



Government Operations Committee

Committee Meeting

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

~ Agenda ~

Tuesday, February 11, 2025

11:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m7978da90a0e8e5bc7810bf9cd5630593>

Tuesday, February 11, 2025 11:00 AM | 1 hour | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 2339 821 9678

Password: q3uR4SMHYu7

Join by phone

+1-415-655-0001 US Toll

Access code: 233 982 19678

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member Douglas Bentley	☐	☐	☐	
Committee Member Cathy Bischoff	☐	☐	☐	
Committee Member Paul Heider	☐	☐	☐	
Committee Member Dominick Mantella	☐	☐	☐	
Committee Member Eugene Waldbauer	☐	☐	☐	
Committee Vice-Chair Mitchel Eccleston	☐	☐	☐	
Committee Chair Joseph Nauseef	☐	☐	☐	

MINUTES

1. Government Operations Committee - Committee Meeting - Jan 7, 2025 11:00 AM

RESOLUTIONS

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 1

Enact Cortland County Workplace Accommodations Policy

WHEREAS, there is a need to enact a policy to comply with all applicable laws prohibiting unlawful discrimination and protecting the rights of employees and applicants who may need accommodations under the Americans with Disabilities Act (ADA); AND

WHEREAS, this policy will formalize current Cortland County practices; AND

WHEREAS, the County Attorney has reviewed this policy; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and enacts the attached Cortland County Workplace Accommodations Policy effective February 28, 2025.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 2

Amend Student Intern Policy

WHEREAS, there is a need to amend the Cortland County Student Intern Policy to include information regarding interns who drive for County business while interning; AND

WHEREAS, the County Attorney has reviewed this amendment; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the amendment to the Student Intern Policy as attached effective February 28, 2025.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 3

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 continue 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 NAUSEEF

AGENDA ITEM NO. 4

Amend the Cortland County Legislature Rules of Order

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

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

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

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

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

RESOLVED, that these amendments to the Cortland County Legislature's Rules of Order shall take effect February 28, 2025.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 5

Amend "Appendix B" of Local Law 2 of 2008 - Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees

WHEREAS, Local Law No. 2 of 2008, Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees as outlined on "Appendix B" incorporated into the law by reference; AND

WHEREAS, Article IV. FINANCIAL DISCLOSURE (A) Positions Required to File states: "Attached hereto as "Appendix B", which is fully incorporated into this law by this reference, is a listing of all positions for which financial disclosure is required of the persons holding one or more positions contained therein. Said "Appendix B" may be amended by the adoption of a Resolution of the Legislature, as needed, subject to provisions of this law and New York State statutes. Any such amendments shall be effective immediately, and a certified copy thereof shall be filed with the Board of Ethics within five (5) days of adoption."; AND

WHEREAS, upon review of "Appendix B" it has been determined there is a need to amend said "Appendix B", to more accurately reflect the addition, deletion, and amendment of the titles of County Officials and Employees that are subject to this Local Law; AND

WHEREAS, the Cortland County Personnel Officer has reviewed "Appendix B" and updated it with the proper titles and positions to complete a Financial Disclosure form; AND

WHEREAS, the Government Operations Committee and the Board of Ethics has reviewed and recommends the amendments to said "Appendix B"; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature, upon review by the County Attorney or designee, hereby amends Local Law 2 of 2008, Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees "Appendix B" as follows:

APPENDIX "B"
Officers and Employees Required to File
Financial Disclosure Statement

County Legislators	Deputy Director of Information Technology
Clerk of the Legislature	Public Defender
Deputy Clerk of the Legislature	Chief Assistant Public Defender
County Attorney	Assistant Public Defender(s)
Chief Assistant County Attorney	County Coroners
Assistant County Attorney(s)	District Attorney
Director of Veterans' Services	Chief Assistant District Attorney
County Clerk	Assistant District Attorney(s)
Deputy County Clerk(s)	Grant Administrator
Director of Finance	Administrative Services Manager

Deputy Director of Finance	Director of Workforce Development
Manager of Audit and Financial Projects	Employment and Training Director
County Treasurer	Plan Administrator (Assigned Counsel)
Superintendent of Highways	Director of Emergency Response and Communications
Deputy Superintendent of Highways	Deputy Director of Emergency Response & Communications
Director of Community Services	Probation Director II
Personnel Officer	Commissioners of Elections
Deputy Personnel Officer	Public Health Director
Commissioner of Social Services	Deputy Director of Public Health
Deputy Commissioner(s) of Social Services	Director of Environmental Health
Director of Social Services (Administrative Services)	Director of Planning
Chief Social Services Attorney(s)	County Administrator
Sheriff	Deputy County Administrator
Undersheriff	Director of Real Property Tax Services
Director of Area Agency on Aging	Director of Weights and Measures (Sealer)
Assistant Director of Area Agency on Aging	Superintendent of Buildings and Grounds
Supervisor, Solid Waste Management	Building Maintenance Foreperson
Director of Information Technology	

Advisory Boards and Committees

Members of the Cortland County Board of Ethics
 Members of the Cortland County Industrial Development Agency
 Members of the Cortland County Board of Health
 Members of the Tobacco Asset Securitization Corporation
 Members of the Tompkins Cortland Community College Board of Trustees
 Members of the Cortland County Planning Board

; AND BE IT FURTHER

RESOLVED, that upon adoption, the Clerk of the Legislature is hereby directed to file with the Cortland County Board of Ethics a certified copy of this resolution within the required five day period.

MONTHLY REPORTS

1. County Attorney Monthly Report
2. Board of Elections Monthly Report
3. Weights and Measures Monthly Report
4. Clerk of the Legislature Monthly Report
5. Personnel Monthly Reports
6. County Clerk Monthly Report

DISCUSSION ITEMS

1. County Clerk 2024 Annual Report

ADJOURNMENT