARY 29, 2025 | Albany, NY

Safer Streets: Governor Hochul Awards \$55 Million Statewide to Enhance Emergency Communications Systems

Grants Awarded to Every County and New York City To Modernize Public Safety Answering Points and Enhance Call-Taking and Dispatching Abilities

\$45 Million Awarded Under State Interoperable Communications Formula Grant Program; \$10 Million Awarded Under Public Safety Answering Point Grant Program

Grants Allow Counties To Upgrade Technology, Buy New Equipment and Improve Training; Encourages the Development of Next Generation 911 Technologies

Traducción al español

Governor Kathy Hochul today announced that \$55 million would be awarded to 57 counties and New York City to bolster the State's emergency response and communications systems through two grants — a \$45 million grant under the State Interoperable Communications Formula Grant Program and a \$10 million grant under the Public Safety Answering Point Grant Program. Both grant programs fall under the Statewide Interoperable Communications Grant program, which provides reimbursement of funding to eligible counties in order to improve their emergency communication systems, and allocate funding to further enhance public safety call-taking and dispatching abilities. The combined \$55 million is set to deliver upgrades to the State's public safety answering points and communications system. Funding will assist counties as they buy new equipment, upgrade their technology and improve training, and will encourage the development of Next Generation 911 technologies.

“Ensuring the safety of New Yorkers is my top priority, and a reliable emergency dispatch system is critical for getting first responders where they're needed — fast,” **Governor Hochul said.** “This additional funding will strengthen emergency communications across the State, helping counties upgrade technology, improve training and enhance their response capabilities. I remain committed to advancing public safety efforts year after year, ensuring every community has the resources it needs and deserves.”

Division of Homeland Security and Emergency Services Commissioner Jackie Bray said,

“Communication is key during emergencies and these grants will help communities across New York State get training and maintain and improve their systems. The professionals who take emergency calls and dispatch emergency responders are the first line of assistance, and we want to help ensure they have the tools they need.”

Executive Director of New York State Association of Counties Stephen J. Acquario said, “Counties applaud Governor Hochul for her continued priority emphasis on providing emergency 9-1-1 communication grants to counties. This funding is critical so that county based 911 systems can invest in modern technology and infrastructure to ensure our residents have access to emergency services.”

The State Interoperable Communications Formula Grant (SICG-Formula) focuses on minimizing gaps in interoperable communications by aligning technology acquisitions with its operational use by first

responders, providing the foundation necessary to accomplish a high level of interoperability.

The grant allows the State to reimburse eligible expenses that aid localities in sustaining and improving communications systems and components, training and exercises, and governance structures. It also supports county public safety organizations in enhancing emergency response, improving capability and performance results from the U.S. Department of Homeland Security's (DHS) National Emergency Communications Plan, improving operating procedures and infrastructure development, and addressing SAFECOM guidance from the DHS Cybersecurity and Infrastructure Security Agency (CISA).

The SICG Formula grant awards announced today are below:

County	Award Amount	County	Award Amount
Albany	\$1,175,916	Niagara	\$788,111
Allegany	\$736,507	Oneida	\$759,816
Broome	\$890,183	Onondaga	\$1,111,103
Cattaraugus	\$640,674	Ontario	\$577,913
Cayuga	\$705,292	Orange	\$869,382
Chautauqua	\$643,479	Orleans	\$501,156
Chemung	\$498,210	Oswego	\$794,392
Chenango	\$494,618	Otsego	\$715,946
Clinton	\$639,814	Putnam	\$422,645
Columbia	\$446,381	Rensselaer	\$730,577

County	Award Amount	County	Award Amount
Cortland	\$786,336	Rockland	\$758,386
Delaware	\$667,382	Saratoga	\$766,246
Dutchess	\$526,279	Schenectady	\$609,599
Erie	\$1,187,283	Schoharie	\$475,133
Essex	\$826,549	Schuyler	\$407,932
Franklin	\$653,016	Seneca	\$391,399
Fulton	\$488,828	St. Lawrence	\$798,892
Genesee	\$682,571	Steuben	\$748,369
Greene	\$456,547	Suffolk	\$893,700
Hamilton	\$561,551	Sullivan	\$637,453
Herkimer	\$670,415	Tioga	\$410,016
Jefferson	\$739,206	Tompkins	\$627,501
Lewis	\$665,538	Ulster	\$552,845
Livingston	\$609,127	Warren	\$492,667
Madison	\$720,342	Washington	\$773,600

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New York City: (212) 681-4640

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ON MOTION OF SANDRA PRICE, COMMITTEE MEMBER**AGENDA ITEM NO. 4****Authorize Lease Contract - Radio Microwave System - Department of Emergency Response & Communications**

WHEREAS, Cortland County purchased a radio microwave system from Motorola in 2012; The County's radio microwave system carries all radio and 911 traffic around the County to the various radio towers and is integral to the operation of Cortland County's 911 center and for communications between first responders in Cortland County; AND

WHEREAS, major components of the County's radio microwave system have reached end of life cycle for repair and replacement; AND

WHEREAS, keeping the radio microwave system fully operational is in the best interests of the County to provide for continued high availability use during 911 and other emergency calls; AND

WHEREAS, Motorola has provided replacement pricing under NYS OGS contract PT68722 for the necessary microwave radio replacement resulting in a cost of \$1,029,713; AND

WHEREAS, the Department of Emergency Response and Communications previously leased the County's radio system with Motorola paying that lease off early by leveraging available grant funding. The Department of Emergency Response and Communications seeks to lease the upgrades to the radio microwave system enabling the County to seek grant funding to potentially pay off the lease early as opposed to funding completely from the County's operating budget; AND

WHEREAS, Motorola Solutions has proposed seven-year lease term, resulting in annual proposed payments of \$179,668 starting in 2026; NOW THEREFORE BE IT

RESOLVED, that the Cortland County legislature authorizes the County Administrator, upon approval of the County Attorney or designee, to execute a seven-year lease contract with Motorola Solutions, for a microwave system upgrade of the County's radio system for the County's 911 Center.



Proposal

Cortland County Department of Emergency Response & Communication

8 Link Microwave Upgrade

USNY24P015

September 20, 2024

The design, technical, and price information furnished with this proposal is proprietary information of Motorola Solutions, Inc. (Motorola). Such information is submitted with the restriction that it is to be used only for the evaluation of the proposal, and is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the proposal, without the express written permission of Motorola.

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Motorola Solutions, Inc.
123 Tice Boulevard, Suite 202
Woodcliff Lake, NJ 07677

Telephone: +1 201.949.5500
Fax: +1 201.949.5799

September 20, 2024

Scott Roman, Director
Cortland County Emergency Response & Communications
54 Greenbush Street, Suite 201
Cortland, New York 13045

Subject: 8 Link Microwave Upgrade

Dear Director Roman:

Motorola Solutions, Inc. ("Motorola") is pleased to present Cortland County ("the County") with this proposal for replacing current microwave radios and also reconstructing the sites and microwave paths for future needs. The development of this proposal provided us an opportunity to evaluate our current mutual business and further explore the means by which we can fulfill Cortland County's connectivity needs.

The information in this proposal is provided to assist you in moving the project forward. We have provided a design in our proposal taking into consideration the County's requirements coordinated with a detailed analysis and firm pricing.

As the industry's premier supplier of radio and integrated solutions, Motorola possesses many unique capabilities. These capabilities allow us to offer our customers effective solutions to their complex operational issues. Our primary goal is to provide the County with a solution that improves the safety level of your employees and citizens.

This proposal is valid for 90 days from the date of this proposal. Pricing, terms, and conditions for equipment and services in this proposal are subject to the New York State Contract OGS #PT68722. Upon the County's decision to purchase this system, the County can issue a PO referencing the NYS-OGS contract number PT68722 and this proposal.

Questions or inquiries may be addressed to Rick Angelillo at 201-390-6814. We look forward to your positive review of our proposal, to subsequent discussions, and to helping Cortland County achieve its communications goals and objectives.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Roy Kirchner'.

Roy Kirchner
MSSSI Vice President

Table of Contents

Section 1

System Description	1-1
1.1 System Overview for 9 Sites Best Practice	1-1
1.1.1 MW Link Map for 9 Sites	1-2
1.1.2 Phase 2 Link Summary for 9 Sites	1-3
1.1.3 Path Design Considerations for 9 Sites	1-4
1.2 System Overview for MNI Radio Only	1-5
1.2.1 MW Link Map for Radio Only	1-6
1.3 Design Assumptions.....	1-7

Section 2

Statement of Work	2-1
2.1 Statement of Work Matrix	2-1
2.2 Preliminary Project Schedule.....	2-8
2.3 Change Order Template.....	2-9

Section 3

Standard Commercial Warranty	3-1
3.1 On-Site Support (Monday-Friday) 8:00 AM – 5:00 PM.....	3-1
3.2 Technical Support	3-1
3.3 Board Repair.....	3-1
3.4 Warranty Start Date.....	3-1

Section 4

Pricing Summary	4-1
4.1 MW System Upgrade Site Reconstruction.....	4-1
4.2 Radio Only Solution	4-1
6.3 Payment Schedule	4-2

Section 5

Contractual Documentation.....	5-1
---------------------------------------	------------

Section 1

System Description

1.1 System Overview for 9 Sites Best Practice

Motorola Solutions is proposing to replace Cortland County's existing microwave transceiver radios, antennas and waveguides at eight (8) Microwave hop locations with Microwave Networks' (MNI) link of Proteus MX licensed microwave radios and antennas. Two (2) hops configured for 11 GHz links and six (6) hops configured for 6 GHz. The MNI SPARCS network management system is also included in this proposal. This proposal reuses nine (9) existing site locations and recommends raising three (3) tower heights to clear on path vegetation and obstructions from Cortland COB, Preble, and Cuyler.

Microwave links where radios are to be swapped with this project are:

- Lapeer ⇔ Virgil
- Cortland COB ⇔ Cortlandville
- Preble ⇔ Cortlandville
- Preble ⇔ Solon
- Solon ⇔ Taylor
- Solon ⇔ Cuyler
- Cincinnatus ⇔ Taylor
- Lapeer ⇔ Cincinnatus

1.1.1 MW Link Map for 9 Sites

Figure 1-1 below is the network map of the second phase microwave network, after phase 1 of the project has been completed to connect the Cortland COB location to the Core system located at 22 W Court St. The proposed links under this contract consists of the equipment and services for the sites mentioned above.

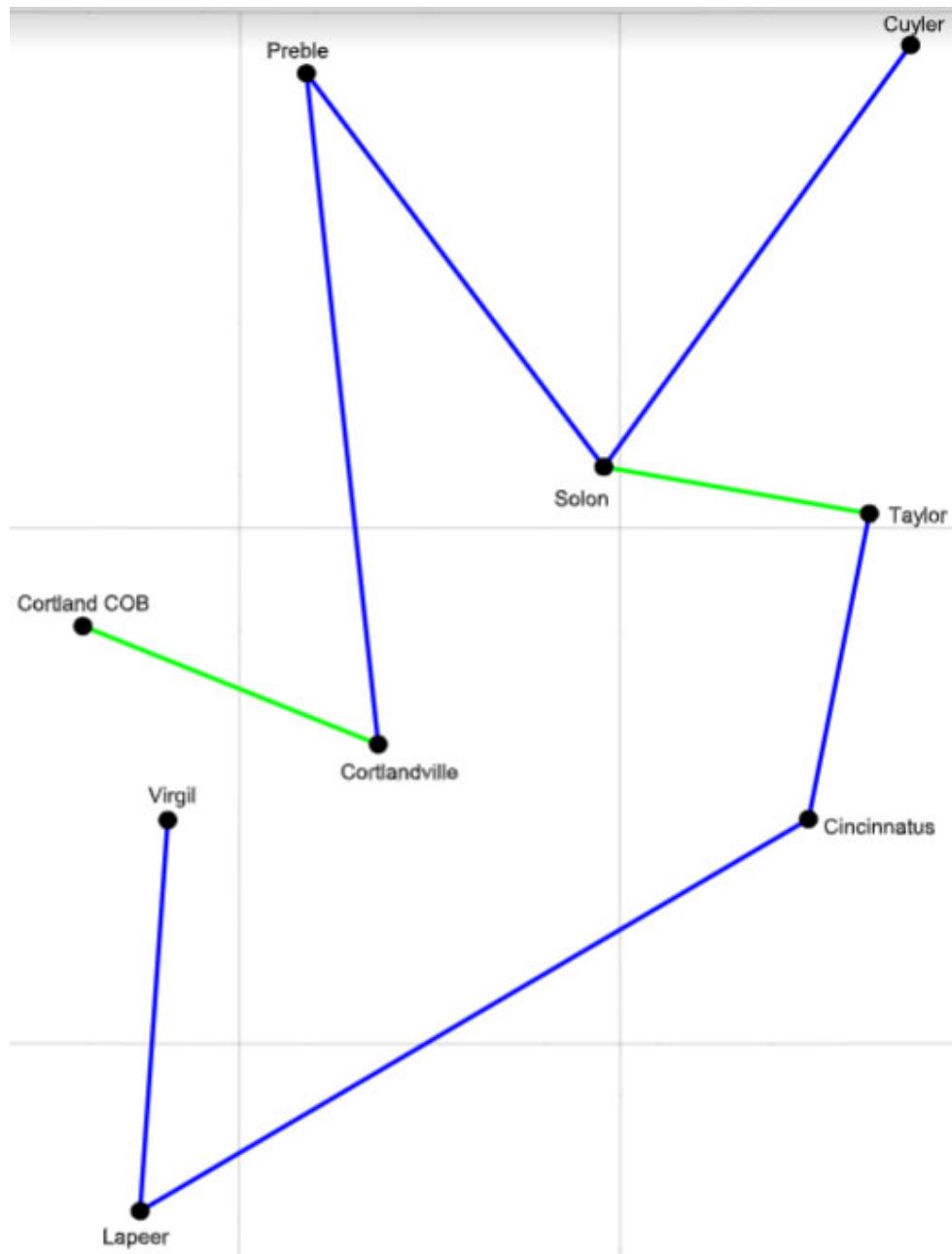


Figure 1-1: Microwave Network System Map

Blue Link Lines – 6 GHz

Green Link Lines – 11 GHz

1.1.2 Phase 2 Link Summary for 9 Sites

Table 1-1 below is a table of the proposed eight (8) microwave paths that will be upgraded in existing Cortland network.

