



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Tuesday, February 11, 2025

11:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 11:00 AM by Committee Chair Joseph Nauseef

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Committee Member	Present	
Cathy Bischoff	Cortland County	Committee Member	Present	
Paul Heider	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Eugene Waldbauer	Cortland County	Committee Member	Excused	
Mitchel Eccleston	Cortland County	Committee Vice-Chair	Present	
Joseph Nauseef	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	
Laurie Leonard	Cortland County	Personnel Officer	Present	
Pamela Abbott	Cortland County	Deputy Personnel Officer	Present	
Christopher Holl	Cortland County	Director of Weights and Measures	Present	
Brooke Kemak	Cortland County	County Clerk	Present	
Tom Brown	Cortland County	Democratic Election Commissioner	Present	
Michelle Brown	Cortland County	Republican Election Commissioner	Present	
Andrea Herzog	Cortland County	Director of Finance	Present	
Victoria J. Monty	Cortland County	County Attorney	Present	
Jason DeRaiche	Cortland County	Safety Director	Present	
Sandra Price	Cortland County	Legislator	Present	
William McGovern	Cortland County	Legislator	Present	
Reed Cleland	Cortland County	Legislator	Present	
Christopher Newell	Cortland County	Legislator	Present	
Doug Schneider	Cortland Standard	Reporter	Present	
Kim Cameron	Cortland County	Resident	Present	
Carlita Withers	Cortland County	Deputy Director of Finance	Remote	

MINUTES

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

RESULT: ACCEPTED

RESOLUTIONS

AGENDA ITEM NO. 1 – Enact Cortland County Workplace Accommodations Policy

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Bentley, Bischoff, Heider, Mantella, Eccleston, Nauseef, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF NAUSEEF

RESOLUTION NO.

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.

AGENDA ITEM NO. 2 – Amend Student Intern Policy

RESULT:	APPROVED [UNANIMOUS]
	Next: 2/27/2025 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Bentley, Bischoff, Heider, Mantella, Eccleston, Nauseef, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF NAUSEEF

RESOLUTION NO.

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.

AGENDA ITEM NO. 3 – Authorize Grant Application for Records Management - County Clerk

RESULT: APPROVED [UNANIMOUS]

Next: 2/27/2025 6:00 PM

MOVER: Mitchel Eccleston, Committee Vice-Chair

SECONDER: Cathy Bischoff, Committee Member

AYES: Bentley, Bischoff, Heider, Mantella, Eccleston, Nauseef, Fitch

EXCUSED: 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.

AGENDA ITEM NO. 4 – Amend the Cortland County Legislature Rules of Order

Ms. Bischoff MADE A MOTION TO AMEND the attached Rules of Order to strike the last sentence of Article VII (3), and to add "The Finance Committee shall provide a report to the Legislature stating the reason for not approving the resolution." to the end of Article XII (9); Mr. Heider SECONDED THE MOTION, and upon unanimous voice vote of members present; MOTION CARRIED.

Ms. Bischoff MADE A MOTION TO AMEND the attached Rules of Order to add language stating that although no meetings are scheduled in the month of July, other informal meetings will take place; Mr. Fitch SECONDED THE MOTION, and the vote was as follows:

YES: Bischoff, Bentley, Eccleston

NO: Heider, Mantella, Nauseef, Fitch

MOTION FAILED.

RESULT: APPROVED [UNANIMOUS]

Next: 2/27/2025 6:00 PM

MOVER: Paul Heider, Committee Member

SECONDER: Mitchel Eccleston, Committee Vice-Chair

AYES: Bentley, Bischoff, Heider, Mantella, Eccleston, Nauseef, Fitch

EXCUSED: Eugene Waldbauer

ON MOTION OF NAUSEEF

RESOLUTION NO.

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.

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

RESULT: APPROVED [UNANIMOUS]

Next: 2/27/2025 6:00 PM

MOVER: Paul Heider, Committee Member

SECONDER: Douglas Bentley, Committee Member

AYES: Bentley, Bischoff, Heider, Mantella, Eccleston, Nauseef, Fitch

EXCUSED: Eugene Waldbauer

ON MOTION OF NAUSEEF

RESOLUTION NO.

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

RESULT:	COMPLETED
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2. Board of Elections Monthly Report

RESULT:	COMPLETED
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3. Weights and Measures Monthly Report

RESULT:	COMPLETED
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4. Clerk of the Legislature Monthly Report

RESULT:	COMPLETED
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5. Personnel Monthly Reports

RESULT:	COMPLETED
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6. County Clerk Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. County Clerk 2024 Annual Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 11:50 AM



Government Operations Committee

Committee Meeting

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

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~ Minutes ~

Tuesday, January 7, 2025

11:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 11:00 AM by Committee Chair Joseph Nauseef

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Member	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Dominick Mantella	Cortland County, NY	Committee Member	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Vice-Chair	Present	
Joseph Nauseef	Cortland County, NY	Committee Chair	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Michelle Brown	Cortland County, NY	Republican Election Commissioner	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Brooke Kemak	Cortland County, NY	County Clerk	Present	
Christopher Holl	Cortland County, NY	Director of Weights and Measures	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Morgan Spaulding	Cortland County, NY	Grants Administrator	Present	
Pamela Abbott	Cortland County, NY	Deputy Director of Personnel	Present	
William McGovern	Cortland County, NY	Legislator	Present	
Ronald J. Van Dee	Cortland County, NY	Legislator	Present	
Doug Schneider	Cortland Standard	Reporter	Present	

Minutes Acceptance: Minutes of Jan 7, 2025 11:00 AM (MINUTES)

Andrea Herzog	Cortland County, NY	Director of Finance	Remote	
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	
Jason DeRaiche	Cortland County, NY	Safety Director	Remote	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Dec 3, 2024 11:00 AM

RESULT:	APPROVED
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RESOLUTIONS

AGENDA ITEM NO. 1 – 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:	Eugene Waldbauer, Committee Member
SECONDER:	Douglas Bentley, Committee Member
AYES:	Bentley, Bischoff, Heider, Mantella, Waldbauer, Eccleston, Nauseef

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.

