



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, January 12, 2023

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Richard Stock

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Margaret Mellott	Cortland Standard	Reporter	Present	
Eddie Velazquez	Cortland Voice	Reporter	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Nov 3, 2022 9:00 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	George Wagner, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

MONTHLY REPORTS

1. County Attorney Office Monthly Report

RESULT:	COMPLETED
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2. Weights and Measures Monthly Report

RESULT:	COMPLETED
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3. January New & Filled Vacancies

RESULT:	COMPLETED
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4. January 2023 Vacancy Report

RESULT:	COMPLETED
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5. 2022 EOY FOIL Report

RESULT:	COMPLETED
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6. County Clerk January Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Legislative Mileage Policy

RESULT:	COMPLETED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Amend Resolution No. 258-15 Legislative Mileage Reimbursement Policy

RESULT:	APPROVED [UNANIMOUS]
	Next: 1/26/2023 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	George Wagner, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Amend Resolution No. 258-15 Legislative Mileage Reimbursement Policy

WHEREAS, § 203 (2) b of New York State County Law states that “The board of supervisors may authorize the payment of a reasonable mileage allowance the miles actually and necessarily traveled on official business of the county by any supervisor by the use of his own automobile, including travel on official business of the county in going from and returning to his residence,” AND

WHEREAS, Resolution No. 258-15 adopted a Legislative Mileage Reimbursement Policy,

AND

WHEREAS, there is a need to amend the policy to fairly enable reimbursement without restricting the ability of Legislators who must drive further due to their residence location, AND

WHEREAS, the Cortland County Government Operations Committee has reviewed and recommends the adoption of the policy below, NOW THEREFORE BE IT

RESOLVED that Resolution No. 258-15 - Adopt Legislative Mileage Reimbursement Policy is hereby amended as noted below, AND BE IT FURTHER

RESOLVED that the Legislators shall be reimbursed for mileage expenses incurred at the County's established reimbursement rate as determined annually by the Internal Revenue Services, AND BE IT FURTHER

RESOLVED that any travel/mileage reimbursement incurred by Legislators that falls outside the scope of the policy below shall be governed by the existing duly adopted Travel Policy that covers all County employees, AND BE IT FURTHER

RESOLVED, that the following policy indicating eligible expense and procedures is hereby adopted as follows:

Legislative Local Mileage Policy

I. Definitions:

Legislative Assignments/Committees/Boards - Specific assignment of individual Legislators designating them as a representative of the Legislature (includes, but not limited to, Advisory Boards, Regional Boards, Planning Boards, etc.)

Travel/Training Mileage Reimbursement - The current Authorization to Travel Policy originally adopted on May 20, 2004 and amended June 25, 2015, August 16, 2016 and March 28, 2019.

II. Policy:

Mileage reimbursement to County Legislators shall be allowed as follows:

1. The annual amount to be reimbursed for mileage traveled and properly documented shall be based on the most recent Internal Revenue Service (IRS) standards.
2. The policy does not conflict with the Authorization to Travel policy with regard to Legislator's attendance at conferences and training.

III. Procedure:

Legislators are required to complete a Mileage Record that provides the following information:

1. Claimant name and complete address.
2. A record of attendance shall include the date; complete address of starting location, location of meeting, and return location; round trip miles; name of specific meeting attended; total miles submitted; and signature of claimant.
3. Upon completion the form shall be submitted to the Legislature office for processing.

ADJOURNMENT

The meeting was closed at 10:07 AM



Government Operations Committee

Committee Meeting

~ Minutes ~

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

1

Thursday, November 3, 2022

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Richard Stock

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Excused	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Remote	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
John Conlon	Cortland Standard	Reporter	Remote	

Minutes Acceptance: Minutes of Nov 3, 2022 9:00 AM (MINUTES)

MINUTES

1. Government Operations Committee - Committee Meeting - Oct 13, 2022 8:30 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sandra Price, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

RESOLUTIONS

AGENDA ITEM NO. 1 – Local Law "H" of 2022 - a Local Law Amending Local Law 3 of 1975, as Previously Amended, Creating the Department of Planning in the County of Cortland and Continuing the Cortland County Planning Board

Ms. Preston MADE A MOTION TO AMEND the resolution, Mr. Wagner SECONDED the MOTION TO AMEND, and upon voice vote of members present, it was APPROVED to amend the resolution to have the County Attorney and Clerk of the Legislature clean up the language and to have Section 4 (D) state the following:

“The person holding the position of Director of Planning shall be a resident of and domiciled in the County of Cortland or a contiguous County thereto. Upon initial appointment, the Agriculture/Planning/Environmental Committee may negotiate a date by which the Planning Director must move to Cortland County or a contiguous County thereto.”

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/17/2022 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK**RESOLUTION NO.**

Local Law "H" of 2022 - a Local Law Amending Local Law 3 of 1975, as Previously Amended, Creating the Department of Planning in the County of Cortland and Continuing the Cortland County Planning Board

WHEREAS, the Cortland County Legislature adopted Local Law 3 of 1975 on March 26, 1975, with subsequent amendments by Local Law 3 of 1976, Local 6 of 1995, Local Law 3 of 2000 and Local Law 6 of 2019, AND

WHEREAS, Local Law 3 of 1975 created a Department of Planning in the County of Cortland, AND

WHEREAS, the position of Director of Planning requires a combination of specialized education and experience, AND

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

WHEREAS, it is the desire of the Legislature to have the ability to consider all qualified

applicants regardless of residency, AND

WHEREAS, the Agriculture, Planning and Environmental Committee of the Cortland County Legislature has recommended revisions to said Local Law, AND

WHEREAS, a public hearing was held on November 17, 2022 before the Cortland County Legislature, AND

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

ENACTED by the Legislature of the County of Cortland as follows:

LOCAL LAW “H” of 2022 - A LOCAL LAW AMENDING LOCAL LAW 3 of 1975, AS PREVIOUSLY AMENDED, CREATING A DEPARTMENT OF PLANNING IN THE COUNTY OF CORTLAND AND CONTINUING THE CORTLAND COUNTY PLANNING BOARD

Section Contents

1. Legislative Intent
2. Definitions
3. Department of Planning Created
4. Appointment and Qualifications of Director
5. Powers and Duties of the Director of Planning
6. Planning Board
7. Powers and Duties of the Planning Board
8. Conflict with Other Laws
9. Severability
10. Effective Date

Section 1. Legislative Intent

The County Legislature of the County of Cortland, in order to preserve the physical beauty and natural resources which have made our County an attractive place to live and work, and in order to plan for the growth of population, business, and industry in a comprehensive and rational manner which best serves the present and future residents of our County, and in order to provide for the orderly and efficient expansion of necessary public services, does hereby find it necessary to establish a Department of Planning in County Government.

Section 2. Definitions

- A. "Board" shall mean the Cortland County Planning Board.
- B. "Committee" shall mean the Agriculture/Planning/Environmental Committee (or successor committee) of the Cortland County Legislature.
- C. "Department" shall mean the Cortland County Department of Planning.
- D. "Director" shall mean the Director of Planning of the County of Cortland.
- E. "Legislature" shall mean the Cortland County Legislature.

Section 3. Department of Planning Created

- A. The Department of Planning of the County of Cortland hereby is created, established and continued.
- B. The Department shall provide technical assistance to Committees of the Legislature as the Legislature may direct, and to other Boards and Committees as requested.
- C. The Department shall act as liaison to agencies, boards, and commissions.