Table 1-1: Radio Equipment and Link Data Summary

Site A	Tower Hgt (ft.)	Main Ant CL (ft.)	Ant Size (ft.)	Site B	Tower Hgt (ft.)	Main Ant CL (ft.)	Ant Size (ft.)	Path Length (mi)	Freq (GHz)	Two-Way Availability (%)	Fade Margin (dB)	Throughput (Mbps)
Lapeer	300	296.6	6	Virgil	250	246.7	6	6.56	6	99.99999	44.92	155
Cortland COB	50	63	3	Cortlandville	193	189	3	5.34	11	99.99996	31.29	155
Preble	195	80	6	Cortlandville	193	100	6	11.3	6	99.99999	44.02	155
Preble	195	240	6	Solon	240	130	6	8.26	6	99.99999	44.24	155
Solon	240	185	3	Taylor	195	191.6	3	4.52	11	99.99996	29.14	155
Solon	240	170	6	Cuyler	230	296.9	6	8.73	6	99.99999	46.41	50
Cincinnati	270	100	6	Taylor	195	115	6	5.21	6	99.99999	44.36	155
Lapeer	300	205	6	Cincinnati	270	150	6	12.99	6	99.99996	41.44	155

Site Raised Tower Heights (ft.)

Cortland COB	13
Preble	55
Cuyler	70

1.1.3 Path Design Considerations for 9 Sites

The paths are engineered with Proteus MX 6 All Indoor and split mount Proteus MX 11 GHz radios with 155 Mbps capacity on ring paths and 50 Mbps capacity on the spur path. All paths as engineered meet or exceed a two-way link availability of 99.9995% at a Receive Signal Level and Dispersive Fade Margin threshold of $10E-6$ BER. Availability calculations utilize the Vigants – Barnett multipath fading and Crane rain fading methods. Rain rates used are per AT&T city rain rate data for the area. Terrain roughness is calculated using 10-meter USGS National Elevation Dataset digitized elevation data using the sea level reference method on the section of the path visible to both end points. National Land Cover Database 2019 information was used to identify on-path vegetation and man-made obstruction heights. The clearance criteria used to determine required antenna centerlines is the more stringent of:

$K = 4/3$ @ 100% F1, FH=10ft.

$K=0.667$ @ 30% F1, FH=10ft.

30-meter NLCD 2019 clutter data.

Before system implementation, a microwave path engineering survey will be conducted on all paths. The objective of this survey is “information verification” to confirm the information to be used for clearance and engineering performance objectives. This confirmation includes site location (latitude/longitude coordinates), elevation above mean sea level (AMSL), accurate measurement of path obstructions along the path (i.e. trees and buildings, electrical transmission lines, cellular towers, the presence of reflective surfaces) and general compilation of local climate information.

At locations with existing towers, pre-determined azimuths and centerlines will be checked for availability/adaptability in terms of proposed antenna mounting.

1.2 System Overview for MNI Radio Only

Motorola Solutions is proposing to replace Cortland County's existing Cambium microwave radios at eight (8) hop locations with Microwave Networks link of Proteus MX licensed microwave radios only. This proposal reuses nine (9) existing site locations with the current configuration consisting of six (6) ring paths and two (2) spur paths. The two (2) spur paths are Solon to Cuyler and Lapeer to Taylor. The project USNY23P229 is required by the County to be implemented to connect the new 22 W Court St Core site location into these remaining microwave sites. The Radio only proposal is not considered to be best practice by Motorola due to the current tower and dish heights at three (3) locations from which have potential issues that do not clear on path vegetation and obstructions from Cortland Cob, Preble, and Cuyler sites. Motorola recommends a full Microwave system upgrade but has provided pricing for radio only upgrade for the current backhaul system, which is not considered to be best practice by Motorola due to the current dish heights.

Existing Microwave links where radios are to be swapped with this project are:

- Lapeer ⇔ Virgil
- Cortland COB ⇔ Cortlandville
- Preble ⇔ Cortlandville
- Preble ⇔ Solon
- Solon ⇔ Taylor
- Solon ⇔ Cuyler
- Cincinnatus ⇔ Taylor
- Lapeer ⇔ Taylor

1.2.1 MW Link Map for Radio Only

Figure 1-2 below is the network map of the second phase microwave network for radios only, after phase 1 of the project has been completed to connect the Cortland COB location to the Core system. The proposed links under this contract consists of the radio equipment only and services for the sites mentioned above.

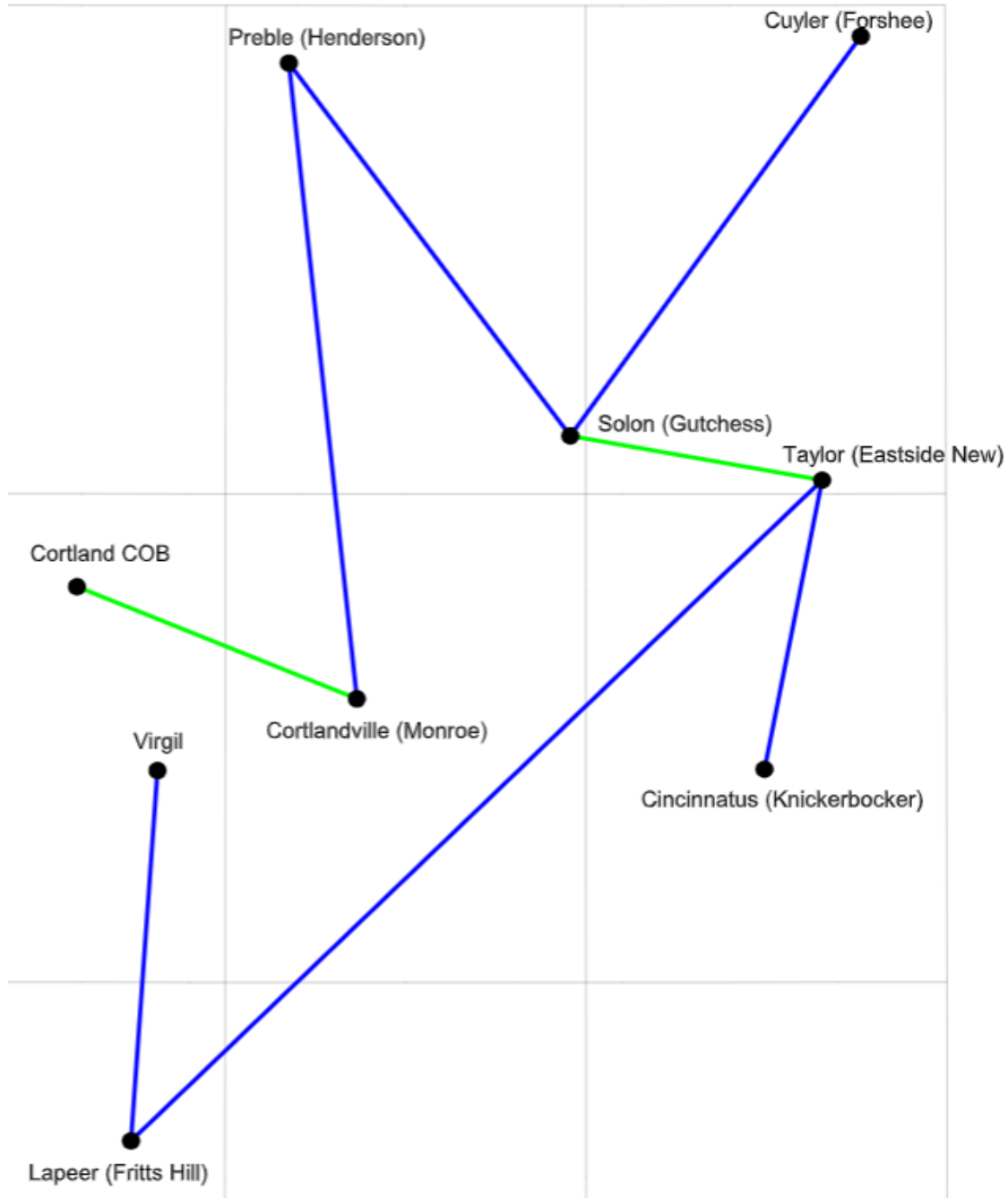


Figure 1-2: Second Phase Microwave Network System Map

Blue Link Lines – 6 GHz

Green Link Lines – 11 GHz

System Description



Use or disclosure of this proposal is subject to the restrictions on the cover page.
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1.3 Design Assumptions

Motorola Solutions has based the system design on information provided by the County. All assumptions have been listed below for review. Should Motorola Solutions' assumptions be deemed incorrect or not agreeable to the County, a revised proposal with the necessary changes and adjusted costs may be required. Changes to the equipment or scope of the project after contract may require a change order.

- The County will be responsible for three (3) raised tower heights located at Cortland COB (rooftop), Preble, and Cuyler sites.
- Transmission line lengths are assumed to be antenna centerline plus 50ft.
- The two-way availability is a predicted annual average and not a guarantee.
- All sites are accessible by 2-wheel drive vehicles.
- Motorola has assumed that we can reuse all existing DC power and battery systems at all the nine locations.
- Sites will have adequate space for the new equipment and suitable temperature control and lighting where work is to be performed or materials stored.
- All existing sites or equipment locations will have sufficient space available for the system described as required/specified by R56.
- Should any of the sites or design change, a revision to the SOW and associated pricing will be required.
- Proposal assumes all towers have climbing facilities and waveguide ladders with open slots.
- Proposal assumes any water towers have antenna mounting structures and waveguide ladders.
- Any re-routing or moving of existing equipment is not part of this proposal.
- Any required painting or welding will be provided and completed by the County.
- Proposal assumes there are existing entry ports and grounding system.
- Rack locations to be provided by the County.

Section 2

Statement of Work

2.1 Statement of Work Matrix

Motorola Solutions will Implement and configure the proposed equipment. The following table describes the tasks involved with Implementation and configuration.