MONTHLY REPORTS

DISCUSSION ITEMS

1. Board of Elections Monthly Report

RESULT:	COMPLETED
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2. Weights and Measures Monthly Report

RESULT:	COMPLETED
----------------	------------------

3. County Clerk Monthly Report

RESULT:	COMPLETED
----------------	------------------

4. County Attorney Office Monthly Report

RESULT:	COMPLETED
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5. Clerk of the Legislature Monthly Report

RESULT:	COMPLETED
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6. Personnel Monthly Reports

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 11:13 AM

Minutes Acceptance: Minutes of Jan 7, 2025 11:00 AM (MINUTES)



**Cortland County
Administrative Policy Manual**

Workplace Accommodations Policy

Policy/Procedure Number: 01.030

Modified Date (s):

Resolution No.:

Effective Date:

Next Review:

Objective: Cortland County is committed to complying 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) in the workplace due to disability, pregnancy, childbirth, or related medical condition, or for a sincerely held religious belief, practice or observance. This policy is intended to provide information regarding Cortland County's commitment and compliance with these obligations, as well as how covered individuals may request accommodations.

Reference (All applicable federal, state, and local laws):

Americans with Disabilities Act (ADA) Title I
Pregnancy Discrimination Act (PDA)
Pregnant Workers' Fairness Act (PWFA)

Legislative Policy Statement:

Responsible Department: Personnel Department

General Information: This policy applies to applicants and employees.

I. Definitions:

Americans with Disabilities Act (ADA): The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services and telecommunications.

Disability: A physical or mental impairment that substantially limits one or more major life activities. This includes individuals who have a record of such impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability.



Cortland County Administrative Policy Manual

II. Policy:

Reasonable accommodations may include:

- (i) modifications or adjustments to a job application process that enable a qualified applicant to be considered for the position such qualified applicant desires; or
- (ii) modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual to perform the essential functions of that position; or
- (iii) modifications or adjustments that enable a covered entity's employee to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees.

Accommodations for Known Disabilities

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, Cortland County will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on Cortland County or pose a direct safety threat. Any qualified applicant or employee with a disability who requires accommodation in order to perform the essential functions of the job or to enjoy equal privileges and benefits of employment, should contact the Personnel Department and request an accommodation. Cortland County will engage in the interactive process to evaluate and determine how it may be able to effectively accommodate an employee's needs and limitations. Cortland County may require the employee to provide reasonable documentation or information regarding the employee's limitations, needs, and restrictions in an effort to understand and evaluate how Cortland County may be able to accommodate the employee. Employees are expected to cooperate in good faith with Cortland County's efforts and discussions regarding workplace accommodations. Cortland County maintains the confidentiality of medical information in accordance with applicable laws.

Pregnancy, Childbirth and Related Medical Conditions

Cortland County is committed to complying with the Pregnancy Discrimination Act (PDA), the Pregnant Workers' Fairness Act (PFWA), and applicable state laws protecting pregnant employees from discrimination in the workplace. Accordingly, Cortland County will engage in the interactive process and make reasonable accommodations to known limitations related to pregnancy, childbirth, or related medical conditions for qualified employees or applicants, unless doing so would impose an undue hardship on Cortland County. Cortland County will not require covered employees to take paid or unpaid leave if another reasonable accommodation is available. Common accommodations for pregnancy or pregnancy-related medical conditions may include:

- Occasional breaks to rest or drink water;
- A modified work schedule;
- Leave for related medical needs;
- Consideration of available light duty assignments;
- Transfers away from hazardous duty.



Cortland County Administrative Policy Manual

If an employee requires a reasonable accommodation due to pregnancy, childbirth or related medical conditions, the employee should contact the Personnel Department.

Sincerely Held Religious Beliefs, Practices, and Observances

Cortland County will also endeavor to make reasonable accommodations, upon request, arising out of an individual's sincerely held religious beliefs or practices, unless doing so would result in an undue hardship to Cortland County. If an employee requires a reasonable accommodation arising out of a sincerely held religious belief or practice, the employee should contact the Personnel Department.

Interactive Process

Employees should notify Human Resources of their need for accommodation. Cortland County will engage in an interactive process to evaluate and determine how it may be able to effectively accommodate an employee's needs and limitations. This process may be ongoing and requires good faith participation by both the employer and the employee. Cortland County may require the employee to provide reasonable documentation or information regarding the employee's limitations, needs, and restrictions in an effort to understand and evaluate how Cortland County may be able to accommodate the employee.

Employees are expected to cooperate in good faith with Cortland County's efforts and discussions regarding workplace accommodations, including timely responses to requests for reasonable information, documentation, or discussion regarding accommodations.

Cortland County will communicate with an employee regarding decisions about requested accommodations.

Cortland County acknowledges that circumstances may change over time and an employee's needs and limitations change. Cortland County encourages employees to notify Human Resources of any changes in limitations, needs, or restrictions.

No Retaliation

Employees will not be subject to retaliation, coercion, intimidation, threats, or interference for requesting or receiving a reasonable accommodation. Employees should contact Human Resources to report any harassment, discrimination, or retaliation they have experienced or witnessed.

III. Procedure:

If an employee requires an accommodation, the employee should contact the Personnel Department.



Cortland County Administrative Policy Manual

Student Intern Policy

Policy/Procedure Number: 01.019

Modified Date (s): 7/27/2022, 11/17/2023, 11/19/2024

Resolution No.: 167-21

Effective Date: 7/27/2022

Next Review: As needed

Objective: To establish a policy and procedure for the utilization of unpaid interns. The purpose of this policy is to outline responsibilities and to ensure interns have a productive stay with the County.

Reference (All applicable federal, state, and local laws):

Legislative Policy Statement:

Responsible Department: The Personnel Department is responsible for overseeing and making changes to this policy.

General Information:

I. Definitions: Student intern – individual who is enrolled in an educational institution to gain experience by integrating knowledge learned in the classroom with practical application in a professional setting for a set period of time.

II. Policy: Formal policy for the utilization of unpaid student interns within Cortland County where the County has a signed Internship Agreement with the educational institution.

III. Procedure:

Authorization: Department heads who would like to utilize unpaid interns for specific assignments must complete a Student Intern Request Form. Request forms should be submitted to the County Administrator. No intern will begin their internship without authorization by the County Administrator. The County Administrator will send to Personnel Officer for review. The Personnel Officer will notify the Department Head of approval/disapproval.

Intern Agreement: The intern and their department supervisor will review and sign the Intern Agreement before the intern begins work.

Assumption of Risk: The intern (and their parent or legal guardian, if a minor) will sign and return the Assumption of Risk form before the intern begins work.

Confidentiality Agreement: The intern will review and sign the Confidentiality Agreement.

County Orientation: Each intern will be provided with an abbreviated County orientation program by way of online training.