Section 4. Appointment and Qualification of Director of Planning

- A. The head of the Department shall be the Director of Planning, who shall be appointed by the Legislature, on recommendation of its Agriculture/Planning/Environmental Committee (or

successor committee), to serve at the pleasure of the Cortland County Legislature.

- B. The Director shall be in the non-competitive civil service status.
- C. Qualifications for the Director shall be in accordance with the job description on file at the Cortland County Personnel/Civil Service Office.
- D. The person holding the position of Director of Planning shall be a resident of and domiciled in the County of Cortland or a county contiguous thereto. Upon initial appointment, the Committee may negotiate a date by which the Planning Director must move to Cortland County or a county contiguous thereto.

Section 5. Powers and Duties of the Director of Planning. The Director of Planning shall:

- A. Be generally responsible for operation of the Planning Department.
- B. Prepare an annual work program for the Department.
- C. Prepare the annual operational budget of the Department for submission to the Budget Officer.
- D. Recruit and maintain a staff competent to carry out the functions of the Department within the means authorized by the Legislature.
- E. Be responsible for the internal organization of the Department, including initiation of appointment, promotion, transfer, or dismissal of personnel. In carrying out this responsibility, the Director shall consult with the Cortland County Personnel/Civil Service Office and act within the guidelines of the Civil Service Law and the means authorized by the Legislature.
- F. Prepare planning and technical studies in furtherance of County Planning, including but not limited to the furtherance of the County's participation in the Comprehensive Planning Assistance Program.
- G. Make recommendations to the Planning Board concerning those planning matters referred from municipalities pursuant to the General Municipal Law.
- H. Maintain adequate records of all matters filed with the Planning Board and other agencies so assigned to the Department.
- I. Upon request, assist municipal subdivisions within the County in matters pertaining to planning and zoning and act as a resource for them in acquiring information on and funds for programs from sources other than County government.
- J. Serve as spokesman for the Department in relations with government or quasi-government units and the public, when specific planning issues are being addressed.
- K. Maintain liaison with regional planning boards and county planning departments in adjacent counties.
- L. Collect, analyze, and distribute information relative to regional, county and community planning and zoning, including but not limited to legislation which may provide financial assistance to the Department in carrying out its work.
- M. Conduct research into business and industrial conditions within the County and cooperate with groups organized for such purposes.
- N. Have all the authority and perform all the duties now or hereafter conferred or imposed upon him by State Statute, Local Law, or resolution of the Legislature.

Section 6. Planning Board

- A. The Cortland County Planning Board, created by Resolution No. 83 of 1968 of the Cortland County Board of Supervisors be and hereby is continued.
- B. The Board shall consist of eleven (11) voting members to be appointed by the Legislature on the recommendation of its Chairperson. The Chairperson of the Legislature shall be an ex-officio, non-voting member of the Board.
- C. Terms of office, removal from office, filling vacancies in office, and Board composition shall be in accordance with the Bylaws of the Planning Board, which must be approved by the Legislature.

Section 7. Powers and Duties of the Planning Board. The Planning Board shall:

- A. Adopt and amend Bylaws, which are subject to the approval of the Legislature.
- B. Perform those obligations mandated to the Board by Statute, including but not limited to

- preparation and adoption of a Master Plan, and those assigned to the Board by the Legislature.
- C. In accordance with its Bylaws, create standing and special committees to assist it with various planning studies.
 - D. Advise the Legislature on any matter concerning regional, county, or municipal planning which may come to its attention by its own initiative or on referral from the Director.
 - E. Shall annually report to the Legislature, as directed by Statute. Said report shall include:
 - I) a summary of the activities of the Board during the past year, including its reviews undertaken pursuant to General Municipal Law;
 - II) a summary of studies issued during the preceding year or an incorporation of said reports by reference.
 - F. In consultation with the Director, encourage Planning Boards of the municipal subdivisions within the County on an advisory basis.
 - G. At the request of the Director, assist in any matters affecting funding of any major physical, economic, or administrative improvement.
 - H. Provide a forum for citizen communication as it relates to planning.
 - I. Engage in public education on planning matters within the means authorized by the Legislature.

Section 8. Conflict with Other Laws

- A. Nothing contained in this law shall be construed as authorizing the Department, the Board or the Committee to supersede, abrogate or otherwise affect the statutory authority provided for in the laws of the State of New York.
- B. Nothing contained in this law shall be construed to impair the provisions of any duly executed contract to which the County of Cortland is a party.

Section 9. Severability

If any part or provision of this local law or the application thereof to any person or circumstance is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this local law or the application thereof to other persons or circumstances.

Section 10. Effective Date

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

AGENDA ITEM NO. 2 – Adopt Local Law "K" for the Year 2022 a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/8/2022 10:00 AM
MOVER:	Paul Heider, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Adopt Local Law "K" for the Year 2022 a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

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

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

RESOLVED, that Local Law "K" for the year 2022 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, AND BE IT FURTHER

RESOLVED, that, as this local law is subject to permissive referendum, the Clerk of the Legislature shall cause an abstract of this local law to be published in the County's official newspaper at least once a week for two successive weeks, the first publication of which shall be had within ten days after the local law is adopted, NOW THEREFORE

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

SECTION 1.
LEGISLATIVE INTENT

The County Legislature hereby states the intent of this local law is to preserve the integrity of the Management Compensation Plan, the goal of which is to treat all employees equally by maintaining grade level salary increments attached to years of service to the County. It is therefore necessary for the County Legislature to extend by local law the same increase in salary for those County officers elected or appointed for a fixed term, in compliance with New York State County Law §201, as has been previously adopted pursuant to the amended Grade and Step Schedule for Management Confidential Employees through Cortland County Local Laws.

SECTION II.

The Cortland County Employment Policy Manual for Department Heads, Management and Management/Confidential Employees includes a Grade and Step Schedule, with salary increments tied to grade levels and years of service. Certain officers are excluded pursuant to New York State County §201, as the salary of any officer elected or appointed for a fixed term may only be increased by local law subject to permissive referendum as provided for in Municipal Home Rule Law §24(2)(h).

SECTION III.

The same rate of annual salary increase for fiscal year 2023 extended to Cortland County Management and Management/Confidential Employees through the modification of the Grade and Step Schedule, shall be provided to those officers elected or appointed for a fixed term, during their term of office. The annual salary of said officers elected or appointed for a fixed term, during their term of office, is to be adjusted and paid over the balance of the 2023 calendar year, upon the effective date of this local law.

This Local Law shall function to increase the salary of the following officers elected or appointed for a fixed term, during their term of office:

Elected office include:

County Clerk
County Coroner (s)
County Sheriff
County Treasurer

Officers appointed for a fixed term include:

Clerk of the Legislature
County Attorney
Public Defender
Veteran's Services Officer

Commissioner of Social Services
 Highway Superintendent
 Personnel Officer
 Public Health Director
 Real Property Tax Services Director

SECTION IV:

This local law is subject to permissive referendum and shall not take effect until at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

AGENDA ITEM NO. 3 – Adopt Local Law "L" for the Year 2022 a Local Law Setting the Salary of Cortland County Election Commissioners

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/8/2022 10:00 AM
MOVER:	Sandra Price, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Adopt Local Law "L" for the Year 2022 a Local Law Setting the Salary of Cortland County Election Commissioners

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

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

RESOLVED, that Local Law "L" for the year 2022 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, and be it further

RESOLVED, that, as this local law is subject to permissive referendum, the Clerk of the Legislature shall cause an abstract of this local law to be published in the County's official newspaper at least once a week for two successive weeks, the first publication of which shall be had within ten days after the local law is adopted;

NOW, THEREFORE

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

Section I:

Pursuant to Election Law §3-208, each Cortland County Election Commissioner shall receive an equal annual salary, to be fixed by the County Legislature.