Tasks	Motorola Solutions	Cortland County
PROJECT INITIATION		
Design Review		
Review the Customer's operational requirements.	X	X
Present the system design and operational requirements for the solution.	X	
Present Implementation plan.	X	
Present preliminary cutover plan and methods to document final cutover process.	X	
Present configuration and details of sites required by system design.	X	
Validate that Customer sites can accommodate proposed equipment.	X	X
Provide approvals required to add equipment to proposed existing sites.		X
Review safety, security, and site access procedures.	X	
Finalize site acquisition and development plan.		X
Furnish floor plans and office drawings of existing sites, Showing new equipment locations, term block & fuse panel assignments, etc.		X
Present equipment layout plans and system design drawings.	X	
Provide backhaul performance specifications and demarcation points.	X	
Provide heat load and power requirements for new equipment.	X	
Provide information on existing system interfaces.		X
Provide frequency and radio information for each site.		X
Perform Frequency Coordination and file PCN.	X	
Prepare Frequency Coordination Applications.	X	
Perform Path Survey.	X	
Assume liability and responsibility for providing all information necessary for complete Implementation.		X
Assume responsibility for issues outside of Motorola Solutions' control.		X
Review and update design documents, including System Description, Statement of Work, Project Schedule, and Acceptance Test Plan, based on Design Review agreements.	X	

Tasks	Motorola Solutions	Cortland County
Provide minimum acceptable performance specifications for customer provided hardware, software, LAN, WAN and internet connectivity.	X	
Execute Change Order in accordance with all material changes to the Contract resulting from the Design Review.	X	
Deliverable: Finalized design documentation based upon "frozen" design, along with any relevant Change Order documentation.		
SITE PREPARATION AND DEVELOPMENT		
Site Access		
Provide site owners/managers with written notice to provide entry to sites identified in the project design documentation.		X
Maintain access roads in order to provide clear and stable entry to sites for heavy-duty construction vehicles, cement trucks and cranes. Ensure that sufficient space is available at the site for these vehicles to maneuver under their own power, without assistance from other equipment.		X
Obtain site licensing and permitting, including site lease/ownership, zoning, permits, regulatory approvals, easements, power, and telco connections.		X
Deliverable: Access, permitting, and licensing necessary to Implement system equipment at each site.		
Site Planning		
Provide necessary buildings, equipment shelters, and towers for Implementation of system equipment.		X
Provide the R56 requirements for space, power, grounding, HVAC, and connectivity requirements at each site.	X	
Provide adequate electrical power in proper phase and voltage at sites.		X
Provide as-built structural and foundation drawings of the structures and site locations, along with geotechnical reports, in order to facilitate a structural analysis.		X
Perform structural analysis of towers, rooftops, or other structures to confirm that they are capable of supporting proposed and future antenna loads.		X
Where dishes are proposed to be installed on towers, provide tower climbing and tower mapping services to collect information about structural members and existing equipment.		X
Confirm that there is adequate utility service to support the new equipment and ancillary equipment.		X
Modify towers or other structures, or relocate sites in the system, to ensure that they are capable of supporting proposed and future antenna loads.		X
Ensure that each site meets the R56 standards for space, grounding, power, HVAC, and connectivity requirements.		X
Prepare and submit Electromagnetic Energy (EME) plans for the site (as licensee) to demonstrate compliance with FCC RF Exposure Guidelines.		X
Prepare a lease exhibit and sketch of each site showing the proposed lease space and planned development at that site.		X

Tasks	Motorola Solutions	Cortland County
Prepare site construction drawings showing the layout of new and existing equipment.		X
Prepare zoning drawings that can be used to describe the proposed site installation in sufficient detail.		X
Obtain the permits needed to complete site development, including electrical, building, and construction permits.		X
Pay for application fees, taxes, and recurring payments for lease/ownership of property.		X
Ensure that required rack space is available for implementation of the new equipment.		
National Environmental Policy Act (NEPA) Threshold Screening, including limited literature and records search and brief reporting, as necessary to identify sensitive natural and cultural features referenced in 47 Code of Federal Regulations (CFR) Chapter 1, subsection 1.1307 that may be potentially impacted by the proposed construction activity. Along with the additional field investigations to document site conditions if it is determined that the proposed communication facility "may have a significant environmental impact" and thus require additional documentation, submittals, or work.		X
Prepare initial zoning analysis of municipal and zoning districts within each search ring, along with an overview of the zoning and permitting process accompanying timeframes.		X
Deliverable: Information and permitting requirements completed at each site.		
General Facility Improvements		
Provide adequate HVAC, grounding, lighting, cable routing, and surge protection based upon Motorola Solutions' Standards and Guidelines for Communication Sites (R56)		X
Ensure the resolution of environmental and hazardous material issues at each site including, but not limited to, asbestos, structural integrity (tower, rooftop, water tank, etc.), and other building risks.		X
Ensure that electrical service will accommodate implementation of system equipment, including isolation transformers, circuit breakers, surge protectors, and cabling.		X
Provide obstruction-free area for the cable run between the demarcation point and system equipment.		X
Provide structure penetrations (wall or roof) for transmission equipment (e.g. antennas, microwave radios, etc.).		X
Supply interior building cable trays, raceways, conduits, and wire supports.		X
Pay for usage costs of power and generator fueling, both during the construction and Implementation effort, and on an ongoing basis.		X
Installation or up-grades of the electrical system in order to comply with NFPA 70, Article 708		X
Supply and install electrical circuits necessary to provide power (AC power) to the new MW equipment.		X

Tasks	Motorola Solutions	Cortland County
Transport removed site equipment to a location designated by Customer and within Customer's jurisdiction.		X
Deliverable: Sites meet physical requirements for equipment implementation.		
SYSTEM IMPLEMENTATION		
Equipment Order and Manufacturing		
Create equipment order and reconcile to contract.	X	
Manufacture Motorola Solutions-provided equipment necessary for system based on equipment order.	X	
Procure non-Motorola Solutions equipment necessary for the system.	X	
Deliverable: Equipment procured and ready for shipment.		
Equipment Shipment and Storage		
Provide secure location for solution equipment.		X
Pack and ship solution equipment to the identified, or site locations.	X	
Receive solution equipment.		X
Inventory solution equipment.	X	
Deliverable: Solution equipment received and ready for Implementation		
General Implementation		
Deliver solution equipment to implementation location.	X	
Coordinate receipt of and inventory solution equipment with designated contact.	X	
Implement all proposed fixed equipment as outlined in the System Description based upon the agreed-upon floor plans, connecting audio, control, and radio transmission cables to connect equipment to the power panels or receptacles, and audio/control line connection points. Implementation performed in accordance with R56 standards and state/local codes.	X	
Provide system interconnections that are not specifically outlined in the system design, including dedicated phone circuits, microwave links, or other types of connectivity.		X
Implement and terminate all network cables between site routers and network demarcation points, including microwave, leased lines, and Ethernet.	X	
Install cable and test all radio and auxiliary equipment proposed.	X	
Provide ready access (within 50 feet (15 meters) of proposed Equipment locations) to a low resistance ground at each location.		X
Furnish and install adequate AC receptacle within 6 feet (2 meters) of the battery charger rack.		X
Provide AC power and breakers as required.		X
Provide and install ground bars.		X
Provide DC Power and Ground wiring to provided racks.		X
Connect implemented equipment to the provided ground system.	X	

Tasks	Motorola Solutions	Cortland County
Label equipment, racks, and cables.	X	
Perform preliminary audit of implemented equipment to ensure compliance with requirements and R56 standards.	X	
Note any required changes to implementation for inclusion in the "as-built" system documentation.	X	
Remove, transport, and dispose of old equipment.		X
Deliverable: Equipment Implemented.		
Antenna and Transmission Line Installation (Not included for Radio only option)		
Furnish and install all towers.		X
Determine structural capabilities of all towers and/or antenna mounting structures and perform all Structural modifications required to support, mount and adapt the proposed antennas.		X
Install all antenna and transmission line.	X	
Install Wall Feed-Thru's for coax/wave guide Transmission line.		X
Furnish and install antenna Pipe Mount(s).	X	
Furnish and install antenna Ice Shield(s).	X	
Furnish and install Waveguide Bridge.		X
Furnish and install Waveguide Messenger.		X
Implement transmission lines required for system.	X	
Provide structure penetrations for transmission equipment (e.g. antennas & microwave line.).	X	
Perform sweep tests on transmission lines.	X	
Provide and implement attachment hardware for supporting transmission lines on antenna support structure.	X	
Supply and implement ground buss bar at the bottom of each antenna support structure.	X	
Deliverable: Antenna and Transmission Line implemented.		
SYSTEM OPTIMIZATION AND TESTING		
R56 Site Audit		
Perform R56 site-Implementation quality-audits, verifying proper physical Implementation and operational configurations.	X	
Create site evaluation report to verify site meets or exceeds requirements, as defined in Motorola Solutions' R56 Standards and Guidelines for Communication Sites.	X	
Deliverable: R56 Standards and Guidelines for Communication Sites audits completed successfully.		
Solution Optimization		
Verify that all equipment is operating properly and that all electrical and signal levels are set accurately.	X	

Tasks	Motorola Solutions	Cortland County
Verify that all audio and data levels are at factory settings.	X	
Verify communication interfaces between devices for proper operation.	X	
Ensure that functionality meets manufacturers' specifications and complies with the final configuration established during design review or system staging.	X	
Deliverable: Completion of System Optimization.		
Functional Acceptance Testing (Not included for Radio only option)		
Verify the operational functionality and features of the solution supplied by Motorola Solutions, as contracted.	X	
Provide complete set of Test Equipment consisting of; Digital Multi-Meter, BER Test Set (capable of the required data rates used in the system), VT-100 terminal.	X	
Coordinate system test and alignment with the Customer. Such testing will only include acceptability of MNI installed equipment.	X	
Optimize and test system to MNI Acceptance Test Procedure (ATP).	X	
Furnish one complete set of installation specifications and measurements for the proposed equipment ATP.	X	
Record test data for inclusion in the "as built" Documentation.	X	
Prepare, submit and file, if applicable, all necessary environmental impact data.		X
Witness the functional testing.		X
Document all issues that arise during the acceptance tests.	X	
If any major task for the system as contractually described fails during the Customer acceptance testing or beneficial use, repeat that particular task after Motorola Solutions determines that corrective action has been taken.	X	
Resolve any minor task failures before Final System Acceptance.	X	
Document the results of the acceptance tests and present for review.	X	
Review and approve final acceptance test results.		X
If any major task as contractually described fails, repeat that particular task after Motorola Solutions determines that corrective action has been taken.	X	
Document all issues that arise during the acceptance tests.	X	
Document the results of the acceptance tests and present to the Customer for review.	X	
Resolve any minor task failures before Final System Acceptance.	X	
Deliverable: Completion of functional testing and approval by Customer.		
PROJECT TRANSITION		
Cutover		
Finalize Cutover Plan.	X	X

Tasks	Motorola Solutions	Cortland County
Conduct cutover meeting with relevant personnel to address both how to mitigate technical and communication problem impacts to the users during cutover and during the general operation of the system.	X	
Notify the personnel affected by the cutover of the date and time planned for cutover.		X
Provide ongoing communication with users regarding the project and schedule.	X	X
Resolve punch list items, documented during the Acceptance Testing phase, in order to meet all the criteria for final system acceptance.	X	
Assist Motorola Solutions with resolution of identified punch list items by providing support, such as access to the sites, equipment and system, and approval of the resolved punch list items.		X
Deliverable: Migration to new system completed, and punch list items resolved.		
Finalize Documentation and System Acceptance		
Provide manufacturer's material, part list and other related material to Customer upon project completion.	X	
Furnish one complete set of MNI Operation and Maintenance manuals with drawings for each rack.	X	
Provide one complete set of vendors provided Operation and Maintenance literature with drawings for each location.	X	
Sign a project completion notice upon completion of the activities detailed in this Scope of Work. The project completion notice may apply to the project on a per hop or per system basis, as mutually agreed upon by MNI and the Customer.	X	
Prepare and submit a complete documentation package of equipment as installed and accepted (As Built), to the customer three (3) weeks after system acceptance.	X	
Provide an electronic as-built system manual via a temporary Google Drive share folder, or other Customer preferred electronic media. The documentation will include the following: - Site Block Diagrams. - Site Floor Plans. - Site Equipment Rack Configurations. - Antenna Network Drawings for RF Sites (where applicable). - ATP Test Checklists. - Functional Acceptance Test Plan Test Sheets and Results. - Equipment Inventory List. - Console Programming Template (where applicable). - Maintenance Manuals (where applicable). - Technical Service Manuals (where applicable). - Drawings will be delivered in Adobe PDF format.	X	
Receive and approve documentation.		X
Execute Final Project Acceptance.	X	X
Deliverable: All required documents are provided and approved. Final Project Acceptance.		

Note:

Since MSI is NOT a prevailing wage vendor, but MSI sub contractors and shops are prevailing wage vendors, we have tried to craft ways of keeping MSI an arm's length away from the covered areas in word and deed. MSI is a professional services vendor and software supplier and verbiage used in post-sales change orders, SOWs, work quotes and invoices must clearly represent MSI as such.

Some sample phrases/disclaimers to be used for clarity are:

No prevailing wage work, civil, electrical etc., is included as part of this order. It is the full responsibility of the customer.

These disclaimers assist if MSI is questioned by the DOL to show that MSI did present to the client appropriately. They do appear in some of MSI's proposal contracts.

2.2 Preliminary Project Schedule

Below is a preliminary high-level schedule. A detailed schedule will be provided during the CDR phase of the project. Additionally, the project schedule will be adjusted based on the current market supply chain challenges.