Cortland County Administrative Policy Manual

Departmental Orientation: Each intern will be provided with a review of department functions and activities and the interaction of these activities with the work the intern will be performing. The department review will be conducted by the Department Head or designee.

Driving While Interning: Student interns shall not drive County vehicles while interning. If a student intern must drive while interning, they must use their own vehicle and comply with the Driver and Vehicle Use Policy. Proof of vehicle insurance and proof of a valid NYS drivers license is required. Department heads are responsible for ensuring proof is received.

ID Badge/Network Access: The *New Employee Form* will need to be completed and given to IT. Each intern will be provided a County ID badge which must be worn at ALL times while on County property as outlined in the *01.002 Employee Identification Badge Policy*. The Intern ID badge will NOT provide access to any external keypad controlled doors and only those internal access controlled doors that are absolutely necessary and approved by the Department Head for that area. Interns must go thru building security whenever entering secure buildings. If network access, email, etc. is required fill out appropriate portions of the *New Employee Form* and be sure to limit access to any data unless absolutely needed. If County email is not needed, do not request an email account.

Associated forms:

- Intern Request Form
- Intern Letter of Agreement
- Internship Approval Notice
- New/Change Employee Form
- Assumption of Risk Form
- Confidentiality Agreement



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

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

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CORTLAND COUNTY LEGISLATURE RULES OF ORDER

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

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CORTLAND COUNTY LEGISLATURE RULES OF ORDER

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

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CORTLAND COUNTY LEGISLATURE RULES OF ORDER
Adopted 8/2/254 – 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



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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



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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



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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



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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;



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- 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



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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.



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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.



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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



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- 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



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- 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



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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



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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



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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:



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- 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;



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- 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



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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.



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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;



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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;



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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:**



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- 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.



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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 not approved by the Finance and Administration Committee shall be so noted when presented to the Legislature.~~
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 meeting shall be held in the month of July.~~ November and December meeting dates will be scheduled



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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.



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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 Whole.



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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.
7. Any member shall have the right to have his/her vote on any question recorded and entered in the



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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. The Finance and Administration Committee shall provide a report to the Legislature stating the reason for not approving the resolution.



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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.



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- 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



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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

NEW YORK STATE DEPARTMENT OF STATE

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

☒ County☐ City of Cortland☐ Town☐ VillageLocal Law No. 2 of the year 20 08

A local law Adopting a County Code of Ethics and Requiring Financial Disclosure

(Insert Title)

by Certain County Officials and Employees; and Rescinding Local Law No. 5 of 1984

Be it enacted by the Cortland County Legislature of the
(Name of Legislative Body)☒ County☐ City of Cortland☐ Town☐ Village

as follows:

SEE ATTACHED LOCAL LAW

(If additional space is needed, attach pages the same size as this sheet, and number each.)

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. 2 of 20 08 of the (County)(City)(Town)(Village) of COUNTY OF CORTLAND was duly passed by the CORTLAND COUNTY LEGISLATURE on AUGUST 28 20 08, in accordance with the applicable provisions of law.

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 _____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20 _____, and was (approved)(not approved) (Name of Legislative Body) (repassed after disapproval) by the _____ and was deemed duly adopted (Elective Chief Executive Officer*) on _____ 20 _____, in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 _____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20 _____, and was (approved)(not approved) (Name of Legislative Body) (repassed after disapproval) by the _____ on _____ 20 _____ (Elective Chief Executive Officer*)

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general) (special)(annual) election held on _____ 20 _____, in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 _____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20 _____, and was (approved)(not approved) (Name of Legislative Body) (repassed after disapproval) by the _____ on _____ 20 _____. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20 _____, in accordance with the applicable provisions of law.

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.)

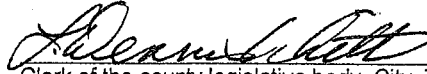
I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 _____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20 _____, became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 _____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20 _____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1, above.



Clerk of the county legislative body, City, Town or Village Clerk or officer designated by local legislative body

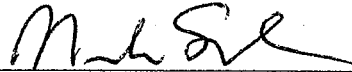
(Seal)

Date: September 4, 2008

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized attorney of locality.)

STATE OF NEW YORK
COUNTY OF CORTLAND

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.



Signature
COUNTY ATTORNEY
Title

County
City of CORTLAND
Town
Village

Date: October 7, 2008

Attachment: local law 2 of 2008 - code of ethics (12755 : Amend "Appendix B" of Local Law 2 of 2008 - Adopting a County Code of

A Local Law Adopting a County Code of Ethics
and Requiring Financial Disclosure by Certain County
Officials and Employees; and Rescinding Local Law No. 5 of 1984

Be it enacted by the Cortland County Legislature

Article I. Purpose and Intent.

Pursuant to the provisions of Article 18 of the General Municipal Law, the Cortland County Legislature recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. The proper administration of the government of Cortland County requires its officers and employees, whether elected or appointed, paid or unpaid, including members of administrative boards, commissions or other agencies, to be impartial and free from conflicts of interest in fulfilling their public responsibilities.

The purpose of this article is to state, for those officers, employees and appointees of Cortland County, and for the citizens of the county, standards of conduct necessary to assure these goals, in addition to, and in accordance with, the standards prescribed in Article 18 of the General Municipal Law. Further, it is the purpose of this article to promulgate the rules and serve as a guide of official and ethical conduct for officers, appointees and employees of Cortland County.

These rules of ethical conduct, as adopted, shall not conflict with, but shall be in addition to, any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

Article II. Definitions

- (A) Child - any son, daughter, stepson or stepdaughter of a County officer, employee or elected official, if such child is under (eighteen) 18 or is a dependent of the officer, employee or appointed official, as defined in the Internal Revenue Code Section 152(a)(1) and (2) and any amendments thereto.
- (B) 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.