Section II:

The annual salary for each Cortland County Election Commissioner shall be increased from \$33,792.05 to \$34,552.37 for fiscal year 2023 and paid over the balance of 2023 calendar year, upon the effective

Minutes Acceptance: Minutes of Nov 3, 2022 9:00 AM (MINUTES)

date of this local law.

Section III:

This local law is subject to permissive referendum and shall not take effect until at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

AGENDA ITEM NO. 4 – Set Self Insurance Rates – Cortland County Health Insurance Program

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/17/2022 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Set Self Insurance Rates – Cortland County Health Insurance Program

WHEREAS, the County sets premium equivalent rates to be charged to employees, retirees and/or County agencies participating in the County's Health, Dental and Vision Insurance programs, AND

WHEREAS, said premiums are based upon claims experience within each program, AND

WHEREAS, One Group has recommended premium equivalents based upon projected claims during the period January 1, 2022 through December 31, 2022, NOW THEREFORE BE IT

RESOLVED, that effective January 1, 2023, the premium equivalents to be charged to the employees, retirees and/or County departments participating in the Cortland County Health Insurance Program shall be in accordance with the schedule below:

MONTHLY INSURANCE PREMIUM EQUIVALENT RATES

HEALTH INSURANCE RATES - TRADITIONAL PLAN

	<u>2022</u>	<u>2023</u>	
Individual	\$ 782.64	\$ 810.04	3.5% increase
Family	\$1903.67	\$ 1970.30	

HEALTH INSURANCE RATES - PPO PLAN

(for all employees hired in the General, Corrections, Civilian, and DOERC unions 1/1/2020 and after, employees hired in the CPAC union 1/1/2022 and after, and employees hired in the NYSNA union and Management Compensation Plan 1/1/2023 and after)

	<u>2022</u>	<u>2023</u>	
Individual	\$704.38	\$729.03	3.5% increase
Family	\$1713.30	\$1773.27	

DENTAL INSURANCE RATES

	<u>2022</u>	<u>2023</u>	
Individual	\$15.04	\$15.04	NO CHANGE
Family	\$60.17	\$60.17	

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VISION INSURANCE RATES

	<u>2022</u>	<u>2023</u>	NO CHANGE
Individual	\$3.25	\$3.25	
Family	\$13.00	\$13.00	

AGENDA ITEM NO. 5 – Mortgage Tax Disbursement April 1, 2022-September 30, 2022 - County Clerk

RESULT: APPROVED [UNANIMOUS]

Next: 11/8/2022 10:00 AM

MOVER: Kelly L. Fairchild-Preston, Committee Vice Chair

SECONDER: Mitchel Eccleston, Committee Member

AYES: Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston

EXCUSED: Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Mortgage Tax Disbursement April 1, 2022-September 30, 2022 - County Clerk

WHEREAS, in accordance with NYS Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for April 1, 2022-September 30, 2022, has been prepared and submitted by the Cortland County Clerk and has been approved by the New York State Department of Taxation and Finance, AND

WHEREAS, the Basic Mortgage Tax has been submitted with interest to the Cortland County Treasurer, AND

WHEREAS, the mortgage tax has been calculated to apportion the basic mortgage tax between the towns and villages, NOW THEREFORE BE IT

RESOLVED that the Cortland County Legislature authorize the County Treasurer to make payments to each of the tax districts within the County of Cortland as shown below, either by check or by electronic bank deposit based on the request of the receiving municipality.

Cortland, City of	\$140,709.79
Cincinnatus, Town of	\$6,747.76
Cortlandville, Town of	\$185,244.56
McGraw, Village of	\$5,214.65
Homer, Village of	\$525.39
Cuyler, Town of	\$3,908.20
Freetown, Town of	\$8,088.30
Harford, Town of	\$14,885.49
Homer, Town of	\$30,512.66
Homer Village of	\$23,054.10

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Lapeer, Town of	\$1,453.95
Marathon, Town of	\$10,226.28
Marathon, Village of	\$5,558.23
Preble, Town of	\$17,146.38
Scott, Town of	\$10,731.57
Solon, Town of	\$5,985.40
Taylor, Town of	\$1,342.48
Truxton, Town of	\$3,755.54
Virgil, Town of	\$32,012.70
<u>Willet, Town of</u>	<u>\$5,873.45</u>
TOTAL	\$512,976.88

AGENDA ITEM NO. 6 – Abolish Legal Associate/Create Paralegal Position - County Attorney's Office

RESULT: **APPROVED [UNANIMOUS]**

Next: 11/17/2022 6:00 PM

MOVER: George Wagner, Committee Member

SECONDER: Kelly L. Fairchild-Preston, Committee Vice Chair

AYES: Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston

EXCUSED: Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Abolish Legal Associate/Create Paralegal Position - County Attorney's Office

WHEREAS, the needs of the office will be better served by abolishing one Legal Associate position and creating one Paralegal position in the County Attorney's Office, AND

WHEREAS, the Government Operations Committee recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Legal Associate (Grade 6H, Management Compensation Plan, \$22.9701-30.5732/hr, full-time, competitive class) be and hereby is abolished effective November 17, 2022 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Paralegal (Grade 6H, Management Compensation Plan, \$22.9701-30.5732, full-time, competitive class) be created with permission to fill effective November 18, 2022 at 12:01 am.

MONTHLY REPORTS

1. November 2022 Vacancy Report

RESULT:	COMPLETED
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2. Weights and Measures Monthly Report

RESULT:	COMPLETED
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3. County Attorney Office Monthly Report

RESULT:	COMPLETED
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4. County Clerk Monthly Report

RESULT:	COMPLETED
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5. October 2022 FOIL Report

RESULT:	COMPLETED
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6. Board of Elections Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS**ADJOURNMENT**

The meeting was closed at 9:57 AM



**CORTLAND COUNTY ATTORNEY
VICTORIA J. MONTY**

Jeri A. DuVall
Assistant County Attorney

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, CORTLAND NY 13045
TEL: 607-753-5095
FAX: 607-756-3489

Nicole Compton
Secretary

MONTHLY REPORT – Dated January 3, 2023

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2022	2021	2020	2019	2018
\$151,289.00	\$0.00	\$0.00	\$4,348.13	\$4,178.03

INSURANCE RECOVERIES & SETTLEMENTS

YTD 2022	2021	2020	2019	2018
\$13,280.98	\$20,622.62	\$22,219.98	\$122,477.76	\$19,524.26

CONTRACTS & AGREEMENTS referred to County Attorney's Office for review:

NEW Since last report	YTD 2022	2021	2020	2019	2018
48	371	307	359	360	338

INCIDENT/ACCIDENT/THREAT REPORTS reviewed by County Attorney's Office:

NEW Since last report	YTD 2022	2021	2020	2019	2018
5	92	126	114	143	136

JD/PINS PETITIONS - Family Court matters referred for prosecution by the County Attorney's Office in Juvenile Delinquency (JD), Persons in Need of Supervision (PINS) and Violation of Probation/Support matters:

Type	YTD 2022	2021	2020	2019	2018
JD	12	17	21	22	19
JD - RTA*	4	3	8	13	1
PINS	9	4	4	15	12
Probation Violations - Support	10	3	5	6	9

* Respondent 16 years of age at date of offense(s), committed 10/01/2018-9/30/2019; 17 years of age at date of offense(s), committed after 10/01/2019

JD (including RTA) referrals for petition by classification of offense:

	YTD 2022	2021	2020	2019	2018
Property Crimes	11	9	24	19	10
Crimes Against Persons	2	7	4	6	7
Sex Offenses	1	6	1	10	3
Other (e.g., Violation of Probation)	3	0	0	0	0

COURT ORDERS – Orders prepared in Family Court matters referred for prosecution by the County Attorney's Office in Juvenile Delinquency (JD), Persons in Need of Supervision (PINS) and Violation of Probation/Support matters:

NEW Since last report	YTD 2022	2021	2020	2019	2018
5	49	21	65	87	97

Weights and Measures
For December
Government Operations Committee

For the month December I did package checking at our local grocery stores. We had a couple of stores that failed my audits. This prompted some training sessions that I did at the store level. I have done these in the past and they have been well received by the managers at the stores. I explain what I am looking for in my audits, what types of conditions can cause and audit to fail and what are the potential consequences of failing an audit for not taking proper tare. I will be doing more audits in the near future to make sure corrections have been made. I try to leave it so an employee or store manager can approach me if they have any questions.

I will be compiling all my data for 2022 for annual report for Albany which I will share next month.

Wesley Foley
Director of Weights and Measures
Office phone 607-753-5025

[illegible]

FILLED VACANCIES DECEMBER 2022

[illegible]

POSITION VACANCY REPORT

As of January 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Cook Grade 7/\$17.1917-\$21.7603	Aging	Temporary	11/3/2022	11/4/2022	11/4/2022	11/11/2022	Posted		
Director,Area Agency on Aging Grade 7/\$68,718-\$91,464	Aging	Retirement	11/30/2022	8/24/2022	8/24/2022	8/24/2022	Posted		*
Driver Grade 4/ \$15.3434-\$19.4208/hr	Aging	New	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Posted		*
Driver Grade 4/ \$15.3434-\$19.4208/hr	Aging	New	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Posted		*
Fiscal Manager Grade 11/\$51,456-\$68,488	Aging	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Posted		*
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Resignation	10/28/2022	10/21/2022	10/21/2022	10/21/2022	Posted		Grant Funded
Custodian Grade 3/\$14.7244-\$18.5447	Buildings and Grounds	Resignation	10/28/2022	11/2/2022	11/3/2022	11/3/2022	12/12/2022	Stacy Vyskocil	Grant Funded
Deputy Coroner \$200/Call	Coroner	Resignation	11/16/2021	12/6/2022	12/6/2022	12/6/2022	12/22/2022	Nicolas Lundberg	*
Deputy County Administrator Grade 4/\$85,369-\$113,625	County Admin	New	1/1/2023	11/18/2022	11/21/2022	11/21/2022	Posted		*
Chief Assistant County Attorney Grade 4/\$85,369-\$113,625	County Attorney	New	11/18/2022	11/18/2022	11/18/2022	11/18/2022	Posted		*
Paralegal Grade 6H/\$22.9701-\$30.5732	County Attorney	New	11/18/2022	11/17/2022	Approved by Resolution	11/17/2022	Posted		*
Senior Index Clerk Grade 8/\$17.7082-\$22.4141	County Clerk	New	1/1/2023	12/22/2022	12/22/2022	12/22/2022	Posted		*
Assistant District Attorney Grade 6/\$73,873-\$98.324	District Attorney	Removal	11/7/2022	11/14/2022	11/14/2022	11/14/2022	Posted		
Case Supervisor, Grade A Grade 24/\$30.6414-\$38.7843	DSS	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Posted		Grant Funded

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of January 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Resignation	10/14/2022	9/30/2022	10/3/2022	10/4/2022	Posted		Grant Funded
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	10/28/2022	10/14/2022	10/14/2022	10/14/2022	Post/exam results		Grant Funded
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Resignation	12/22/2022	12/7/2022	12/7/2022	12/7/2022	Posted		Grant Funded
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Resignation	6/3/2022	5/6/2022	5/6/2022	5/9/2022	12/12/2012	Anna Stanbro	*
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Resignation	5/13/2022	4/26/2022	4/27/2022	4/27/2022	Posted		*
Community Service Worker Grade 5 \$16.2237-\$20.5351	DSS	Seasonal (Temp)	10/17/2022	7/8/2022	7/21/2022	7/21/2022	Posted		Grant Funded
Director of Social Services Grade 7/\$68,718-\$91,464	DSS	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Posted		Grant Funded
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	DSS	Resignation	12/8/2022	11/30/2022	11/30/2022	11/30/2022	exam apps/posted		Grant Funded
Senior Caseworker Grade 20/\$26.4087-\$33.4267	DSS	Resignation	10/28/2022	10/14/2022	10/14/2022	10/14/2022	12/19/2022	Nichole Lent	Grant Funded
Senior Social Welfare Examiner Grade 12/\$20.0654-\$25.3977	DSS	Demotion	11/14/2022	11/16/2022	11/16/2022	11/16/2022	1/3/2023	Kelly Case	Grant Funded
Social Welfare Examiner Trainee Grade 9/\$18.2559-\$23.1072	DSS	Promotion	11/15/2022	11/16/2022	11/16/2022	11/16/2022	Posted		Grant Funded
Support Investigator Grade 10/\$18.8329-\$23.8377	DSS	Resignation	8/16/2022	9/9/2022	9/20/2022	9/20/2022	Cert/Posted		Grant Funded
Support Investigator Grade 10/\$18.8329-\$23.8377	DSS	Removal	11/14/2022	11/7/2022	11/7/2022	11/7/2022	Posted		Grant Funded
Family Advocate Grade 12-\$20.0654-\$25.3977	DSS/CAC	Resignation	10/31/2022	10/21/2022	10/21/2022	10/21/2022	Posted		Grant Funded