ITEM	PRELIMINARY PROJECT MILESTONESCHEDULE	MONTH
1	Contract Signed	0
2	Kick-off/Contract Design Review	1-2
3	Order Entry Completed	2-3
4	Ship Equipment	3-8
7	Site Equipment Installation	9
8	System Optimization/Configuration	10
9	Acceptance Testing/Functional Test	11
10	Documentation Complete/Final Acceptance	12

2.3 Change Order Template

Change Order Number:

Date: _____

Project Name and Number: _____

Customer Name: _____

Customer Project Manager: _____

The purpose of this Change Order is to: *(highlight the key reasons for this Change Order)*

Contract #: [Required] _____

Contract Date: _____

In accordance with the terms and conditions of the contract identified above between
[enter customer name] and Motorola Solutions, Inc., the following changes are approved:

Contract Price Adjustments

Original Contract Value:	\$
Previous Change Order amounts for Change Order numbers [#####] through [#####].	\$
This Change Order:	\$
New Contract Value:	\$

Completion Date Adjustments

Original Completion Date:	
Current Completion Date prior to this Change Order:	
New Completion Date:	

Statement of Work



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Changes in Equipment: *(additions, deletions or modifications)* **Include attachments if needed**

Scope of Work Changes: *(additions, deletions or modifications)* **Include attachments if needed**

Changes in SUA and Support Services: *(additions, deletions or modifications)* **Include attachments if needed. Must be completed by Project CSM.**

Schedule Changes: *(describe change or N/A)*

Pricing Changes: *(describe change or N/A)*

Customer Responsibilities: *(describe change or N/A)*

Payment Schedule for this Change Order:
(describe new payment terms applicable to this change order)

Purchase Order Requirements for this Change Order (select only one).

- ☐ A Purchase Order is required - included with this change order and is attached.
- ☐ No Purchase Order is required - Customer affirms that this change order document is the only notice to proceed required, that funding has been encumbered for this change order in its entirety, and that no further purchase orders will be issued against this change order,
- ☐ No Purchase Order required - this is a \$0 Change Order, or a decrease in scope.

Unless amended above, all other terms and conditions of the Contract shall remain in full force. If there are any inconsistencies between the provisions of this Change Order and the provisions of the Contract, the provisions of this Change Order will prevail.

IN WITNESS WHEREOF the parties have executed this Change Order as of the last date signed below.

Motorola Solutions, Inc.**Customer**

By:

By:

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Reviewed by:

Date:

Motorola Solutions Project Manager

Section 3

Standard Commercial Warranty

3.1 On-Site Support (Monday-Friday) 8:00 AM – 5:00 PM

Motorola Solutions will provide technician availability to respond to issues on the system on a Monday – Friday 8:00 AM – 5:00 PM basis. That process includes getting expert technicians on-site, verifying that the situation is properly assessed, and working to get the system restored in the most efficient manner. Motorola Solutions provides you with on-site technicians that are trained, and who are ready and available to restore the network to optimal operating condition. When on-site service is required, authorized technicians will perform first echelon service, remove failed components for repair, and reinstall new or reconditioned components.

3.2 Technical Support

Motorola Solutions' System Support Center Technical Support Operation provides our technicians with centralized telephone support for issues that require a high level of communications system expertise. The Technical Support Operation is staffed with Technical Consultants who specialize in the diagnosis and resolution of system performance issues. Motorola Solutions' Technical Support Operation has access to a fully equipped laboratory containing current Motorola Solutions system equipment. The laboratory is used to test with current hardware and software versions to simulate field issues and aid in their resolution. Motorola Solutions' Technical Support Operations will coordinate and consult with our field technicians, vendors of ancillary equipment, and other support resources. In addition, Motorola Solutions' Technical Support Operation escalates support issues to other Motorola Solutions engineering and manufacturing groups. Technical Support Operations provides a focal point for any systemic issue and project manages those issues to resolution.

3.3 Board Repair

Infrastructure Repair Service provides for component repair of all Fixed Network Equipment provided by Motorola Solutions in our proposal. Repair management is handled through a central location eliminating the need to send equipment to multiple locations. The failed unit is then shipped to Motorola Solutions' repair center where comprehensive test labs are used to replicate the network and repair the device. State-of-the-art repair tools enable Motorola Solutions' technicians to analyze, test and restore the equipment to the original performance specifications.

3.4 Warranty Start Date

Warranty starts on date of system acceptance or beneficial use (whichever is earlier) for all items provided in this proposal.

Section 4

Pricing Summary

Motorola is pleased to provide the following equipment and services to Cortland County Department of Emergency Response and Communications. Motorola recommends a full Microwave system upgrade but has provided pricing for radio only upgrade for the current backhaul system, which is not considered to be best practice by Motorola due to the current dish heights.

4.1 MW System Upgrade Site Reconstruction

Description	Price (\$)
Equipment	\$1,424,474.00
OGS Equipment Discount	<u>-\$213,671.00</u>
Sub Total Equipment	\$1,210,803.00
Installation & Implementation Services	<u>\$1,336,817.00</u>
System Sub Total	\$2,547,620.00
Additional System Discount	<u>-\$300,001.00</u>
Total System	\$2,247,619.00
Warranty Services First Year	Included

4.2 Radio Only Solution

Description	Price (\$)
Equipment	\$742,452.00
OGS Equipment Discount	<u>-\$111,368.00</u>
Sub Total Equipment	\$631,084.00
Installation & Implementation Services	<u>\$562,629.00</u>
System Sub Total	\$1,193,713.00
Additional System Discount	<u>-\$164,000.00</u>
Total System	\$1,029,713.00
Warranty Services First Year	Included

6.3 Payment Schedule

Cortland County will make payments to Motorola within thirty (30) days after the date of each invoice. Cortland County will make payments when due in the form of a check, cashier's check, or wire transfer drawn on a U.S. financial institution and in accordance with the following milestones:

1. 10% of the Contract Price upon Completion of Customer Design Review (CDR);
2. 60% of the Contract Price upon Shipment;
3. 25% of the Contract Price upon Completion of Installation; and
4. 5% of the Contract Price upon Final Acceptance.

Motorola shall make partial shipments of equipment and will request payment upon shipment of such equipment. Motorola reserves the right to invoice for installations completed on a site-by-site basis, when applicable.

Section 5

Contractual Documentation

Terms and conditions for equipment and services in this proposal are the New York State Contract OGS #PT68722.

**Motorola Solutions, Inc.**

Date:

February 6, 2025

Financing proposal for: Cortland County, NY

Communications System Financing Proposal

Motorola Solutions Credit Company LLC is pleased to submit the following proposal for the financing of your Motorola Communications P-25 solution in accordance with the terms and conditions outlined below:

Transaction Type: Municipal Lease-Purchase Agreement

Lessor: Motorola Solutions, Inc. (or its Assignee)

Lessee: Cortland County, NY

Amount: \$1,029,713.00

Down Payment: \$0.00

Balance to Finance: \$1,029,713.00

Equipment: As per the Motorola equipment proposal.

Title: Title to the equipment will vest with the Lessee.

Insurance: Lessee will be responsible to insure the equipment as outlined in the lease contract.

Taxes: Personal property, sales, leasing, use, stamp, or other taxes are for the account of the Lessee.

	<u>Option One</u>	<u>Option Two</u>	<u>Option Three</u>
Lease Term:	Three Years	Five Years	Seven Years
Payment Frequency:	Annual	Annual	Annual
Payment Structure:	Arrears	Arrears	Arrears
Lease Rate:	5.72%	5.39%	5.27%
Lease Factor:	0.372143	0.233474	0.174484
Lease Payment:	\$383,200.65	\$240,410.78	\$179,668.40
Payment Commencement:	First payment due one year after contract execution.		

Expiration: This interest rate methodology is valid for all leases commenced by 3/6/2025

Indexing arrangement – Non-bank qualified structure 3, 5 and 7 year terms

The Lease Payments shall be calculated using a rate of interest ("Lease Rate") that is initial indexed to the three (3), five (5) or seven year (7) average life SOFR Rate (the "Index Rate"). The average life SOFR Rate corresponds to the respective lease term. On the Commitment Date, the final Lease Rate will be calculated by taking the Index Rate for that date from the SOFR Report adding a spread of 2.34% and multiplying the sum of those two numbers by .7835 to calculate the Lease Rate for the 3 year term. The rate for the 5 year term will be calculated by taking the Index Rate for that date from the SOFR Report, plus a spread of 2.17% and multiplying the sum of those two numbers by .7835. The rate for the 7 year term will be calculated by taking the Index Rate for that date from the SOFR Report, plus a spread of 2.17% and multiplying the sum of those two numbers by .7835. The rates are then fixed for the full term of the Lease.

The following SOFR average life Index Rates were in place at the approximate time this quote was issued:

Three year average life: 4.96%

Five year average life: 4.71%

Seven year average life: 4.55%

Qualifications: Receipt of a properly executed documentation package.

Lessee qualifies as a political subdivision or agency of the State as defined in the Internal Revenue Code of 1986. The interest portion of the Lease Payments shall be excludable from the Lessor's gross income pursuant to Section 103 of the Internal Revenue Code.

Receipt of a copy of the last years audited financial statements and current year's budget from the Lessee.

This proposal should not be construed as a commitment to finance. It is subject to final Motorola credit committee approval. This quote is based on the general level of interest rates, primarily U.S. Treasury Bills of like term maturity. Any movement in those rates in excess of 10 basis points will result in the revision of this quote.

Documentation: Municipal Equipment Lease Purchase Agreement
Opinion of Counsel
Schedule A / Equipment List
Schedule B / Amortization Schedule
8038G
UCC-1
Certificate of Incumbency
Statement of Essential Use/Source of Funds
Evidence of Insurance or Statement of Self Insurance
Resolution from governing body authorizing the execution of the Lease

Please feel free to contact me if there are any questions or if an alternate structuring is required.

Regards,
Bill Stancik
Motorola Customer Financing
847-538-4531

4.b

Attachment: Motorola microwave lease (12792) : Authorize Lease Contract - Radio Microwave System - Department of Emergency Response &

ON MOTION OF CATHY BISCHOFF, COMMITTEE CHAIR

AGENDA ITEM NO. 1

**Requesting Special Legislation to Amend New York State Tax Law, in Relation to Extending the
Authorization for Imposition of Additional 1% Sales and Compensating Use Tax in Cortland
County**

WHEREAS, New York State Tax Law §1210(i)(12) presently authorizes Cortland County to adopt and amend local laws, ordinances, or resolutions imposing taxes at a rate which is one percent additional to the three percent rate authorized for the county for a period beginning September 1, 1992 and ending November 30, 2025; AND

WHEREAS, in the current economic climate it would create a fiscal hardship for Cortland County if this source of revenue was to expire, and such a loss would result in a substantial burden on County property owners through increased property taxes or loss of essential services; NOW THEREFORE BE IT

RESOLVED, that the Legislature of the County of Cortland does hereby request special legislation be enacted to amend New York State Tax Law §1210(i)(12), extending the expiration date from November 30, 2025 to November 30, 2027, AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature is hereby directed to provide certified copies of this Resolution to New York State Senator Lea Webb, New York State Assemblymember Anna Kelles, and Assemblymember Jeff Gallahan in order to request the introduction of Home Rule Legislation regarding this matter.

ON MOTION OF CATHY BISCHOFF, COMMITTEE CHAIR**AGENDA ITEM NO. 2****Amend 2024 Budget - Retiree Health Insurance**

WHEREAS, in preparing the 2024 Budget, a change in retiree health insurance was anticipated, which would have reduced the County share of said health insurance; AND

WHEREAS, after the budget was adopted, it was determined that said change in retiree health insurance was not going to occur, creating a discrepancy between budgeted retiree health insurance and actual County share; NOW THEREFORE BE IT

RESOLVED, the 2024 Cortland County Budget be and hereby is amended as follows:

Increase:

A90605.58060	Health Ins	\$4,005,915.54
A.359900	Appropriated Fund Balance	\$4,005,915.54

ON MOTION OF CATHY BISCHOFF, COMMITTEE CHAIR**AGENDA ITEM NO. 3****Authorize Correction of Errors to Correct a Town & County Tax Bill for 2025 and Issue a Refund**

WHEREAS, Section 556 of the New York State Real Property Tax Law provides a mechanism for refunding of certain real property taxes by the County Legislature based upon the recommendation of the Director of the County Real Property Tax Services Agency pursuant to an application by a taxpayer in cases involving clerical errors, unlawful entries or certain errors in essential fact; AND

WHEREAS, such application was made on a parcel in the Town of Cincinnatus identified as tax parcel number 142.00-01-23.000; AND

WHEREAS, the above referenced tax parcel has paid their town/county tax bill in a timely manner to the Cincinnatus Tax Collector, but due to an error in essential fact their assessment included a house that had burned down and structures were removed before March 1, 2024; AND

WHEREAS, a corrected bill needs to be calculated by the Cincinnatus Tax Collector and a refund issued; NOW THEREFORE BE IT

RESOLVED, that pursuant to Section 556 of the Real Property Tax Law, the County Legislature does hereby authorize the Cincinnatus Tax Collector to correct the tax bill and issue a refund of the above tax map parcel as outlined in said Section 556 of the Real Property Tax Law.