- (C) Legislation - a matter which appears upon the calendar of the Cortland County Legislature, or upon a committee thereof, upon which any official action has been taken including adopted acts, local laws or resolutions.
- (D) Officer or employee - any officer or employee of Cortland County, whether paid or unpaid, including elected officials, appointed officials and heads of any agency, institution, department, district, office, branch, division, council, commission, board or bureau of the County.
- (E) County elected official - a member of the County's governing body, Coroner, County Clerk, County Treasurer, District Attorney, or Sheriff.
- (F) Appointed official - any individual appointed by the Chairman of the County's governing body, the County's governing body, or anyone having authority to appoint, derived from either of the foregoing, to any agency, institution, department, district, office, branch, division, council, commission, board or bureau, whether unpaid or paid.
- (G) Reporting officer, employee or appointed official - an officer, employee, appointed official or candidate for County elected office who is required to complete and file an annual statement of financial disclosure, pursuant to this Local Law.
- (H) Spouse - the husband or wife of an officer, employee or appointed official subject to the provisions of this Local Law, unless legally separated from such officer, employee or appointed official.
- (I) Jurisdiction - having authority, capacity, power or right to act with regard to the management and administration of policy and supervision of personnel of the County agency in which she/he is an officer, employee or appointed official.
- (J) Chief Elected Official - for the purposes of interpreting this local law only, the Chairperson of the County's governing body or designee.

Article III. Code of Ethics

(A) Prohibited Activities

It is the policy of the County that all officers and employees must avoid conflicts or potential conflicts of interest. A conflict, or a potential conflict exists, whenever an officer, employee or relative, as defined above, has an interest, direct or indirect, which conflicts with their duty to the County or which could adversely affect an individual's judgment in the discharge of their responsibilities. No officer, employee or relative shall:

1. Take action or participate, in any manner whatsoever, in their official capacity, in the discussion, negotiation or awarding of any contract, or in any business or professional dealings with the County, or any agency thereof, in which the official or employee has, or will have an interest, direct or indirect, in such contract or professional dealings.
2. Have an interest in any contract with the County of which they are an officer or employee as described in Section 801 of General Municipal Law except in those circumstances described in Section 802 of General Municipal Law.
3. Engage in, solicit, negotiate for or promise to accept private employment or render services for their personal benefit, when such employment or service creates a conflict or impairs the proper discharge of their official duties.
4. Directly or indirectly, solicit any gifts, or receive or accept any gift having the value of SEVENTY-FIVE DOLLARS (\$75.00), or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence them, or could reasonably be expected to influence them, in the performance of their official duties, or was intended as a reward for any official action.
5. Disclose confidential information acquired in the course of official duties or use such information to further their personal interest, or use, for profit, information about the property, affairs, finances or government of the County that is not generally available to the public, exclusive of information available to the public under Freedom of Information laws.
6. Take action on a matter before the County or any instrumentality thereof when the

performance of that action would provide a pecuniary or material benefit to themselves, their spouse or their child.

7. Pursue a course of conduct which will raise suspicion among the public that they may be engaged in acts that are in violation of the public's trust or give the appearance of impropriety or unethical conduct.
8. No person who has served as an officer or employee of the county or any county agency shall, within a period of six months after termination of such service or employment, appear before any board or agency of Cortland County or receive any compensation for services rendered on behalf of any person (other than for themselves), firm, corporation or association in relation to any case, proceeding or application, with respect to which such person was directly concerned or in which they personally participated during the period of their service or employment or was under consideration.
9. Use or permit the use of county property (including land, vehicles, equipment, materials and/or any other property) for personal convenience or profit, except when such use is available to county citizens, generally, or is provided as a condition of county employment or as a matter of departmental or county policy.

(B) Disclosure of Interest

1. Any officer or relative who has, will have or intends to acquire a direct or indirect interest in any matter being considered by the Board of the County or by any other official, board, agency, officer or employee of the County, and who participates in the discussion or gives an opinion or advice to any board, agency or individual considering the same, shall, as soon as reasonably possible, publicly disclose on the official record the nature and the extent of such interest.
2. Any officer, employee or relative who has, will have or later acquires an interest in any actual or proposed contract with the County of which they are an officer or employee shall publicly disclose the nature and extent of the interest in writing to the County Legislature as soon as there is knowledge of such actual or prospective interest.
3. Any officer or employee of the County, or relative, who has knowledge of any matter being considered by any board, agency, officer or employee of the County in which matter they have, will have, or intends to acquire any direct or indirect interest, shall be required to immediately disclose, in writing, such interest to the board, agency, officer or employee, and the nature and extent thereof, to the degree that such disclosure gives substantial notice of any potential conflict of interest.

(C) Limitation upon filing for election; Dual Office Holding

1. No appointed County Officer or Department Head may run for the County Legislature without first resigning their appointive position. The reason for this prohibition is to avoid the appearance of conflict that inevitably occurs when one in a position to render advice or information to the legislature places him/herself in a position to compete for the elective office to which he/she renders advice.
2. A County Officer shall be deemed to have offered themselves for nomination or election to the County Legislature upon the filing of a nomination paper pursuant to New York State Election Law or formal public declaration of candidacy for such office, whichever occurs first.
3. The resignation of the County Officer duly filed in writing with the officer, board or commission having jurisdiction of the office shall, if not accepted within ten days, be deemed to have become effective as of the date of filing.
4. No person shall hold the Office of Election Commissioner concurrently with that of Chairman of any Political Party.
5. A person violating any provision of this section is guilty of misfeasance in office and the office held by such person shall be declared vacant.

(D) Annual Code of Ethics Review

Every official and employee, as defined by this legislation, shall attest, on an annual basis, to having reviewed the Code of Ethics of Cortland County and such attestation shall be made on or before May 15th of each year.

Article IV. Financial Disclosure

(A) Positions Required to File

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.

(B) Filing

1. Current Officials and Employees: Financial disclosure shall be accomplished by completing a copy of the Financial Disclosure Form, attached to this law as "Appendix A", which is fully incorporated into this law by this reference. Financial disclosure shall be required through the discretionary designation of the Board, as stated in Article IV Section (A) above, and is applicable to those persons as defined in Article II, sections (D), (E), and (F) above, and to those who may not fall within the specific purview of this section but are, with proper discretion, deemed to be "policy making" within the construction of Article 18 of the New York State General Municipal Law, and whose position is listed in Appendix B, attached hereto. This form shall be completed and filed with the Board of Ethics on or before May 15 of each year for which the employment is in effect.
2. New Appointees and Amendments: Any person required to file an annual statement of financial disclosure who becomes so required, experiences a change in reporting levels, is elected to office or is appointed to an office or employment with the County after April 15th, shall file the appropriate annual statement within thirty (30) days of the date upon which the change becomes effective, or the office or employment commences. The Board of Ethics may grant, upon written application, an extension of no more than thirty (30) additional days to a person filing pursuant to this paragraph upon finding that additional time is needed to file. Further extensions may only be granted for cause, upon a request made under the provisions of Article IV, Section (D).