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of January 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Employment & Training Specialist Grade 13 \$20.7293-\$26.2381	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	1/8/2023	12/22/2022	12/22/2022	12/22/2022	Posted		*
Senior Dispatcher Grade 8/\$25.0106-\$34.1584	ERAC	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Posted		
Public Health Educator Grade 16/\$22.9307-\$29.1244	Health	Resignation	9/6/2019	9/9/2019	10/14/2022	10/19/2022	Posted		Grant Funded
Public Health Educator Grade 16/\$22.9307-\$29.1244	Health	Removal	12/21/2022	12/20/2022	12/20/2022	12/20/2022	Posted		*
Public Health Nurse \$31.8942-\$37.3587	Health	Removal	8/17/2022	8/17/2022	8/17/2022	8/18/2022	12/5/2022	Elisabeth Schmitt Bacani	*
RN/ \$29.6033-\$34.6753 hr PHN / \$31.8942-\$37.3569 hr	Health	Removal of Provisional	4/23/2022	5/2/2022	5/2/2022	5/2/2022	Posted		*
Deputy County Superintendent of Highways Grade 7/\$68,718-\$91,464	Highway	Resignation	11/10/2022	11/9/2022	11/9/2022	11/9/2022	Posted		
Heavy Equipment Operator Grade 16/\$22.0488-\$27.9023	Highway	Resignation	8/11/2022	8/12/2022	8/12/2022	8/12/2022	Post		Grant Funded
Motor Equipment Operator Trainee Grade 11 \$19.4349-24.5995 hr/ Motor Equipment Operator	Highway	New/Promotion	6/24/22 / 11/18/22	9/27/2022	Approved by resolution, 10/3/2022	6/24/2022, 10/4/2022	Posted		
Motor Equipment Operator Trainee Grade 11 \$19.4349-24.5995 hr/ Motor Equipment Operator	Highway	New/Promotion	6/24/2022/ 10/3/2022	9/27/2022	Approved by resolution, 10/3/2022	6/24/2022, 10/4/2022	12/12/2022	Camryn Sanford	Grant Funded
Motor Equipment Operator Trainee Grade 11 \$19.4349-24.5995 hr/ Motor Equipment Operator	Highway	New/Promotion	6/24/22 / 11/18/22	9/27/2022	Approved by resolution, 10/3/2022	6/24/2022, 10/4/2022	12/12/2022		
Parts Chaser Grade 5/\$15.5997-19.7412	Highway	Promotion	10/3/2022	9/27/2022	10/3/2022	10/4/2022	Posted		Grant Funded
Information Systems Administrator Grade 25/\$31.8367-\$40.2972	IT	New	1/1/2023	12/6/2022	12/6/2022	12/6/2022	Posted		*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of January 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Supervisor, Solid Waste Mgt. Grade 9 \$59,465-\$79.147	Landfill (Highway)	Resignation	6/24/2022	6/6/2022	6/7/2022	6/8/2022	Posted		*
Medical Services Clerk Grade 8/\$17.7082-\$22.4141	Mental Health	Resignation	10/31/2022	10/19/2022	10/19/2022	10/19/2022	1/3/2023	Adam Burhans	Grant Funded
Mental Health Clinician Grade 26/\$33.0886-\$41.8817	Mental Health	Resignation	9/8/2022	8/30/2022	8/30/2022	8/30/2022	Posted		*
Mental Health Clinician Grade 26/\$33.0886-\$41.8817	Mental Health	Resignation	12/6/2022	11/2/2022	11/2/2022	11/2/2022	Posted		
Mental Health Rehab Specialist Grade 16/\$22.4261-\$28.2445	Mental Health	New	11/18/2022	11/18/2022	11/18/2022	11/18/2022	Posted		*
Principal Account Clerk Grade 13/\$20.2732-\$25.5331	Mental Health	Temporary	8/29/2022	9/6/2022	9/6/2022	9/7/2022	1/3/2023	Heather Car	*
Principal Medical Services Clerk Grade 13/\$20.7293-26.2381	Mental Health	New	1/1/2023	12/1/2022	12/1/2022	12/1/2022	1/3/2023	Chandra Thompson	*
RN \$31.0835-\$36.5889 hr	Mental Health	New	1/1/2023	12/1/2022	12/1/2022	12/1/2022	Posted		*
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	Mental Health	Resignation	1/3/2023	12/13/2022	12/13/2022	12/13/2022	Posted		*
Senior Medical Services Clerk Grade 10/\$18-8329-\$23.8377	Mental Health	Promotion	1/3/2023	12/19/2022	12/19/2022	12/19/2022	Posted		*
Senior Mental Health Clinician Grade 28/\$34.9958-\$40.0754	Mental Health	Temporary	11/28/2022	11/18/2022	11/18/2022	11/21/2022	12/7/2022	Jackie Yaman	*
Senior Mental Health Clinician Grade 28/\$34.9958-\$40.0754	Mental Health	Temporary	11/28/2022	11/18/2022	11/18/2022	11/21/2022	Posted		*
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		*
Driver, per diem Grade 4 \$15.0058-\$18.8989/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Benefits Manager Grade 10/\$55,315-\$73,625	Personnel	New	1/1/2023	11/28/2022	11/30/2022	11/30/2022	Posted		*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of January 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Payroll Coordinator Grade 5H/\$21.8483-\$29.0801	Personnel	Promotion	1/1/2023	11/28/2022	11/30/2022	11/30/2022	Posted		*
Director of Planning Grade 5/\$79,412-\$105,698	Planning	Resignation	10/15/2022	9/22/2022	9/22/2022	9/22/2022	Posted		*
Grant Administrator Grade 10/\$55,315-\$75,625	Planning	New	1/1/2023	11/18/2022	11/21/2022	11/21/2022	Posted		*
Probation Officer Grade 18/\$24.5868-\$31.1205	Probation	Resignation	11/21/2022	11/9/2022	11/9/2022	11/9/2022	posted		
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Retirement	12/31/2021	12/23/2021	12/28/2021	1/4/2022	Exam file apps/Cert		*
Correction Officer Grade 1 \$22.0637-\$36.4207	Sheriff	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$22.0637-\$36.4208	Sheriff	Resignation	1/9/2022	1/18/2022	1/19/2022	1/19/2022	Exam file apps/cert		*
Correction Officer Grade 1 \$22.0637-\$36.4209	Sheriff	Resignation	9/30/2022	9/22/2022	9/22/2022	9/22/2022	Cert/exam file apps		*
Correction Officer Grade 1 \$22.0637-\$36.4210	Sheriff	Retirement	2/27/2021	2/24/2021	2/25/2021	2/25/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$22.0637-\$36.4211	Sheriff	Resignation	7/24/2021	9/15/2021	9/15/2021	9/16/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$22.0637-\$36.4212	Sheriff	Resignation	11/6/2021	11/5/2021	11/5/2021	11/8/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$22.0637-\$36.4213	Sheriff	Retirement	9/15/2020	9/15/2020	9/16/2020	9/17/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Exam file apps/Cert		*
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0968	Sheriff	New	6/24/2022	6/24/2022	Approved by Resolution	6/24/2022	Cert/exam file apps		*
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0969	Sheriff	Resignation	8/17/2022	8/17/2022	8/18/2022	8/18/2022	Cert/exam file apps		*
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0970	Sheriff	Resignation	8/30/2022	8/30/2022	9/13/2022	9/14/2022	Cert/exam file apps		*
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0971	Sheriff	Retirement	10/28/2022	10/21/2022	10/21/2022	10/21/2022	Cert/exam file apps		*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of January 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	New 2023	1/1/2023	11/29/2022	11/30/2022	11/30/2022	Cert/exam file apps		*
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0973	Sheriff	Resignation	12/30/2022	12/27/2022	12/27/2022	12/27/2022	Cert		*
Jail Cook-Per Diem Grade 2 \$17.4089-\$23.1381	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Keyboard Specialist Grade 5/\$16.2237-\$20.5351	Sheriff	New	8/26/2022	8/25/2022	Approved by Resolution	8/25/2022	Cert/Posted		*
PT Jail Cook (12 hrs) Grade 2 \$17.4089-\$23.1381	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*

Attachment: Jan 2023 Vacancy Report (11175 : January 2023 Vacancy Report)