ON MOTION OF CHRISTOPHER NEWELL, LEGISLATOR**AGENDA ITEM NO. 4****Amend 2025 County Road Fund Budget with Rollover Consolidated Local Street and Highway Improvement Program (CHIPS) Funding - Highway Department**

WHEREAS, there are funds remaining for the Consolidated Local Street and Highway Improvement Program (CHIPS) from the 2024 County Road Fund Budget, in the amount of \$2,270,571.18; AND

WHEREAS, these remaining funds are eligible to be rolled-over to the 2025 County Road Fund Budget; AND

WHEREAS, these funds may be used for Construction Projects; NOW THEREFORE BE IT

RESOLVED that the 2025 County Road Fund Budget be amended as follows:

Increase Revenues

D511243.43501	County Road Fund CHIPS Revenue	\$2,172,737.86
D511243.43501.PAVE	County Road Fund PAVE Revenue	\$97,833.32

Increase Expenses

D51125.54077	Construction Expenses	\$2,270,571.18
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ON MOTION OF JOSEPH NAUSEEF, COMMITTEE MEMBER

AGENDA ITEM NO. 5

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; AND

WHEREAS, in 2024 Cortland County entered into a Contract for Laserfiche Software, independent of Tompkins County; 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; NOW THEREFORE BE IT

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

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review by the County Attorney or designee, to sign the grant application and associated paperwork or 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.

ON MOTION OF RONALD J. VAN DEE, LEGISLATOR**AGENDA ITEM NO. 6****Authorize Agreement for Legal Services - Department of Social Services**

WHEREAS, the Department of Social Services has two (2) vacant Attorney positions and must meet deadlines involving appeals and other urgent matters; AND

WHEREAS, the Department of Social Services is seeking an independent Attorney or law firm to assist with essential legal matters that are time sensitive; AND

WHEREAS, the funding needed for this Agreement is in the budget due to position vacancies; NOW THEREFORE BE IT

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign an Agreement for the time period of March 1, 2025 through December 31, 2025 with a qualified legal entity in an amount not to exceed \$40,000; AND BE IT FURTHER

RESOLVED that the 2025 County Budget be and hereby is amended as follows:

INCREASE:**Professional Services**

A60105.54055	current \$7,000	Increase \$40,000	new = \$47,000
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DECREASE**Personal Services**

A60105.51005	current \$6,521,628	Decrease \$40,000	new = \$6,481,628
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ON MOTION OF RONALD J. VAN DEE, LEGISLATOR**AGENDA ITEM NO. 7****Amend Medicare Improvements for Patients and Providers Act (MIPPA) Budget - Office for Aging**

WHEREAS, the New York State Office for the Aging has made available the sum of \$22,454 under the Medicare Improvements for Patients and Providers Act (MIPPA), for the period of September 01, 2024 through August 31, 2025, through Cortland County Office for Aging Revenue Account No. A677243-43772-4338; AND

WHEREAS, these funds reflect an increase of \$6,370 over what was originally anticipated under MIPPA; AND

WHEREAS, these funds are to be used for promotion and enhancement of services available under the Health Insurance Information, Counseling and Assistance Program (HIICAP); NOW THEREFORE BE IT

RESOLVED, that the 2025 County Budget be and hereby is amended as follows:

	Current	Change	Revised
Revenue:			
A677243-43772-4338	\$50,244.00	+6,370	\$56,614.00
Expense:			
A67725-51005-4338	\$46,637.56	+6,370	\$53,007.56

ON MOTION OF RONALD J. VAN DEE, LEGISLATOR**AGENDA ITEM NO. 8****Abolish Medical Director/Psychiatrist (17HR/WK) - Create Medical Director/Psychiatrist (10HR/WK) and Medical Director/Psychiatrist (4HR/WK) - Mental Health Department**

WHEREAS, the needs of the Mental Health Department will be better served by creating one Medical Director/Psychiatrist (10HR/WK) and one Medical Director/Psychiatrist (4HR/WK) position and abolishing one Medical Director/Psychiatrist (17HR/WK) position; AND

WHEREAS, the Health & Human Services Committee recommends the creation of one Medical Director/Psychiatrist (10HR/WK) and one Medical Director/Psychiatrist (4HR/WK) position and the abolition of one Medical Director/Psychiatrist (17HR/WK) position; NOW THEREFORE BE IT

RESOLVED, that one part-time position of Medical Director/Psychiatrist (Management, \$238.1875/HR, competitive class, part time, 17HR/WK, no benefits) hereby is abolished on or after March 1, 2025; AND BE IT FURTHER

RESOLVED, that one part-time position of Medical Director/Psychiatrist (Management, \$238.1875/HR, competitive class, part-time, 10HR/WK, no benefits) and one part-time position of Medical Director/Psychiatrist (Management, \$238.1875/HR, competitive class, part-time, 4HR/WK, no benefits) be created effective March 1, 2025 at 12:01 am with approval to fill.



Personnel Change Justification Form

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

Position Name (s): Create 2 Medical Director/Psychiatrist (4hr and 10 hr) Abolish Medical Director/Psychiatrist (17-hr week)

Bargaining Unit: Reallocate 4 hours of the Medical Director's established 14 hour position to a four hour and a ten hour position

Purpose and Background:

In response to the growing demand for psychiatric services within our community and the need to enhance the accessibility and quality of mental health care, we propose the reallocation from the current 17 hour Medical Director position to establish two part time Medical Director/Psychiatrist positions. One position would focus on Children and Youth (up to 4hrs) and one position would focus on adult care (up to 10hrs). The reallocation leverages the existing budgeted hours, minimizing additional costs to the Department. Redistributing hours ensures meeting the clinical needs without overextending current resources.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: _____ Grade off scale Salary Range \$ 238.1875

Requested Grade/Salary of Position: _____ Grade off scale Salary Range \$ 238.1875

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

Goals:

To have a budget neutral adjustment that would allow two psychiatrists oversight on the Mental Health Department, each with their own specialty areas of practice.

Operational Impact:

This adjustment would enable the department to better meet the needs of our clients without compromising the administrative leadership provided by the Medical Director. Creating these two positions would allow the Medical Directors to operate within their speciality areas, limiting liability concerns to the county.

Requested By: Patricia Schaap
Signature of Requesting Department Head

01/29/2025
Date

Personnel Officer Approval: [Signature]
Signature of Personnel Officer

1/29/2025
Date

County Administrator Budget Impact Statement:

County Administrator Approval: [Signature]
Signature of County Administrator

1/29/2025
Date

Statutory Committee Approval: _____
Signature of Committee Chair after Committee Vote

Date

CORTLAND COUNTY NEW YORK

REAL PROPERTY TAX SERVICES

607-753-504

Laura Fox, CCI

rpts@cortlandcountyny.gov

January Activity Review:

- Processed 134 deeds/parcels for the month of December, including 9 property splits.
- Assisted 11 individuals and businesses with purchasing a subscription to Image Mate on-line.
- Created 38 Sales Cards for local Realtors
- Answered numerous phone calls relating to Real Property.
- Preparation of parcel Fabric & ArcGIS set up with the Planning Department.
- Highest sale price for December was \$440,000 for a residential property on Hatfield Hill Road in the town of Homer (See Attached).
- Processed 1,450 deed transfers for 2024, tying for the second highest year ever in our office. This includes 10 re-blocks and 65 parcel splits (See Attached).
- 2024 Revenue attached.

Attachment: January (12796 : Real Property Tax Services Monthly Report)

REPORT OF REAL PROPERTY TRANSFERS FOR 2024

CITY/TOWN	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD
CITY OF CORTLAND	24	34	24	35	31	29	32	30	31	36	21	31	358
CINCINNATUS	9	2	7	6	6	8	1	5	6	6	3	2	61
CORTLANDVILLE	23	15	9	27	27	32	15	12	13	21	16	20	230
VILLAGE OF HOMER	0	0	0	0	0	0	0	0	0	0	0	0	0
VILLAGE OF McGRAW	2	1	1	3	1	8	0	2	3	2	2	1	26
CUYLER	2	8	1	5	2	1	5	3	4	10	2	6	49
FREETOWN	3	3	16	2	2	2	2	4	2	0	5	0	41
HARFORD	5	2	3	1	1	1	2	2	2	2	2	4	27
HOMER	12	7	7	8	5	6	7	5	8	15	7	15	102
VILLAGE OF HOMER	4	5	5	6	6	4	5	6	8	9	8	2	68
LAPEER	4	2	4	2	3	3	1	2	3	2	6	3	35
MARATHON	4	4	9	2	2	2	3	7	5	3	2	2	45
VILLAGE OF MARATHON	0	1	1	4	0	1	2	2	2	5	2	0	20
PREBLE	3	1	4	2	6	2	5	2	2	7	30	3	67
SCOTT	5	8	4	4	1	1	1	1	0	12	1	0	38
OLON	3	2	11	2	1	6	0	5	1	3	6	8	48
TAYLOR	2	5	8	4	2	0	2	0	2	2	0	3	30
TRUXTON	4	3	2	2	3	3	4	2	5	4	1	17	50
VIRGIL	7	8	9	11	6	9	8	11	6	10	7	12	104
WILLET	3	3	6	8	4	0	6	3	2	9	3	4	51
TOTAL:	119	114	131	134	109	118	101	104	105	158	124	133	1450
VALID	51	49	49	53	51	51	61	0	63	56	46	41	571
SPLITS	4	4	8	7	1	0	2	6	3	11	10	9	65
NEW BLOCK	1	3	1	0	0	0	0	2	0	0	2	1	10

2024 Revenue

Month:	Maps/Surveys	Sales Cards	Misc.	Internet	Total
January	\$38.00	\$6.75	\$1,000.00	\$2,610.00	\$3,654.75
February	\$9.50	\$159.00	\$632.90	\$4,555.00	\$5,356.40
March	\$0.00	\$6.25	\$0.00	\$1,200.00	\$1,206.25
April	\$8.00	\$8.25	\$0.00	\$3,405.00	\$3,421.25
May	\$0.00	\$151.00	\$0.00	\$1,320.00	\$1,471.00
June	\$4.00	\$13.75	\$1,121.90	\$1,110.00	\$2,249.65
July	\$8.00	\$13.50	\$241.80	\$2,415.00	\$2,678.30
August	\$5.00	\$158.25	\$0.00	\$1,275.00	\$1,438.25
September	\$37.50	\$12.25	\$1,819.30	\$1,050.00	\$2,919.05
October	\$12.00	\$0.00	\$7,374.85	\$3,169.00	\$10,555.85
November	\$0.00	\$26.50	\$3,349.05	\$2,235.00	\$5,610.55
December	\$0.00	\$76.75	\$0.00	\$1,185.00	\$1,261.75
GRAND TOTAL:					\$41,823.05

Sales Card

Swis:	Municipality:	Tax Map Number:	Property Class:	210
113089	Homer	75.00-03-07.000	1 Family Res	
			Building Style:	Contemporary
Location:			Instrument #:	2024
405 Hatfield Hill Rd				5303
Buyer:			Sale Date:	12/27/2024
Seller:			Sale Price:	\$440,000
Assessed Value:		\$196,000		
Frontage:	0	Depth:	0	Acres:
				21.62
Year Built:	1991	Bedrooms:	3	
Square Footage:	1732	Full Baths:	2	Half Baths:
				0
Number of Stories:	1.7	Number of Rooms:	7	
Basement Type:	Full	Fireplaces:	0	

Improvements:

Description	Dimension 1	Dimension 2	Qty	Year Built	SQFT
Gar-1.0 att	0	0	1	1991	484
Pool-abv grn	0	0	1	1992	176
Porch-coverd	0	0	1	1991	230
Barn-pole	24	36	1	2016	0

Comments:



OFFICE OF COUNTY AUDITOR
CORTLAND COUNTY
60 CENTRAL AVENUE, CORTLAND, NY 13045
607-753-5020

Stephen M. Trobert, CPA
Manager of Audit & Financial Projects

Summary of Report Drafted for Discussion

- Claims audit report for the period of July 1, 2024 – December 31, 2024** – For the six month period, reviewed approximately 3,750 checks totaling approximately \$23.1M and reviewed approximately one hundred external wires totaling approximately \$18.5M. This population included all disbursements by the County Finance office for the following significant funds: General, Capital, Road & Machinery, County Road, and Solid Waste / Recycling. During the period, forty-one disbursements totaling approximately \$48,500 were disallowed. Each disallowed disbursement was discussed with the respective department which provided corrective action(s) for the related process issue. Presented below is a comparative summary of claims denied by my office through the claims audit process.