(C) Multiple Filings

A person subject to financial disclosure filing requirements from more than one municipality may satisfy the requirements of this local law by filing only one annual statement of financial disclosure with one municipality, and filing a notice with the appropriate officials of the other(s) that such filing has been made. Such notice shall include the date and place of the filing, and a copy of the financial disclosure form so filed.

(D) Extensions of Time to File

1. Automatic Extension: Any person subject to the reporting requirements of this local law, who shall timely file with the Internal Revenue Service an application for automatic extension of time in which to file their individual income tax return for the immediately preceding calendar or fiscal year, which would extend filing with the IRS beyond May 15 of the reporting year, shall be required to submit notice of said application, on or before April 15 of the reporting year, to the Board of Ethics. Such person shall file a disclosure form, complete, except for only those portions stated to

be within the application to IRS for automatic extension, on or before May 15 of the reporting year. A supplementary statement, containing all item(s) as were incomplete on the annual statement of financial disclosure shall be filed. There shall be no liability under Article IV of this local law, if said supplementary statement is filed within fifteen (15) days of the expiration of the automatic IRS extension.

2. Extensions for Cause Shown: Any person required to file an annual statement of financial disclosure may request, prior to May 1 or 15 days prior to the date the filing would otherwise be due, an extension of time to file for an additional specific period. Such request shall be made in writing to the Board of Ethics, with approval based upon substantiation of justifiable cause or undue hardship. The Board of Ethics may grant or deny the request, by vote of the membership, and extensions shall be for no longer than the specific period of additional time requested.

Article V. Ethics Advisory Board

(A) Established; Appointments; Quorum

1. Pursuant to Article 18 of the General Municipal Law, there is hereby established a County Board of Ethics, which shall be charged with general responsibility for ensuring full compliance with this code of ethics and disclosure and which shall serve at the pleasure of the Cortland County Legislature as more fully described in Article V, (C) below.
2. The County Board of Ethics shall consist of five (5) members, each appointed by a majority vote of the County Legislature. The Chairman of the Board of Ethics shall be selected by the Chairman of the County Legislature. Members of the Board of Ethics shall be construed, under this local law, as policy-making officials, and thus be subject to all appropriate ethics and disclosure requirements.
 - (1) Each member of the Board of Ethics must be a resident of the County of Cortland.
 - (2) At least one member of the Board shall be an elected or appointed officer or employee of the County or a municipality of the County. In no instance shall elected or appointed officers or employees of the County or municipalities of the County constitute a majority of the Board.
3. The presence of three (3) members shall constitute a quorum. Any action of the Board of Ethics shall require at least three (3) affirmative votes.

(B) Reimbursement; Terms; Vacancies

1. Members of the Board of Ethics shall serve without compensation, but shall be

entitled to reimbursement of reasonable expenses and mileage, in accordance with rules established by the County Legislature.

2. Members of the Board of Ethics shall serve terms of four (4) years, however for the purpose of staggering the terms, initial appointments shall be as follows:

- 1 member shall serve 1 year
- 1 member shall serve 2 years
- 1 member shall serve 3 years
- 2 members shall serve 4 years

3. Vacancies shall be filled for the remainder of the unexpired term of the predecessor.

(C) Removal

In addition to penalties defined specifically for violation of the Cortland County Ethics Law, and other pertinent sections of local, state and federal law, members of the Board of Ethics may be removed by the Chairman of County Legislature with the concurrence of two-thirds of the County Legislature. Prior to removal, the Board of Ethics member shall be given written notice thereof, and be provided with an opportunity to reply.

(D) Powers and Duties

1. Statutory Powers - The Board of Ethics shall possess all power and duties authorized by Section 808 of General Municipal Law, as amended.
2. Necessary and Proper Powers - The Board of Ethics shall possess, exercise and enjoy all the rights, powers and privileges necessary and proper to the enforcement of the Code of Ethics and the completion and filing by officers, employees and appointed officials, of annual statements of financial disclosure required by this law.
3. Regulatory Powers; Rule Promulgation - The Board of Ethics shall promulgate rules and regulations in furtherance of its powers and duties, including rules governing the conduct of adjudicatory proceedings and appeals relating to the assessment of civil penalties herein authorized, and shall maintain appropriate records of its opinions and proceedings. The Board of Ethics shall have the authority to conduct investigations necessary to carry out the provisions of this law. Pursuant to this power and duty, the Board of Ethics may administer oaths or affirmations, subpoena witnesses, whether or not a County officer, employee or appointed official, compel their attendance and require the production of any document, books or records deemed relevant or material to the resolving any adjudicatory proceeding.

4. **Advisory Opinions -** The Board of Ethics shall render advisory opinions, in writing, to officers, employees and appointed officials of the County, regarding specific matters pertaining to potential conflicts of interest, filings and reporting categories, with respect to this Law and Article 18 of the General Municipal Law, within 30 business days, whenever possible, after fully investigating the circumstances surrounding the request. Such opinions shall be rendered only upon written request of the officer, employee or appointed official concerning only the subject of the inquiry, as it pertains to the requesting individual's own filing requirements or inquiry. An opinion rendered by the Board of Ethics, until amended or revoked, shall be binding on the Board in any subsequent proceeding concerning the person who requested the opinion and who acted in good faith, unless material facts were omitted or misstated by the person in the request for an opinion. Such opinion may also be relied upon by such person and may be introduced in any criminal or civil action.
5. **Opinion Disclosure -** Opinions shall not be publically disclosed, unless required by the Freedom of Information Law (Public Officers Law Article 6), in which case the identity of the person requesting the opinion shall not be disclosed, or unless required for use in a disciplinary proceeding or proceeding under Article VII of this Local Law. Whenever a request for access to an advisory opinion is received, the officer, employee or appointed official who originally requested the opinion shall be notified of the request within forty-eight (48) hours of the receipt of the request.
6. **Filing Repository -** The Board of Ethics shall be the repository for completed annual statements of financial disclosure, pursuant to Section 808(5) of the General Municipal Law and Article IV herein, and such other written instruments, affidavits, and disclosures as required under this local law.
7. **Review of Disclosure Statements -** The Board of Ethics shall review the filed Financial Disclosure Statements and attestations submitted by officials and employees, as required by this Law, to ascertain whether any person subject to these reporting requirements has violated any local or state law governing conflicts of interest or prohibited activities.
8. **Recommendation of Conflict Resolution -** In addition to other powers conferred by this Local Law, the Board of Ethics may recommend to the official or employee, the manner in which the conflict of interest or appearance of impropriety may be resolved. An affidavit by the official or employee detailing compliance with the recommendation may be sufficient reason to rescind the Board of Ethics decision to make a disclosure. The affidavit must be delivered to the Board of Ethics, at a specific time and place as determined and delineated by the Board of Ethics, through

a certified, return receipt requested, letter to such official or employee. If the official or employee fails to follow the recommendations of the Board of Ethics by eliminating the conflict of interest or appearance of impropriety, that fact shall also be disclosed. Nothing contained herein shall be construed or interpreted to mean that the Board of Ethics is under a duty to make such recommendations to the official or the employee.