* Funded in 2022 Budget

Requests by Month

Run Date: 01/06/2023 1:59 PM

Create Date	Request Type	Completed/Closed	Close Date	Reference No
7/19/2022	County FOIL Request	Yes	7/25/2022	R000090-071922
7/19/2022	Sheriff Department Request	Yes	7/25/2022	S000005-071922
7/19/2022	Sheriff Department Request	Yes	7/25/2022	S000006-071922
7/19/2022	County FOIL Request	Yes	7/25/2022	R000091-071922
7/19/2022	Unrecognized Email	Yes	7/19/2022	U000158-071922
7/25/2022	County FOIL Request	Yes	7/25/2022	R000092-072522
7/25/2022	County FOIL Request	Yes	7/25/2022	R000093-072522
7/25/2022	Unrecognized Email	Yes	7/25/2022	U000164-072522
7/26/2022	Sheriff Department Request	Yes	8/29/2022	S000100-072622
7/27/2022	County FOIL Request	Yes	7/29/2022	R000100-072722
7/28/2022	County FOIL Request	Yes	8/9/2022	R000101-072822
7/28/2022	County FOIL Request	Yes	8/9/2022	R000102-072822
7/28/2022	County FOIL Request	Yes	8/15/2022	R000103-072822
7/29/2022	County FOIL Request	Yes	11/22/2022	R000104-072922
7/29/2022	County FOIL Request	Yes	11/22/2022	R000105-072922
7/29/2022	County FOIL Request	Yes	11/22/2022	R000106-072922
8/4/2022	County FOIL Request	Yes	8/23/2022	R000107-080422
8/5/2022	Sheriff Department Request	Yes	8/25/2022	S000101-080522
8/5/2022	County FOIL Request	Yes	9/1/2022	R000108-080522
8/8/2022	County FOIL Request	Yes	8/9/2022	R000109-080822
8/8/2022	County FOIL Request	Yes	12/8/2022	R000110-080822
8/9/2022	Sheriff Department Request	Yes	8/30/2022	S000102-080922
8/9/2022	County FOIL Request	Yes	8/9/2022	R000111-080922
8/10/2022	Sheriff Department Request	Yes	8/18/2022	S000103-081022
8/10/2022	County FOIL Request	Yes	8/26/2022	R000112-081022
8/15/2022	County FOIL Request	Yes	8/15/2022	R000113-081522
8/16/2022	County FOIL Request	Yes	9/1/2022	R000114-081622
8/22/2022	County FOIL Request	Yes	8/26/2022	R000115-082222
8/22/2022	Sheriff Department Request	Yes	10/4/2022	S000104-082222
8/23/2022	County FOIL Request	Yes	8/25/2022	R000116-082322
8/23/2022	County FOIL Request	Yes	8/26/2022	R000117-082322
8/23/2022	Unrecognized Email	Yes	8/23/2022	U000189-082322
8/24/2022	Unrecognized Email	Yes	8/24/2022	U000190-082422
8/26/2022	County FOIL Request	Yes	9/1/2022	R000118-082622
8/26/2022	County FOIL Request	Yes	9/1/2022	R000119-082622
8/26/2022	County FOIL Request	Yes	9/1/2022	S000105-082622
8/29/2022	Sheriff Department Request	Yes	9/1/2022	R000120-082922
9/1/2022	County FOIL Request	Yes	11/7/2022	R000121-090122
9/3/2022	County FOIL Request	Yes	9/21/2022	R000122-090322
9/14/2022	County FOIL Request	Yes	10/4/2022	R000123-091422
9/14/2022	County FOIL Request	Yes	9/14/2022	R000124-091422
9/8/2022	County FOIL Request	Yes	11/15/2022	R000125-091422
9/20/2022	County FOIL Request	Yes	10/12/2022	R000126-092022
9/23/2022	County FOIL Request	Yes	10/21/2022	R000127-092322
9/28/2022	Sheriff Department Request	Yes	10/13/2022	S000106-092822

Attachment: 2022 EOY FOIL Report (11208 : 2022 EOY FOIL Report - Clerk of the Legislature)

Create Date	Request Type	Completed/Closed	Close Date	Reference No
10/3/2022	Sheriff Department Request	Yes	10/6/2022	S000107-100322
10/3/2022	Sheriff Department Request	Yes	10/4/2022	S000108-100322
10/3/2022	County FOIL Request	Yes	10/21/2022	R000128-100322
10/3/2022	County FOIL Request	Yes	10/19/2022	R000129-100322
10/4/2022	County FOIL Request	Yes	10/12/2022	R000130-100422
10/4/2022	County FOIL Request	Yes	10/12/2022	R000131-100422
10/5/2022	Unrecognized Email	Yes	10/5/2022	U000209-100522
10/5/2022	Unrecognized Email	Yes	10/5/2022	U000210-100522
10/21/2022	Sheriff Department Request	Yes	10/23/2022	R000132-100522
10/6/2022	Sheriff Department Request	Yes	10/9/2022	S000109-100622
10/10/2022	Sheriff Department Request	Yes	10/13/2022	S000110-101022
10/13/2022	County FOIL Request	Yes	10/17/2022	R000133-101322
10/13/2022	Sheriff Department Request	Yes	10/16/2022	S000111-101322
10/13/2022	Sheriff Department Request	Yes	10/16/2022	S000112-101322
10/13/2022	Sheriff Department Request	Yes	10/16/2022	S000113-101322
10/13/2022	Sheriff Department Request	Yes	10/16/2022	S000114-101322
10/14/2022	Sheriff Department Request	Yes	10/16/2022	S000115-101422
10/17/2022	Sheriff Department Request	Yes	10/17/2022	S000116-101722
10/17/2022	Sheriff Department Request	Yes	10/17/2022	S000117-101722
10/17/2022	Sheriff Department Request	Yes	10/17/2022	S000118-101722
10/17/2022	Sheriff Department Request	Yes	10/23/2022	S000119-101722
10/17/2022	Sheriff Department Request	Yes	10/23/2022	S000120-101722
10/18/2022	Sheriff Department Request	Yes	10/23/2022	R000134-101822
10/18/2022	Sheriff Department Request	Yes	11/6/2022	R000135-101822
10/18/2022	Sheriff Department Request	Yes	10/23/2022	S000121-101822
10/20/2022	County FOIL Request	Yes	10/31/2022	R000136-102022
10/20/2022	Sheriff Department Request	Yes	10/23/2022	R000137-102022
10/20/2022	Sheriff Department Request	Yes	11/17/2022	R000138-102022
10/21/2022	Unrecognized Email	Yes	10/21/2022	U000231-102122
10/21/2022	Sheriff Department Request	Yes	11/13/2022	S000122-102122
10/24/2022	County FOIL Request	Yes	11/17/2022	R000139-102422
10/24/2022	County FOIL Request	Yes	11/21/2022	R000140-102422
10/24/2022	Sheriff Department Request	Yes	11/6/2022	S000123-102422
10/24/2022	County FOIL Request	Yes	11/21/2022	R000141-102422
10/25/2022	Sheriff Department Request	Yes	11/6/2022	S000124-102522
10/25/2022	Sheriff Department Request	Yes	11/6/2022	S000125-102522
10/25/2022	Sheriff Department Request	Yes	11/6/2022	S000126-102522
10/25/2022	County FOIL Request	Yes	11/21/2022	R000142-102522
10/26/2022	County FOIL Request	No		R000143-102622
10/27/2022	Sheriff Department Request	Yes	11/6/2022	S000127-102722
10/28/2022	Sheriff Department Request	Yes	11/27/2022	S000128-102822
10/28/2022	County FOIL Request	Yes	10/28/2022	R000144-102822
10/28/2022	County FOIL Request	Yes	10/28/2022	R000145-102822
11/1/2022	Sheriff Department Request	Yes	1/1/2023	S000129-110122
11/1/2022	County FOIL Request	No		R000146-110122
11/1/2022	County FOIL Request	Yes	11/22/2022	R000147-110122
11/1/2022	Sheriff Department Request	Yes	11/6/2022	S000130-110122
11/2/2022	County FOIL Request	Yes	11/21/2022	R000148-110222
11/2/2022	County FOIL Request	Yes	11/21/2022	R000149-110222