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
# claims denied	16	19	32	54	79
Total \$ amount	\$76,800	\$61,200	\$56,800	\$58,500	\$86,900

Additionally, in an effort to improve purchase order compliance across the County and in response to the comment regarding purchase orders identified in the County's external audit report, the Legislature adopted Resolution No. 103-24 to add an addendum to the County's purchasing policy with written consequences for non-compliance. During the six month period, noted that approximately 11% of disbursements lacked a valid purchase order where required. Also, in terms of dollar value, approximately 4% of total disbursements lacked a valid PO where required. On a dollar value basis, this was an improvement by five percentage points when compared to the first six months of 2024. Presented below is a comparative summary of this data over the last three fiscal years. My office continues to work with the County Administrator to review departmental data and will take follow up actions with departments as necessary.

	FY 2022	FY 2023	1 st half 2024	2 nd half 2024
% of total claims	13%	12%	12%	11%
% of total \$	8%	6%	9%	4%

**OFFICE OF THE COUNTY ADMINISTRATOR**

CORTLAND COUNTY
60 CENTRAL AVENUE, SUITE 316
CORTLAND, NEW YORK 13045
607-753-5083

Robert J. Corpora
County Administrator
rcorpora@cortlandcountyny.gov

Melanie Vilardi
Deputy County Administrator
mvilardi@cortlandcountyny.gov

County Administrators
Monthly Report for January 2025
February 12, 2025

1. **Personnel**
 - a. Department Head annual evaluations
 - b. Staffing is still an issue in most Departments with approximately 50 vacancies County wide.
2. **Sales Tax**
 - a. Total sales tax for 2024 was \$40,251,950.34, an increase of 2.62% increase from 2023.
3. **Mental Health Building**
 - a. Site work (grade work, storm water hookups and asphalt binder) is complete until after the building is finished.
 - b. Work is well underway on the interior and the addition is moving along. Weather conditions are negatively impacting progress on the addition. but the contractor is still committed to a September 1, 2025 finish date.
4. **Courthouse**
 - a. East/West entrance renovations will be handled in-house by the Highway Department starting with the West entrance this winter as time permits. Work began in January – dismantling the stairs and tenting the area will be first steps. The weather has slowed down the progress but anticipating completion by late May.
5. **Strategic Plan Update**
 - a. The Strategic Plan passed the Legislature on December 19, 2024.
 - b. Submitted reimbursements to ESD.
6. **Grant Administrator**
 - a. Applied for a \$50k grant through ARC for personnel services for the grant administrator
 - b. Applied for a \$100k grant for LaserFiche training, certifications and licenses.
 - c. Investigating potential funding for a playground at Dwyer Park
 - d. DOS Shared Services Match Program
 - e. ESD Community Investment Fund
 - f. ESD County Infrastructure grant application

Multiyear Capital Planning



Attachment: multiyear-capital-planning (12807 : Overview of Capital Planning)



Office of the New York
STATE COMPTROLLER
Thomas P. DiNapoli

Local Government and
School Accountability

BUDGETING AND PLANNING SERIES

Table of Contents

Multiyear Capital Planning	1
Developing a Capital Planning Process	2
Creating an Asset Inventory	4
Prioritizing Capital Projects	5
Assessing Budgetary Impact	7
Financing Capital Acquisitions	9
Adopting a Capital Plan and Capital Budget	11
Monitoring Plan Results	12
Conclusion	13
Additional Resources	14
Appendix A: Sample Capital Planning Schedules	15
Appendix B: Sample Capital Planning Schedules	16
Appendix C: Sample Capital Planning Schedules	17
Appendix D: Sample Capital Planning Schedules	18
Appendix E: Sample Capital Planning Schedules	19
Contacts	20

Multiyear Capital Planning

New York's local governments are responsible for maintaining and improving a substantial portion of our public infrastructure. A safe and reliable transportation network, clean and abundant water, modern educational facilities and other capital assets form the foundation for successful communities.

Unfortunately, numerous studies have pointed out that New York's local governments have been underfunding their capital needs over the last several decades. In order to reverse this trend, additional federal, State and local resources may need to be dedicated for sustained investment. Equally important is a commitment by local governments to engage in effective multiyear capital planning.

There are many benefits to a robust capital planning process. Local governments should, and in some cases must, create a comprehensive inventory of their capital assets and "know what they own." The process of prioritizing capital investments can make sure key assets are repaired or replaced before an emergency occurs. Finally, local government leaders can engage their community in understanding the costs and benefits of maintaining capital infrastructure.

The Office of the State Comptroller (OSC) has long encouraged local government officials to develop and implement a multiyear capital planning process. This process should start with a needs assessment and an affordability analysis that seeks to balance capital priorities with fiscal constraints. Ideally, the capital planning process identifies all capital and major equipment needs, incorporates a process for prioritizing projects, and includes a maintenance cycle to sustain current capital assets. In other words, a capital plan answers some basic questions: What are the local government's capital investment priorities? How much will they cost to construct and operate? What is the fiscal capacity of our local government to support capital spending over time?

This guide will address the process for developing an effective capital plan. It will discuss:

- Developing a capital planning process
- Creating an asset inventory
- Prioritizing capital projects
- Assessing budgetary impacts
- Financing capital acquisitions
- Adopting a capital plan and budget
- Monitoring plan results.

Additional information on capital planning can be obtained in the following Local Government Management Guides: "Financial Condition Analysis," "Understanding the Budget Process," "Capital Assets," "Reserves," and "Strategic Planning."

Developing a Capital Planning Process

The first step in building a multiyear capital plan is to gain consensus on the goals and objectives of the plan. Capital plans should have a clear mission – to maintain and improve a local government’s capital assets over time. The plan must balance capital priorities with fiscal constraints. It should be as comprehensive as possible, encompassing all major public assets that have a significant useful life. It should address legal and policy requirements in areas such as clean water or economic development. It should consider opportunities to combine capital assets into a broader regional infrastructure network. It should establish some parameters for how capital assets will be financed. Finally, it must be flexible enough to respond to new needs and deal with emergencies.

Capital plans should have a clear mission – to maintain and improve a local government’s capital assets over time.

A capital plan should try to answer the following questions:

- What assets do we currently own?
- What are our local government’s capital investment needs?
- How have we prioritized these needs?
- How much will they cost to build and maintain?
- What is our fiscal capacity to support capital spending over time?
- What is the best way to finance these capital investments?
- How can we effectively manage these projects?
- How much will they cost to operate once constructed?

These objectives should be included in a formal policy, generally adopted by the governing board. To promote accountability, local officials should proactively make their capital plans available for public scrutiny. This allows constituents the opportunity to evaluate how well the capital plan aligns with their views of the community’s needs.

Next, a process should be agreed upon for creating and managing the capital plan. This process should include the following steps:

- Identify what types of assets and expenditures will be included in the capital plan.
- Decide how long a period of time the capital plan should encompass.
- Develop data and information requirements for decision making and recordkeeping purposes.
- Develop a specific timetable for creating and reviewing the capital plan.
- Determine who will be participating in the planning process (elected officials, department heads, etc.), and at what points in the process.
- Decide when public meetings or hearings will be held to elicit public participation.
- Finally, be sure to formally approve the plan annually and make sure it is evaluated regularly in future years.

With clear objectives in place, timeframes established and well-defined roles agreed upon, the pieces are in place to create a formal multiyear capital plan.

A clear time frame of necessary planning events should be developed. For example, a set period should be established for department heads to develop capital requests. Similarly, the timetable should allow adequate time for an affordability review of each capital project. The plan should also go through an approval process for project selection that connects to the annual budgeting cycle of the local government.

Finally, participants in the capital planning process should agree on their respective roles and responsibilities to facilitate effective coordination. For example, capital project requests submitted by department heads may require review by legal, engineering or other professionals before approval can be granted. The capital planning process should also take into account procurement timelines and the selection of necessary professional services.

With clear objectives in place, timeframes established and well-defined roles agreed upon, the pieces are in place to create a formal multiyear capital plan.

Creating an Asset Inventory

Generally, a capital asset is a fixed asset that has a useful life of more than one year. Capital expenditures consist of spending for the acquisition, improvement or addition to capital assets.

Many local governments do not maintain a comprehensive inventory of capital assets. While creating such an inventory can sometimes be a significant (and costly) undertaking, local governments can utilize existing capital asset records to begin developing an inventory. Department managers can also provide valuable information on the current condition of existing capital assets. Furthermore, certain insurance carriers may have basic information on equipment and buildings. The goal is to identify all capital assets that may need repair or replacement at some point in time (see Local Government Management Guide, “Capital Assets,” for more suggestions on creating a capital asset inventory).

Generally, a capital asset is a fixed asset that has a useful life of more than one year.

The inventory should include but need not be limited to:

- Utility and sanitation assets, including sewer and water systems, solid waste facilities, and municipal electric and lighting systems.
- Highways, roads and bridges.
- Public buildings.
- Certain equipment, vehicles and furnishings.
- Land or rights to land.
- Certain improvements to land other than buildings.

The inventory should include a brief description of the asset (or group of assets), its location, its estimated useful life, its remaining useful life, its current condition, and its estimated replacement value. (See Appendices A and B for sample asset inventory worksheets.) Managers can then use the inventory information to help prioritize capital project needs.

Prioritizing Capital Projects

Just like an annual operating budget, a multiyear capital plan can require difficult decisions. The good news is that going through a formal capital planning process should make the decisions easier, and everything does not have to be accomplished (and paid for) in one year. Within fiscal constraints, the nature and importance of individual projects will often dictate which must be accomplished in year one and which can be deferred into future years. By creating a rolling multiyear plan, these future capital needs can be clearly identified for policy makers and appropriate resources can be earmarked for use when needed.

Your capital planning process should now move into the identification of capital needs over a period of time (capital plans typically assess needs for up to five years). Managers can use the asset inventory to identify projects that will be necessary in future years and add to the list new needs and priorities in response to such things as legal mandates, economic development pressures or community input. This list should be a direct result of information gathered by department heads in assessing their program needs and objectives, and not simply a “wish list” for the department.

By creating a rolling multiyear plan, these future capital needs can be clearly identified for policy makers and appropriate resources can be earmarked for use when needed.

There are a number of factors to consider when evaluating potential projects, including:

- Health and safety concerns.
- Legal mandates by court order, State or federal governments.
- Economic, environmental, or social value to the community or region.
- Operational benefits to the local government.
- Specific needs or demands for improved service, timeliness or cost savings.
- Investment return (e.g., saving on maintenance).
- Capacity to leverage other resources (e.g., matching funds).
- Project feasibility (cost, time frames, management capacity).
- Project risks.

Determining which of these factors to use and how they are to be weighted should be decided by management. Ultimately, the benefits identified with a particular project should be compared to its total cost, both for initial capital construction and ongoing operating expense. When anticipated costs exceed identified benefits, managers must decide if the capital improvement or acquisition is still justified, or whether obtaining additional funding or cutting costs will be necessary. All major capital acquisitions and estimated costs should be substantiated before final approval is given (see Appendices C and D for sample department request forms and summary request forms).

Next, the process should prioritize and rank projects in order of importance so that decision makers can effectively evaluate these requests. Local government officials can use various methods and combinations of techniques to help with this process. For example, it may be helpful to create a prioritization scale (high, medium, low) based on broad categories of need. Rankings should be justified by empirical data where possible (e.g., engineering studies, cost/benefit analyses, surveys). If a capital plan consists of a large volume of projects, it may be helpful to group projects into clusters of activity so that local government officials can effectively prioritize them.

If a capital plan consists of a large volume of projects, it may be helpful to group projects into clusters of activity so that local government officials can effectively prioritize them.

Priorities should be developed and reviewed at several levels:

- **Departmental or functional priorities** - This approach utilizes the individuals who have the greatest familiarity with their particular capital projects and needs. It should be based upon asset condition data and the subject matter expertise of the departmental head. Departments should create project lists that reflect the urgency of need from an operational perspective.
- **Fiscal priorities** - The chief fiscal officer and his or her staff should review capital project requests within the context of the local government's budget parameters. Here, the focus is on such factors as the impact projects will have on debt affordability measures, debt service costs, capital reserve funds, cash flow and operating costs once the project is completed. Funding sources should be verified and the timing of project costs should be examined (the next section will discuss this review in more detail).
- **Executive priorities** - Local government leaders should also assess capital needs within the context of their broader community objectives. While this is a subjective approach that requires local leadership to be in close touch with community needs, it helps place departmental capital needs in a broader context for decision making.

Prioritizing capital needs is a central element to a successful multiyear capital plan. There will always be more “want than wallet,” the key is for capital needs to be effectively prioritized over time so that capital costs fit within fiscal constraints.

Assessing Budgetary Impact

The acquisition of capital assets can have a significant impact on future operating budgets. A multiyear capital plan should provide accurate, reasonable estimates of each project's budgetary impact, including debt service costs, impact on capital reserve funds and fund balance, and future operating expenditures.