9. The County Board of Ethics shall not act with respect to the officers and employees of any municipality located within such county or agency thereof, if the municipality has established its own Board of Ethics, except that the local Board of Ethics may, at its option, refer matters to the County Board of Ethics.

Article VI. Violations of the Code of Ethics

(A) Complaints - The Board of Ethics shall receive and investigate complaints alleging a violation of the Code of Ethics.

1. All ethics complaints against county officials or employees must be in writing, signed and sworn to, and must contain sufficient allegations of fact to support the accusation. All complaints shall be filed with the Clerk of the Legislature, on behalf of the Board of Ethics. If, after review, a majority of the members of the Board of Ethics find that the complaint may have merit the Board of Ethics shall further investigate, pursuant to its rules and this Local Law.
2. If a reporting person has filed a statement revealing a possible violation of the Code of Ethics, or the Board of Ethics receives a sworn complaint alleging such a violation, or if the Board of Ethics determines, on its own initiative, to investigate a possible violation, the Board of Ethics shall notify the reporting person, in writing, describe the possible violation and provide the person fifteen (15) days to submit a written response setting forth information relating to the activities cited as a possible or alleged violation of law.
3. If the Board of Ethics thereafter makes a determination that further inquiry is justified, it shall give the reporting person an opportunity to be heard. The Board of Ethics shall also inform the reporting individual of its rules regarding the conduct of adjudicatory proceedings and appeals and the due process procedural mechanisms available to such individual.
4. If the Board of Ethics determines that there is reasonable cause to believe that a violation has occurred, it shall send notice of reasonable cause to the reporting person, to the complainant, if any, and to the Clerk of the County Legislature.

5. If the Board of Ethics determines, at any stage of the proceeding, that there is no violation or that any potential conflict of interest violation has been rectified, it shall so advise the reporting person and the complainant, if any, and the Clerk of the County Legislature.
6. If the Board of Ethics finds the complaint frivolous or otherwise without merit, it shall dismiss the complaint. Any record of a dismissed complaint shall be sealed and not subject to disclosure or inspection under the Freedom of Information Law or other applicable law, unless disclosure is ordered by a court of county-wide or statewide jurisdiction, or a court of the United States.

All of the foregoing proceedings shall be confidential, except as otherwise provided in the Freedom of Information Law and Public Officer Law.

(B) Rules for Proceedings; Penalties; and Appeals

1. Rules of Proceedings - Concerning adjudicatory proceeding, the Board of Ethics shall operate as if it were an agency within the meaning of Article 3 of the State Administrative Procedure Act and shall adopt rules governing the conduct of adjudicatory proceedings and appeals taken pursuant to a proceeding commenced under Article 78 of the Civil Practice Law and Rules as they relate to the assessment of the civil penalties herein authorized and Board denials of requests for certain deletions or exemptions to be made from a financial disclosure statement as authorized in Article IV, paragraph E herein. Such rules, which shall not be subject to the approval requirements of the State Administrative Procedure Act, shall provide for due process procedural mechanisms substantially similar to those set forth in such Article 3 of the State Administrative Procedure Act, but such mechanisms need not be identical in terms or scope.
2. Civil Penalty; Referral - A reporting individual who knowingly and willfully fails to file an annual statement of financial disclosure or who intends to deceive, makes a false statement or gives information known to be false shall be assessed a civil penalty, in an amount not to exceed TEN THOUSAND (\$10,000) DOLLARS. Assessment of a civil penalty shall be made by the Board of Ethics. For a violation of this section, other than for conduct which constitutes a violation of subdivision twelve of section seventy-three of the Public Officers Law, the Board of Ethics may, in lieu of a civil penalty, refer a violation to the appropriate prosecutor and upon such conviction, shall be punishable as a Class A misdemeanor. A civil penalty for false filing may not be imposed hereunder in the event a category of "value" or "amount" reported hereunder is incorrect unless such reported information is intentionally understated. Upon an appropriate determination and vote, the Board of Ethics may file a written recommendation with the Chief Elected Official or other disciplinary body, establishing grounds for removal for cause, in accordance with other provisions of Cortland County laws, rules, regulations or policies governing conduct of officers, officials and employees. Notwithstanding any other provision of law to the contrary,

no other penalty, civil or criminal may be imposed for a failure to file, or for a false filing, of such statement, except that the appointing authority may impose disciplinary action as otherwise provided by law.

3. Appeal - Assessment of a civil penalty or the Board of Ethics denial of any request shall be final, unless modified, suspended or vacated within 30 days of imposition, with respect to the assessment of such penalty, or unless such denial of request is reversed within such time period and, upon becoming final, shall be subject to review at the insistence of the affected reporting individuals in a proceeding commenced against the Board pursuant to Article 78 of the Civil Practice Law and Rules.

Article VII. Administrative and Legal Support

- (A) Legal Counsel - The Cortland County Attorney may provide counsel to the Board of Ethics upon request. In the event of a conflict involving the County Attorney, the Board of Ethics shall advise the Chairman of the County Legislature, who may authorize another attorney, admitted to practice in the State of New York, to serve as counsel to the Board of Ethics.
- (B) Support Staff - The Board of Ethics may request from the County Legislature, support staff assistance in furtherance of its duties and responsibilities.
- (C) Clerical Assistance - The confidential staff to the County Administrator may assist the Board of Ethics for the purpose of (1) receiving and filing all disclosure forms, correspondence and documentation on behalf of the Board of Ethics, (2) directing and disseminating correspondence, documents, notices, etc., to the Board of Ethics' members, and (3) such other clerical duties as the Board of Ethics may direct, to the extent that other clerical staff have not been provided by the County Legislature.