Attachment: 2022 EOY FOIL Report (11208 : 2022 EOY FOIL Report - Clerk of the Legislature)

Create Date	Request Type	Completed/Closed	Close Date	Reference No
11/2/2022	Sheriff Department Request	Yes	11/6/2022	S000131-110222
11/2/2022	Sheriff Department Request	Yes	11/6/2022	S000132-110222
11/2/2022	County FOIL Request	Yes	12/6/2022	R000150-110222
11/3/2022	County FOIL Request	Yes	11/30/2022	R000151-110322
11/4/2022	County FOIL Request	Yes	12/6/2022	R000152-110422
11/4/2022	County FOIL Request	Yes	11/15/2022	R000153-110422
11/7/2022	County FOIL Request	Yes	11/7/2022	R000154-110722
11/8/2022	Sheriff Department Request	Yes	12/20/2022	R000155-110822
11/8/2022	Sheriff Department Request	Yes	11/13/2022	S000133-110822
11/9/2022	Sheriff Department Request	Yes	11/13/2022	S000134-110922
11/9/2022	Sheriff Department Request	Yes	11/27/2022	R000156-110922
11/13/2022	County FOIL Request	No		R000157-111322
11/13/2022	Sheriff Department Request	Yes	11/27/2022	R000158-111322
11/13/2022	Sheriff Department Request	Yes	11/27/2022	R000159-111322
11/14/2022	Sheriff Department Request	Yes	11/21/2022	S000135-111422
11/14/2022	Sheriff Department Request	Yes	11/17/2022	S000136-111422
11/14/2022	Sheriff Department Request	Yes	12/18/2022	S000137-111422
11/15/2022	Sheriff Department Request	Yes	11/21/2022	S000138-111522
11/15/2022	Sheriff Department Request	Yes	11/27/2022	S000139-111522
11/15/2022	Sheriff Department Request	Yes	11/21/2022	S000140-111522
11/15/2022	Sheriff Department Request	Yes	11/27/2022	S000141-111522
11/15/2022	Sheriff Department Request	Yes	11/27/2022	S000142-111522
11/15/2022	Sheriff Department Request	Yes	11/27/2022	S000143-111522
11/15/2022	Sheriff Department Request	Yes	11/27/2022	S000144-111522
11/15/2022	Sheriff Department Request	Yes	11/27/2022	S000145-111522
11/15/2022	Sheriff Department Request	Yes	11/27/2022	S000146-111522
11/16/2022	Sheriff Department Request	Yes	11/27/2022	S000147-111622
11/16/2022	Sheriff Department Request	Yes	11/27/2022	S000148-111622
11/16/2022	Sheriff Department Request	Yes	11/27/2022	S000149-111622
11/17/2022	Sheriff Department Request	Yes	11/17/2022	S000150-111722
11/17/2022	Sheriff Department Request	Yes	11/27/2022	S000151-111722
11/19/2022	County FOIL Request	Yes	12/19/2022	R000160-111922
11/21/2022	Unrecognized Email	Yes	11/21/2022	U000284-112122
11/21/2022	Sheriff Department Request	Yes	11/27/2022	S000152-112122
11/22/2022	Unrecognized Email	Yes	11/22/2022	U000286-112222
11/25/2022	County FOIL Request	No		R000161-112522
11/28/2022	County FOIL Request	Yes	12/22/2022	R000162-112822
11/28/2022	County FOIL Request	No		R000163-112822
11/30/2022	Sheriff Department Request	Yes	12/14/2022	S000153-113022
11/30/2022	Sheriff Department Request	Yes	12/14/2022	S000154-113022
11/30/2022	County FOIL Request	Yes	12/27/2022	R000164-113022
11/30/2022	Sheriff Department Request	Yes	12/14/2022	S000155-113022
11/30/2022	Sheriff Department Request	Yes	12/14/2022	S000156-113022
12/2/2022	Sheriff Department Request	Yes	12/28/2022	R000165-120222
12/5/2022	Sheriff Department Request	Yes	12/28/2022	S000157-120522
12/5/2022	Sheriff Department Request	Yes	12/15/2022	S000158-120522
12/5/2022	Sheriff Department Request	Yes	12/15/2022	S000159-120522
12/6/2022	Sheriff Department Request	Yes	1/1/2023	S000160-120622
12/6/2022	Sheriff Department Request	Yes	1/1/2023	S000161-120622

Create Date	Request Type	Completed/Closed	Close Date	Reference No
12/7/2022	Sheriff Department Request	Yes	1/2/2023	S000162-120722
12/7/2022	Sheriff Department Request	Yes	1/2/2023	S000163-120722
12/7/2022	Sheriff Department Request	Yes	1/2/2023	S000164-120722
12/7/2022	Sheriff Department Request	Yes	1/2/2023	S000165-120722
12/5/2022	County FOIL Request	Yes	12/19/2022	R000166-120822
12/8/2022	Sheriff Department Request	Yes	1/3/2023	S000166-120822
12/9/2022	Sheriff Department Request	Yes	12/18/2022	S000167-120922
12/9/2022	Sheriff Department Request	Yes	1/2/2023	S000168-120922
12/9/2022	Sheriff Department Request	Yes	1/2/2023	S000169-120922
12/9/2022	Sheriff Department Request	Yes	1/2/2023	S000170-120922
12/12/2022	Sheriff Department Request	Yes	12/15/2022	S000171-121222
12/12/2022	Sheriff Department Request	Yes	1/2/2023	S000172-121222
12/12/2022	County FOIL Request	Yes	12/27/2022	R000167-121222
12/12/2022	Sheriff Department Request	Yes	12/15/2022	S000173-121222
12/12/2022	County FOIL Request	No		R000168-121222
12/12/2022	Sheriff Department Request	Yes	12/15/2022	S000174-121222
12/12/2022	Sheriff Department Request	Yes	12/14/2022	S000175-121222
12/12/2022	Sheriff Department Request	No		R000169-121222
12/12/2022	Sheriff Department Request	Yes	12/28/2022	R000170-121222
12/12/2022	County FOIL Request	No		R000171-121222
12/12/2022	Sheriff Department Request	Yes	12/14/2022	S000176-121222
12/12/2022	Sheriff Department Request	Yes	12/14/2022	S000177-121222
12/12/2022	Sheriff Department Request	Yes	12/14/2022	S000178-121222
12/13/2022	County FOIL Request	Yes	1/3/2023	R000172-121322
12/14/2022	Sheriff Department Request	Yes	12/15/2022	S000179-121422
12/14/2022	Sheriff Department Request	Yes	12/15/2022	S000180-121422
12/14/2022	Sheriff Department Request	Yes	12/15/2022	S000181-121422
12/14/2022	Sheriff Department Request	Yes	12/18/2022	S000182-121422
12/15/2022	Sheriff Department Request	Yes	1/1/2023	S000183-121522
12/15/2022	Sheriff Department Request	Yes	12/15/2022	S000184-121522
12/15/2022	Sheriff Department Request	Yes	12/15/2022	S000185-121522
12/16/2022	Sheriff Department Request	Yes	1/1/2023	S000186-121622
12/16/2022	Sheriff Department Request	Yes	12/18/2022	S000187-121622
12/16/2022	Sheriff Department Request	Yes	12/16/2022	S000188-121622
12/16/2022	Sheriff Department Request	Yes	12/19/2022	S000189-121622
12/17/2022	County FOIL Request	Yes	1/3/2023	R000173-121722
12/19/2022	Sheriff Department Request	Yes	12/28/2022	S000190-121922
12/19/2022	Sheriff Department Request	Yes	12/19/2022	S000191-121922
12/20/2022	Sheriff Department Request	Yes	12/20/2022	S000192-122022
12/21/2022	Sheriff Department Request	Yes	12/28/2022	S000193-122122
12/21/2022	County FOIL Request	No		R000174-122122
12/21/2022	County FOIL Request	No		R000175-122122
12/21/2022	County FOIL Request	No		R000176-122122
12/21/2022	Sheriff Department Request	Yes	12/28/2022	S000194-122122
12/22/2022	County FOIL Request	No		R000177-122222
12/28/2022	County FOIL Request	No		R000178-122822
12/28/2022	Sheriff Department Request	Yes	1/1/2023	S000195-122822
12/29/2022	Sheriff Department Request	Yes	12/29/2022	S000196-122922
12/29/2022	Sheriff Department Request	Yes	1/2/2023	S000197-122922