Your capital plan should capture the following types of fiscal data:

- **Current and Future Debt Service Costs** – Large capital projects often must be funded with the issuance of debt. Estimates should be prepared on the principal and interest costs associated with issuing bonds for these types of projects. Also, it is important to monitor the budgetary impact of these costs in order to assess a local government's future debt capacity. This can be assessed by looking at such measures as debt service as a share of total expenditures, constitutional debt limits, and how fast debt will "recycle" as old debt is paid off and new debt capacity is created.
- **Lease- or Installment-Purchase Contracts** – These costs for purchases of equipment, machinery and apparatus are similar in some respects to purchases made with debt proceeds, in that they are funded over a period of more than one year, subject to certain terms and conditions. They should be tracked along with debt service to give a complete picture of future liabilities.
- **Pay-As-You-Go Costs** – Some capital expenditures may be paid for out of current appropriations in the year acquired. Local governments should estimate the impact on cash flow and fund balances when planning to use current appropriations for the partial or total funding of capital acquisitions.
- **Reserve Funds** – Through formal resolution, the local government can establish reserve funds, earmarking resources for the future acquisition and repair of essential capital assets. Balances of reserve funds should be monitored to ensure funds remain for planned expenditures.
- **Future Operating Costs** – To the extent possible, future operating costs necessary to utilize the capital asset should be estimated. For example, a building addition typically will require furnishings, computers, and other amenities, and have an impact on utility and other operating costs.
- **Impact on Revenues** – Certain capital expenditures need to be financed with increased fees or user charges. These amounts should be estimated and highlighted as an assumption in the capital budget.
- **New Costs and/or Savings Associated with New Capital Assets** – While the construction of new capital assets often result in new operating costs, it can also produce savings if the investment improves efficiency. For example, the installation of energy-efficient equipment can significantly reduce utility costs. New equipment may also reduce costs for maintenance and repair or produce new sources of fee revenue. These savings should also be incorporated into budget estimates.

At budget time, it may be useful to include a separate capital budget section in the operating budget presentation. For some local governments, this type of presentation is required. This will help decision makers and the public fully understand how the capital plan will affect local government fiscal operations. This presentation should include the following:

- A presentation of capital expenditures for the pertinent year. Depending on the local government or the types of capital projects, this presentation can be displayed by fund, category, priority, strategic goal or geographic location.
- In addition to current year capital expenditures, the capital budget presentation should include a detailed account of corresponding revenues. This will allow local officials to assess the strength of revenue streams that support capital projects and to evaluate budget constraints stemming from any revenue shortfalls.
- It can be helpful to display capital budget data and trends using graphs or tables, to make the information easier for members of the public to understand.

At budget time, it may be useful to include a separate capital budget section in the operating budget presentation. For some local governments, this type of presentation is required.

Financing Capital Acquisitions

Capital acquisitions can consume large amounts of financial resources over time. A multiyear capital plan helps manage these investments by scheduling expenditures over a number of years and by creating a financing plan to meet those expenditures. By planning for these capital outlays over a number of years, managers have time to arrange for sufficient financing. A multiyear capital plan can also help the local government spread the costs of providing capital improvements over time, thereby creating more financial flexibility in the future. Creating a capital and financing plan can also demonstrate strong management to capital market participants such as rating agencies and municipal bond investors.

Rating agencies and other municipal market analysts often look at the following indicators when evaluating municipal debt. Strength in these key areas forms the core for an effective capital financing strategy:

- 1. Adequate Operating Position** – A healthy cash position is the first essential element of an effective capital financing strategy. It means a local government can pay its bills on time, has adequate reserves, and can minimize short-term financing to satisfy its cash flow needs.
- 2. Designated Capital Reserves** – Certain capital projects (particularly those funded with dedicated charges or fees) should have capital reserve funds established and annual transfers made into those reserves. For example, if a water system needs to be replaced or renovated in 10 years, adequate funds may be accumulating in the capital reserve fund for that purpose. Certain fees could be paid in to the reserve to fund future capital improvement. Through resolution, in some cases subject to referendum requirements, the governing board can establish capital reserve funds to earmark resources for the future acquisition or improvement of essential capital assets. (The Local Government Management Guide on “Reserves” provides guidance on the establishment of capital and other reserve funds.)
- 3. A Mix of Pay-As-You-Go and Debt Financing** – Maintaining a balance of pay-as-you-go and debt financing is important. While this balance is dependent on many factors (and is affected by the fiscal and/or economic situation of a particular local government), it is important that the ratio of cash versus debt financing be monitored and periodically evaluated. Generally, when economic and fiscal times are good, more capital financing should be done with pay-as-you-go cash resources. In contrast, a declining tax base erodes debt capacity, so debt financing should be used cautiously for high priority projects only.
- 4. Local Debt Capacity** – Because debt creates long-term fixed costs, local governments should use various metrics to track their debt burden in relation to indicators that reflect their ability to pay these costs and still meet future capital infrastructure needs. Various ratios can be used, such as constitutional debt limit exhausted, the value of outstanding debt to the full value of real property within a local government’s borders, debt outstanding per capita, and debt service expenditures as a percent of total expenditures.

In addition, rating agencies and investors also often look at the health of the local and regional economy – an important long-term factor when evaluating the overall affordability of a multiyear capital plan.

These items can be incorporated into a formal set of policies that the governing board should adopt. By understanding debt limits and restrictions, and establishing debt capacity benchmarks, pay-as-you-go guidelines, and reserve targets, a local government can demonstrate that it is effectively managing its debt.

Using these policies, management can now evaluate capital requests within an affordability framework. Local managers can incorporate debt service projections from potential debt issuances into their budgetary forecasts, and use these debt amortization schedules during the budget-making process. Capital reserve funds and pay-as-you-go sources can also be flagged for use and estimates prepared of the impact of the capital expenditure on these resources.

Local managers should also have an adequate grasp of the market for municipal debt and the laws and regulations that relate to debt issuance. Decision makers should become familiar with the fundamental requirements of the Local Finance Law, since it provides the authority for and sets forth restrictions on the issuance of municipal debt. Counsel to the local government should be consulted to make sure legal issues arising from the financing are being addressed. There are also third parties such as bond counsel, financial advisors and rating agencies that can provide helpful guidance.

In addition, rating agencies and investors also often look at the health of the local and regional economy – an important long-term factor when evaluating the overall affordability of a multiyear capital plan.

Adopting a Capital Plan and Capital Budget

Once all aspects of the plan (policies, needs, priorities, costs, and financing) have been addressed, the capital plan can be formally adopted (see Appendix E for a sample summary five-year capital plan).

The local government should seek public input on the proposed capital plan. This will allow public interest groups, business leaders, and community residents to review program priorities and to voice any concerns. Some adjustment to the plan may be necessary to reflect any citizen response.

Once the plan is approved, decisions affecting the annual operating budget (including debt service) must be incorporated into that budget process. A summary document that describes the proposed program and its budgetary impact should be developed and approved by the governing board together with the operating budget. Governing board approval of the multiyear capital program does not generally extend beyond the first year of the capital program and should be renewed each year. It is the adoption of that portion of the local government's budget relating to capital expenditures (e.g., the first year of the capital program) that provides the framework for capital projects to be undertaken in that year. Appropriations are set by the governing board through the adoption of the budget and through the authorization of individual capital projects.

Once the plan is approved, decisions affecting the annual operating budget (including debt service) must be incorporated into that budget process.

The adopted version of a capital plan should include:

- The capital portion of the budget for the upcoming fiscal year.
- Projections for the capital plan period.
- Relevant information about the multiyear capital plan that clearly outlines proposed capital priorities.
- Capital and operating budget expenditure projections.

A local government can decide to adopt its capital plan pursuant to General Municipal Law Section 99-g. The core concepts and guidelines present in Section 99-g generally mirror those upon which this management guide is based. This statute outlines responsibilities and the procedures to be followed, and once adopted must be adhered to so long as the capital program remains in effect. As an alternative, local officials can merely refer to the statute for additional guidance on developing their own plan and procedures.

Monitoring Plan Results

A plan is only as good as the results it produces. Follow-up is essential to determine if capital program goals are being met. Also, routine monitoring of approved capital projects helps to ensure that projects remain on schedule and within budget. Budget information should be tracked and communicated to interested parties in a timely manner. Similarly, relevant external factors (such as bond market interest rates, construction costs, etc.) should be monitored and reported.

Just like any part of the budget, a primary function of the portion of the budget relating to capital projects is to help control expenditures. Board members and other managers should be kept apprised of capital spending-to-date versus approved amounts. Where cost overruns are anticipated, the board should act to control spending or modify the budget. Asset performance should also be periodically evaluated. Over time, have the capital purchases and projects produced the expected results? Have long-term goals been met?

Local government officials should also monitor the external environment to help them anticipate changes that might impact future years of the capital program. Changes in technology or equipment can make portions of the plan obsolete. Changes in anticipated State and federal funding can impact the number and priority of planned projects. Citizen input may signal a change in direction. Local government officials should be aware of these external factors which can change the focus of capital plans.

Annually, the capital program should be updated and modified, and a new budget developed and approved for the upcoming fiscal year. As the current year passes and projects are completed, future needs and funding capacity come more into focus. Year four is now year three; year three becomes year two; and so on. General capital priorities should now evolve into specific project proposals. Initial work may need to be started (and funded) for a project to be completed in future years.

Finally, after the initial capital plan has been completed and projects are underway, a review of the planning process should be undertaken to determine whether changes should be made to improve the process. This step is particularly important for local governments developing a capital program for the first time. All participants in the planning process should provide input as to what aspects of the process have worked well and what aspects should be modified.

Follow-up is essential to determine if capital program goals are being met. Also, routine monitoring of approved capital projects helps to ensure that projects remain on schedule and within budget.

Conclusion

New York's local governments are responsible for maintaining and improving a substantial portion of our public infrastructure. Creating an effective multiyear capital planning process can help local governments meet this significant financial responsibility without overburdening taxpayers or disrupting vital services.

There are many benefits to a robust capital planning process. Local governments can create a comprehensive inventory of their capital assets and “know what they own.” The process of prioritizing capital investments can make sure key assets are repaired or replaced before an emergency occurs. The plan can help local leaders appropriately balance capital priorities with fiscal constraints. Finally, constituents can begin to understand the costs and benefits of maintaining capital infrastructure.

We hope this guide helps you develop an effective capital plan.

Creating an effective multiyear capital planning process can help local governments meet this significant financial responsibility without overburdening taxpayers or disrupting vital services.

Additional Resources

Capital Budgeting and Finance: A Guide for Local Governments, International City/County Management Association. 2004.

Government Finance Officer's Association Recommended Practices.

The following documents can be found at www.gfoa.org:

- *Multi-Year Capital Planning*
- *Capital Project Budget*
- *Capital Maintenance and Replacement*
- *Building Resiliency into Capital Planning*
- *Presentation of Capital Budget in Operating Budget Document*

These resources are listed for informational purposes only. The information contained may not necessarily be consistent with requirements under laws and regulations applicable to local governments in New York State.

Appendix A: Sample Capital Planning Schedules

(Name of Local Government) Asset Inventory as of December 20____					
Vehicle Type	Number of Vehicles			Total Number of Vehicles	Spare Vehicles %
	Active	Reserve ¹	Spare ²		
Trucks – small					
Snow Plows					
Trucks – large					
Mowing Equipment					
Other Equipment					
Please note: You may want to survey the neighboring local governments to find out what type of vehicles/equipment they use and possibilities of sharing or cooperatively purchasing certain assets.					

¹ Reserve vehicles are stationed in a variety of locations in case of a major disaster.

² Spare vehicles are used temporarily to replace vehicles which are out of service.