Article VIII. Records and Meetings of the Board of Ethics

(A) Records

Notwithstanding the provisions of Article Six of the Public Officers Law, and pursuant to Article 18 of the General Municipal Law, the only records of the Board of Ethics which shall be available for public inspection are:

- (1) the information set forth in an annual statement of financial disclosure filed pursuant to this law, except the categories of value or amount and any other information deleted pursuant to an exemption granted pursuant to Article IV, (E). of this law, which shall remain confidential;
- (2) Notice of Delinquency issued;

- (3) Notice of reasonable cause to believe that a violation has occurred, after issuance; and
- (4) Notice of civil assessments imposed.

(B) Meetings

Notwithstanding the provisions of Article Six of the Public Officers Law, and pursuant to Article 18 of the General Municipal Law, no meeting or proceeding of the Board of Ethics shall be open to the public, except if expressly provided otherwise by the Board of Ethics.

Article IX. Annual Statement of Financial Disclosure

The County Legislature hereby designates the "Financial Disclosure Form" attached as Appendix A, incorporated by reference, as the annual statement of financial disclosure for the purpose of fulfilling the requirements of the Cortland County Ethics and Disclosure Law and the General Municipal Law of the State of New York.

Article X. Severability

The various elements of the Cortland County Ethics Law are explicitly intended to be construed within the application of Article 18 of the New York State General Municipal Law. Should any portion of this law be determined to be unconstitutional, improper, or otherwise void by any administrative body or court having jurisdiction, said determination shall have no bearing on the severable remainder of this local law.

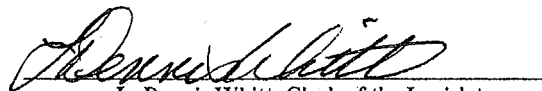
Article XI. Consistency with Laws

This Local Law is a policy of the Cortland County Legislature, and supercedes all previously adopted Resolutions and Local Laws.

STATE OF NEW YORK) SS:
COUNTY OF CORTLAND)

I, the undersigned, Clerk of the Cortland County Legislature, County of Cortland, hereby certify the above document was passed by the Cortland County Legislature of said County on the 28th day of August, 2008 and that the same is a correct and true transcript of actions taken by the Cortland County Legislature.

IN WITNESS WHEREOF I have hereunto set my hand
And the official seal of the CORTLAND COUNTY
LEGISLATURE, this 4th day of September, 2008.


L. Dennis Whitt, Clerk of the Legislature
Cortland County

ANNUAL STATEMENT OF FINANCIAL DISCLOSURE
FOR THE
CORTLAND COUNTY

FOR 2007

1. Name and Address.

Last Name	Middle Initial	First Name
Title		
Department of Agency		
Department or Agency Address		Telephone No.
Residence Address		Telephone No.

2. Financial Interests.

a. Business Positions. Do you now hold any office, trusteeship, directorship, partnership, or other position in any business, association, proprietary, or not-for-profit organization involved with the County in any manner? (If yes, describe)

b. Outside Employment. Do you have any outside occupation, employment, trade, business, or profession providing more than \$1,000/year for you? (If yes, describe)

c. Future Employment. Do you have any contract, promise or other agreement between you and anyone else with respect to your employment after leaving your County office or position? (If yes, describe)

d. Real Estate holdings. Do you have any real estate within the County, or within five (5) miles thereof? (If yes, describe)

e. Investments. Do you have any investments in excess of \$5,000 or five percent (5%) of the value in any business, corporation, partnership, any real estate within the County, or within five (5) miles thereof? (If yes, describe)

3. Gives and Honorariums. Have you received any gifts aggregating in excess of \$75.00 during the last year, excluding gifts from a relative? The term "gifts" includes gifts of cash, property, personal items, payments to third parties on your behalf, forgiveness of debt, honorariums, and other payments that are not reportable as income. (If yes, describe)

4. Third Party Reimbursements. Have you during the last year, received any third-party reimbursement for travel-related expenditures in excess of \$250.00 for any matter that relates to your official duties? The term "reimbursement" includes any travel-related expenses provided by anyone other than the County for speaking engagements, conferences, or fact-finding events that relate to your official duties. (If yes, describe)

5. Debts. Do you have any debts over \$5,000 wherein the creditor does business with the County? (If yes, describe)

I HEREBY REPRESENT THAT I AM FAMILIAR WITH THE CORTLAND COUNTY CODE OF ETHICS AND UNDERSTAND THAT I MUST ABIDE BY ALL THE PROVISIONS IN SAID CODE. IF IN THE FUTURE, IT IS ALLEGED BY COMPLAINT THAT I MAY BE IN VIOLATION OF THE CODE OF ETHICS OR, IN THE EVENT THAT CONDITIONS COME ABOUT SO THAT A CONFLICT OF INTEREST SHOULD BE REPORTED TO THE COUNTY, I AGREE TO SO REPORT THE CONFLICT AND TO COMPLETE A FINANCIAL DISCLOSURE FORM AND WILL INCLUDE THE MATTER CONSTITUTING A CONFLICT OF INTEREST WHETHER THAT INFORMATION IS REQUESTED IN THE FORM OR NOT, PROVIDED THE CONFLICT OF INTEREST IN QUESTION IS DEFINED AS SUCH IN THE CORTLAND COUNTY CODE OF ETHICS.

Signature

REQUESTED IN THE FORM OR NOT, PROVIDED THE CONFLICT OF INTEREST IN QUESTION IS DEFINED AS SUCH IN THE CORTLAND COUNTY CODE OF ETHICS.

Signature

Date: _____

LEGAL NOTICE

PLEASE TAKE NOTICE, that a public hearing will be held before the Cortland County Legislature, on August 28, 2008 at 6:00 p.m. in the Legislative Chambers of the Cortland County Office Building, 60 Central Ave., Cortland, NY 13045, to consider to Adopt Local Law No. 2 of the year 2008: A Local Law Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees; and Rescinding Local Law No. 5 of 1984. **AND**

PLEASE BE ADVISED, that a copy of the Local Law shall be available in the Office of the Clerk of the Legislature for review prior to such public hearing. **AND**

PLEASE BE FURTHER ADVISED, that at the aforementioned time and place any and all persons wishing to be heard on the matter will be afforded an opportunity to speak. **AND**

PLEASE BE FURTHER ADVISED, that the Legislature will consider any and all opinions expressed in writing and mailed or otherwise delivered to reach the Office of the Clerk of the Legislature at the aforementioned address prior to the time of said hearing. **AND**

PLEASE BE FURTHER ADVISED, that filing with the Secretary of State of the State of New York is required for said Local Law.