Create Date	Request Type	Completed/Closed	Close Date	Reference No
12/29/2022	Sheriff Department Request	Yes	1/1/2023	S000198-122922
12/30/2022	Sheriff Department Request	Yes	1/1/2023	S000199-123022
12/30/2022	Sheriff Department Request	Yes	1/1/2023	S000200-123022

County Clerk Monthly Report: January 20223, (Stats are for December 2022) (100%)

	<u>YTD 2020</u>	<u>YTD 2021</u>	<u>YTD 2022</u>
Clerk Fees	405,515.28	498,042.51	477,013.44
DMV Fees	344,261.87	373,685.58,	339,808.38
User Fee	250,864.85	278,358.66	252,363.53
Internet Fee	21,751.12	24,757.75	20,129.61
Local Mtg Tax	465,428.12	465,108.77	454,685.31
DWI Fines	5,053.76	9,550.24	9,677.77
Mtg Tax Exp	62,315.64	62,315.64	62,315.64
TOTAL	1,555,190.64	1,711,819.15	1,615,993.68
% OF Est Rev	103.42%	116.12%	108.64%
Est Rev	1,503,816.00	1,474,216.00	1,487,516.00
Actual Rev	1,555,190.64	1,711,819.15	1,615,993.68

Participated in State Criminal and Civil E-filing committee meetings

Met with Coroners and prepared annual report

Attachment: County Clerk Monthly Stats January 2023 (11210 : County Clerk January Report)

ON MOTION OF KEVIN WHITNEY

RESOLUTION NO. 258-15

Adopt Legislative Mileage Reimbursement Policy

WHEREAS, § 203 of NYS County Law states that “The board of supervisors may authorize the payment of a reasonable mileage allowance the miles actually and necessarily traveled on official business of the county by any supervisor by the use of his own automobile, including travel on official business of the county in going from and returning to his residence,” AND

WHEREAS, the Legislature currently has no comprehensive mileage reimbursement policy indicating eligible expenses to be paid, AND

WHEREAS, the Cortland County Budget & Finance Committee has reviewed and recommends the adoption of the policy below, NOW THEREFORE BE IT

RESOLVED that the Legislators shall be reimbursed for mileage expenses incurred at the County’s established reimbursement rate as determined annually by the Internal Revenue Services, AND BE IT FURTHER

RESOLVED that any travel/mileage reimbursement incurred by Legislators that falls outside the scope of the policy below shall be governed by the existing duly adopted Travel Policy that covers all County employees, AND BE IT FURTHER

RESOLVED, that the following policy indicating eligible expense and procedures is hereby adopted as follows:

Legislative Local Mileage Policy**I. Definitions:**

Cap - The annual maximum amount allowed for mileage.

Legislative Assignments/Committees/Boards - Specific assignment of individual Legislators designating them as a representative of the Legislature (includes, but not limited to, Advisory Boards, Regional Boards, Planning Boards, etc.)

Travel/Training Mileage Reimbursement - The current Authorization to Travel Policy originally adopted on May 20, 2004 and amended June 25, 2015.

II. Policy:

Mileage reimbursement to County Legislators shall be allowed as follows:

1. The annual amount to be reimbursed for mileage traveled and properly documented shall not exceed \$1,200, without exception.

2. The policy does not conflict with the Authorization to Travel policy with regard to Legislator's attendance at conferences and training.

III. Procedure:

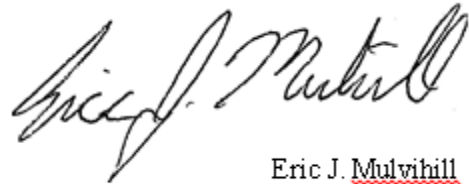
Legislators are required to complete a Mileage Record that provides the following information:

1. Claimant name and complete address.
2. A record of attendance shall include the date; complete address of starting location, location of meeting, and return location; round trip miles; name of specific meeting attended; total miles submitted; and signature of claimant.
3. Upon completion the form shall be submitted to the Legislature office for processing.

STATE OF NEW YORK) SS:
COUNTY OF CORTLAND)

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature, have compared the foregoing copy with the original now on file in this office, and that the above actions were passed by the Cortland County Legislature on the 24th day of September, 2015 and that the same is a correct and true transcript of such actions taken.

IN WITNESS WHEREOF I have hereunto set my hand
and the official seal of the CORTLAND COUNTY
LEGISLATURE, this 24th day of September, 2015.



Eric J. Mulvihill
Clerk of the Cortland County Legislature

ON MOTION OF KEVIN WHITNEY

RESOLUTION NO. 258-15

Adopt Legislative Mileage Reimbursement Policy

WHEREAS, § 203 of NYS County Law states that “The board of supervisors may authorize the payment of a reasonable mileage allowance the miles actually and necessarily traveled on official business of the county by any supervisor by the use of his own automobile, including travel on official business of the county in going from and returning to his residence,” AND

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Travel/Training Mileage Reimbursement - The current Authorization to Travel Policy originally adopted on May 20, 2004 and amended June 25, 2015, August 16, 2016 and March 28, 2019.

II. Policy:

Mileage reimbursement to County Legislators shall be allowed as follows:

1. The annual amount to be reimbursed for mileage traveled and properly documented shall

~~not exceed \$1,200, without exception, be based on the most recent Internal Revenue Service (IRS) standards.~~

2. The policy does not conflict with the Authorization to Travel policy with regard to Legislator's attendance at conferences and training.

III. Procedure:

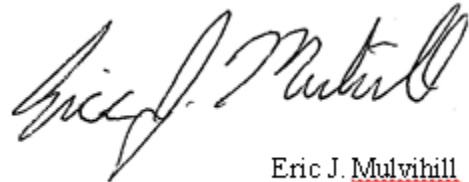
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IN WITNESS WHEREOF I have hereunto set my hand
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LEGISLATURE, this 24th day of September, 2015.



Eric J. Mulvihill
Clerk of the Cortland County Legislature