Appendix B: Sample Capital Planning Schedules

[illegible]

Attachment: multiyear-capital-planning (12807 : Overview of Capital Planning)

Appendix C: Sample Capital Planning Schedules

(Name of Local Government) 20__ Capital Plan														
Individual Capital Equipment Request and Estimate of Cost														
Priority No.:														
Equipment/Project No.:														
Equipment Title:														
Location:														
Description:														
Purpose and Justification:														
Status of Specifications	Completed													
	Not Completed													
Available pursuant to:	State Contract County Contract Competitive Bidding Other (Specify)													
Estimated Date Needed:														
Estimated Cost	\$													
Proposed Source of Financing:	<table border="1"> <tr> <td>Debt</td> <td>\$</td> </tr> <tr> <td>Current Revenues</td> <td></td> </tr> <tr> <td>State and Federal Aid</td> <td></td> </tr> <tr> <td>Reserve Funds</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td>Total</td> <td>\$</td> </tr> </table>		Debt	\$	Current Revenues		State and Federal Aid		Reserve Funds		Other		Total	\$
Debt	\$													
Current Revenues														
State and Federal Aid														
Reserve Funds														
Other														
Total	\$													
If Debt is Issued	Type: Period of years from to													
Approximate Repairs & Maintenance Expenditures of Equipment - 3 Years	<table border="1"> <tr> <td>1st Year</td> <td>\$</td> </tr> <tr> <td>2nd Year</td> <td>\$</td> </tr> <tr> <td>3rd Year</td> <td>\$</td> </tr> </table>		1st Year	\$	2nd Year	\$	3rd Year	\$						
1st Year	\$													
2nd Year	\$													
3rd Year	\$													
Submitted by	Date:													
Governing Board Action:	Date:													

Attachment: multiyear-capital-planning (12807 : Overview of Capital Planning)

Appendix D: Sample Capital Planning Schedules

[illegible]

Attachment: multiyear-capital-planning (12807 : Overview of Capital Planning)

Appendix E: Sample Capital Planning Schedules

[illegible]

Contacts



New York State Comptroller
THOMAS P. DiNAPOLI

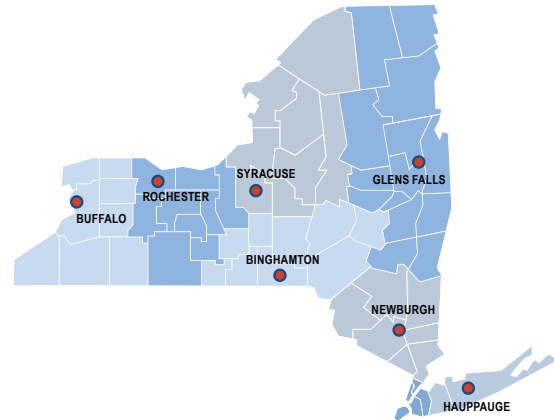
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Updated January 2016

Finance & Administration

Proposed Scope

General Purpose: Exercises oversight, planning and evaluation authority for the financial and fiscal efficiency, effectiveness and governance of Cortland's County Government. The committee proposes, and upon approval, implements and monitors initiatives that support the County government's long-term financial stability, which operate in concert with the County's strategic goals, the delivery of excellent customer services, and the pursuit of Cortland County's economic prosperity.

Property Tax ID:	Date Purchased:	Address:	
105.00-04-09.000	9/27/2016	702 Rte 13	Vacant - Potential Jail Site
107.00-01-08.200	2/14/1994	Tower Rd - Cell Tower Land (Virgil)	E911
111.00-02-08.000	4/22/1982	2982 E Freetown Texas Valley Rd	Vacant - Stockpile
112.00-02-04.200	6/30/2012	5088 Knickerbocker Rd - Cell Tower Land	E911
115.01-01-17.000	5/25/2000	Route 13, Virgil	Vacant - Stockpile
123.09-01-07.000	2/26/1992	Lower Cincinnati Rd.	Vacant - Stockpile
126.14-01-36.000	7/1/1976	Route 392, Virgil	Vacant - Highway
139.00-02-10.000	10/10/2014	1669 McGraw Marathon Rd	Vacant - Highway
155.00-01-01-.200	12/8/2011	1767 Fritts Hill Rd - Cell Tower Land	E911
22.00-01-52.200	1/18/2012	5605 Richmond Hill Spur Rd - Cell Tower Land	E911
28.00-01-17.120	12/8/2011	2598 E. Hill Rd - Cell Tower Land	E911
31.00-01-37.000	7/17/1942	Tripoli Rd	Vacant - Highway
31.02-02-03.110	12/22/1994	Route 13, Cuyler	Vacant - Highway
37.00-02-11.100	11/3/1941	Dwyer Park	
47.05-01-14.000	11/3/1941	Little York Dam	
47.05-01-44.000	11/3/1941	Little York Dam	
70.00-01-13.220	7/16/2012	4848 N. Tower Rd - Cell Tower Land	E911
76.19-01-55.100	7/28/1972	4267-4272 Miller St.	Highway
76.81-01-08.000	10/29/1931	Miller St.	Highway
77.00-11-07.000	1/1/1855	Ames Rd (Poor House/Farm Cemetery)	Cemetery
82.00-01-04.200	2/8/2012	4563 Potter Hill Rd - Cell Tower Land	E911
85.20-01-19.000	1/1/1967	832-926 Route 222	Airport
86.13-01-14.110	9/28/2011	3996 Kinney Gulf Rd	Airport
86.13-01-41.000	1/21/2010	1029 Rte 222 (Still in County's name)	Airport
86.13-01-42.000	11/13/2009	1021 Rte 222 (Still in County's name)	Airport
86.25-02-26.210	8/12/2019	55-57 Miller St.	Highway
86.43-02-14.200	8/27/1987	49 Grant St.	Vacant
86.58-03-40.000	9/24/2010	22 W Court St	E911
86.59-01-08.000	9/17/1979	Part of 60 Central Ave	COB
86.59-01-29.000	1/31/1989	34 Greenbush St. Parking Lot	
86.59-01-30.000	12/30/1992	70 Central Ave. Parking Lot	
86.59-02-01.000	12/23/1992	71 Central Ave. Parking Lot	
86.59-03-13.000	4/1/1922;5/29/1925	56 Greenbush St.	Jail
86.59-03-14.000	1/1/1921	46 Greenbush (includes land)	Courthouse
86.59-03-18.200	1/1/2004	37 Church St.	Planning
86.67-01-03.000	5/27/1957	52-54 Port Watson St. - Parking Lot	
86.68-01-01.200		111 Port Watson St.	
87.54-01-12.000	10/10/2008	112 River St.	DMV/Elections
88.18-02-08.000	7/26/1999	Bennett St.	Vacant - Creek bed
88.19-01-33.000	4/4/1951	Center St.	Vacant - Creek bed
95.00-06-03.000	2/1/1979	Lime Hollow Rd. (Lehigh Valley Trail)	Linear Park
95.08-02-01.000	6/1/2011	3692 Fairview Dr.	Vacant - Airport
98.00-04-09.000	5/30/2018	2989 Monroe Rd - Cell Tower Land	E911
68.00-01-68.000	4/17/1986	Town Line Rd, Homer	Landfill
69.00-01-10.000	11/6/1975	Warren Rd, Solon	Landfill
69.00-01-11.000	2/10/1972	4708,4776 Warren Rd, Solon	Landfill
79.00-01-01.000	4/17/1986	Town Line Rd., C-ville	Landfill
79.00-01-02.200	6/12/1987	Town Line Rd., C-ville	Landfill
79.00-01-05.200	6/19/1987	Health Rd, C-ville	Landfill
79.00-01-22.200	8/6/1976	Town Line Rd. Solon	Landfill
86.76-02-28.100	1/1/1990	137 Pendleton St.	Recycling Center
86.76-02-29.000	9/17/2004	Pendleton St	Recycling Center
86.76-02-30.000	9/17/2004	Pendleton St	Recycling Center



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/2/254 – Resolution No. 158-24**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	6
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 8/2/25 – Resolution No. 158-24

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	9
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	11
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	19
IV. Authority of Committee Chair	20
1. Each Committee Chair Shall	20
2. Each Committee Chair May	20
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	23
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 8/2/25 – Resolution No. 158-24

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 ~~8/2/25~~ – Resolution No. ~~158-24~~

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



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/2/254 – Resolution No. 158-24

Tem must be 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



CORTLAND COUNTY LEGISLATURE RULES OF ORDER
Adopted 8/22/24 – Resolution No. 158-24

into executive session, for one of the purposes enumerated in Public Officer's Law §105 (1) (a) through (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



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/22/24 – Resolution No. 158-24

having the greatest number of total votes on said Legislature shall elect from its members a Majority 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



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/22/24 – Resolution No. 158-24

Law, §151(1).)

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;



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/22/24 – Resolution No. 158-24

- G. creating departments, boards, or councils;
- 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



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/22/24 – Resolution No. 158-24

its consideration at the specified time shall be suspended except those relating: (a) to adjournment or 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.
- ~~54.55.~~ **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.
- ~~55.56.~~ **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.
- ~~56.57.~~ **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 Wednesday of January at 10:00 a.m., except when the first Wednesday shall be January 1st, in which event it shall be the following day, and every even year thereafter for the purpose of organization and for the transaction of such other business as may come before it.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER
Adopted 8/22/24 – Resolution No. 158-24

B. Notification

- 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 8/22/24 – Resolution No. 158-24

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 8/22/24 – Resolution No. 158-24

- 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 elected 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 8/22/24 – Resolution No. 158-24

- 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



CORTLAND COUNTY LEGISLATURE RULES OF ORDER
Adopted 8/22/24 – Resolution No. 158-24

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.

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



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/22/24 – Resolution No. 158-24

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:

- 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



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/22/24 – Resolution No. 158-24

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 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:



CORTLAND COUNTY LEGISLATURE RULES OF ORDER
Adopted 8/22/24 – Resolution No. 158-24

- i. the Chair of the appropriate committee(s);
- ii. the Majority Leader;
- iii. the Minority Leader; and
- iv. other appropriate individuals.

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;



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/22/24 – Resolution No. 158-24

- 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;
- 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



CORTLAND COUNTY LEGISLATURE RULES OF ORDER
Adopted 8/22/24 – Resolution No. 158-24

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

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.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER
Adopted 8/22/24 – Resolution No. 158-24

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;
- 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;



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/22/24 – Resolution No. 158-24

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;
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;



CORTLAND COUNTY LEGISLATURE RULES OF ORDER
Adopted 8/22/24 – Resolution No. 158-24

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;
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:**



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/22/24 – Resolution No. 158-24

- 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);
- 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.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/22/24 – Resolution No. 158-24

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. Resolutions, referred to the Finance and Administration Committee from another Statutory Committee, not approved by the Finance and Administration Committee shall ~~be so noted when presented to the Legislature~~ require a 2/3rds vote of the full legislature for adoption.
4. Resolutions creating a Special Committee shall specify the powers and duties of the committee, the 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 re-introduced 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



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/22/24 – Resolution No. 158-24

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.
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.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER
Adopted 8/22/24 – Resolution No. 158-24

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.

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



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/22/24 – Resolution No. 158-24

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 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.
- ~~7.~~
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.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/22/24 – Resolution No. 158-24

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, 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. Resolutions not approved by the Finance and Administration Committee shall be so noted when presented to the Legislature.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER
Adopted 8/22/24 – Resolution No. 158-24

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:

- A. **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 oversee:

The Finance Department, Administration Office, Office of the Manager of Audit and Financial Projects, the Department of Real Property Tax Services, occupancy tax, Tompkins Cortland Community College (TC3), Industrial Development Agency and Business Development Corporation, and the agency that provides promotional and tourism service. The Finance and Administration Committee shall serve as the Audit Committee.

- B. **Judiciary and Public Safety** – Not less than five (5) nor more than seven (7) members who shall oversee:

The District Attorney's Office, Coroners, Assigned Counsel, Public Defender, Sheriff's Department, Probation Department, Department of Emergency Response and Communications.

- C. **Government Operations** – Not less than five (5) nor more than seven (7) members who shall oversee:

Personnel/Civil Service Office, County Attorney, Board of Elections, Weights & Measures, County Clerk/Department of Motor Vehicles and the Clerk of the Legislature/Historian.

All matters concerning operation and revision of these Rules shall be referred to the Committee.

- D. **Highway** – Not less than five (5) nor more than seven (7) members who shall oversee:

County Highway Department

Use of Dwyer Memorial Park by external groups or entities shall be approved by the Highway Committee.

- E. **Buildings and Grounds** – Not less than five (5) nor more than seven (7) members who shall oversee:

Buildings and Grounds Department and Information and Technology Department.

Use of County Buildings or properties by external groups or entities, with the exception of Dwyer Memorial Park, shall be approved by the Buildings and Grounds Committee.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER
Adopted 8/22/24 – Resolution No. 158-24

- F. **Health & Human Services** – Shall consist of no less than five (5) and no more than seven (7) members who shall oversee:

The Health Department, Mental Health Department, Department of Social Services, Employment and Training Office and Grant Administration, Office for Aging and Veterans' Services.

- G. **Agriculture/Planning/Environmental** – Not less than five (5) nor more than seven (7) members who shall oversee:

County Planning Department, Soil and Water Conservation District, Cooperative Extension, and public transportation.

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 7-28-11

Adopted January 4, 2012 – Revised 4-26-12, 6-27-13

Adopted January 2, 2014 – Amended 6-26-14, 9-24-15



CORTLAND COUNTY LEGISLATURE RULES OF ORDER
Adopted 8/22/24 – Resolution No. 158-24

Adopted October 26, 2017 – Revised 12-8-20

Adopted December 18, 2020 – Revised 8-12-21

Adopted August 26, 2021 – Revised 11-4-21

Adopted November 18, 2021 – Revised 10-17-23

Adopted October 26, 2023 – Revised 8-6-24

Adopted August 22, 2024