By the Order of the
Cortland County
Legislature

/s/Brianne C. Parker
Deputy Clerk of the
Legislature

Date Issued:
August 18, 2008

199-11

APPENDIX "B"

Officer's and Employees Required to File
Financial Disclosure Statement

County Legislators	County Administrator
Clerk, Board of Legislature	Personnel Officer
Director, Real Property Tax Service Agency	County Clerk
Deputy County Clerk	County Attorney
Assistant County Attorney	Director of Probation
Highway Superintendent	Director of Planning
Deputy Highway Superintendent	Director of Public Health
Director of Community Services (Mental Health)	Mental Health Admin.
Deputy Director Public Health	Jacobus Director
Commissioner of Social Services	Environmental Health Dir.
Director of Social Services	County Auditor
Director of Financial Management	County Treasurer
Director of Administrative Services	Sheriff
Hospice Director	Public Defender
Deputy County Treasurer	Undersheriff
Director of Nursing Service	Social Services Attorney
Commissioners of Election	Youth Bureau Director
Director of Data Processing	County Coroners
Deputy Director of Data Processing	District Attorney
Director of Fire/Emergency Management	
1st Assistant Public Defender	
County Historian/Records Management Officer	
Director of Weights and Measures (Sealer)	
1st Assistant District Attorney	
Director of Veterans Service Agency	

ADVISORY BOARDS AND COMMITTEES

Members of Ethics Advisory Board
 Members of Cortland County Industrial Development Agency/BDC
 Members of the Cortland County Board of Health
 Members of the Community Services Board
 Members of the Tobacco Asset Securitization Corporation
 Members of the TC3 Board of Trustees

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

County Legislators	Chief Assistant Public Defender
Clerk, Board of Legislature	County Coroners
Deputy Clerk, Board of Legislature	District Attorney
County Attorney	Chief Assistant District Attorney
Chief Assistant County Attorney	Supervisor, Solid Waste Management
Director of Veteran's Services	Grant Administrator
County Clerk	
Deputy County Clerk(s)	<u>Director of Workforce Development</u>
Director of Finance	Administrative Services Manager
Deputy Director of Finance	Employment and Training Director
Manager of Audit and Financial Projects	Plan Administrator (Assigned Counsel)
County Treasurer	Director of Emergency Response and
Superintendent of Highways	Communication
Deputy Superintendent of Highways	Deputy Director of Emergency Response and
Director of Community Services (Mental Health)	Communication
Personnel Officer	Probation Director II
Deputy Personnel Officer	Commissioners of Election
Commissioner of Social Services	Public Health Director
Deputy Commissioner(s) of Social Services	Deputy Director Public Health
Director of Social Services (Administrative	Director of Environmental Health
Services)	Director of Planning
Chief Social Services Attorney(s)	County Administrator
Sheriff	<u>Deputy County Administrator</u>
Undersheriff	Director, Real Property Tax Service Agency
Director of Information and Technology	Director of Weights and Measures (Sealer)
Deputy Director of Information Technology	Superintendent of Buildings and Grounds
Public Defender	Building Maintenance Foreperson
Director of Area Agency on Aging	
Assistant Director of Area Agency on Aging	
<u>Advisory Boards and Committees</u>	
Members of Board of Ethics	
Members of Cortland County Industrial	
Development Agency BDC	
Members of Cortland County Board of Health	
Members of the Tobacco Asset Securitization	
Corporation	
Members of the Tompkins Cortland Community	
College Board of Trustees	
Members of Cortland County Planning Board	

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**CORTLAND COUNTY ATTORNEY
VICTORIA J. MONTY**

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, SUITE 312
CORTLAND, NY 13045
PHONE: (607) 753-5095

Jeri A. DuVall
Chief Assistant County Attorney

Nicole M. Compton
Executive Assistant

MONTHLY REPORT – Dated February 3, 2025

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2025	2024	2023	2022	2021
\$0.00	\$322.50	\$25,775.94	\$151,289.00	\$0.00

INSURANCE RECOVERIES & SETTLEMENTS

YTD 2025	2024	2023	2022	2021
\$0.00	\$0.00	\$0.00	\$13,280.98	\$20,622.62

FINES COLLECTED:

YTD 2025	2024	2023	2022	2021
\$0.00	\$153,000	\$400.00	\$400.00	(data unknown)

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

NEW Since last report	YTD 2025	2024	2023	2022	2021
52	52	364	391	371	307

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

NEW Since last report	YTD 2025	2024	2023	2022	2021
11	11	126	99	92	126

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 2025	2024	2023	2022	2021
JD	1	21	17	12	17
JD - RTA*	0	7	7	4	3
PINS	1	7	12	9	4
Probation Violations - Support	0	3	7	10	3

* 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 2025	2024	2023	2022	2021
Property Crimes	1	11	14	11	9
Crimes Against Persons	0	11	7	2	7
Sex Offenses	0	5	2	1	6
Other (e.g., Violation of Probation, Criminal Possession of Controlled Substance)	0	1	1	3	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 2025	2024	2023	2022	2021
4	4	71	64	49	21

CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

www.cortlandcountyny.gov/182/elections

Democratic Commissioner

Thomas H. Brown

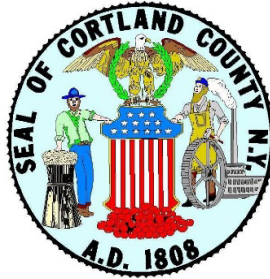
607-753-5033

tbrown@cortlandcountyny.gov

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortlandcountyny.gov



Republican Commissioner

Michelle S. Brown

607-753-5125

mbrown@cortlandcountyny.gov

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortlandcountyny.gov

MONTHLY REPORT – January 2025

Voter Registrations/Records:

New	Address	Party	Name	Purge/Incomplete	Duplicates	Status Change	DOH	OCA	TOTAL
163	119	63	14	1,259	1	314	48	4	1,985

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
201	188	313	8	1,311	200	2,221

FOIL Requests:

Received	In process	Completed
6	0	6

- Completed NVRA Purge of 1,103 voters – Takes voters that are in an inactive status that have not voted in the last 2 Federal Elections and moves them to purge status.
- Submitted Annual Report to SBOE.
- Attended the NYSECA conference in Albany.

Weights and Measures
Report for January 2025
Government Operations Committee

In the month of January we conducted pre-package audits, price verification audits, checked a few scales, and fuel sample collections. We also began the process of making sure that invoices and test data will be stored and available electronically moving forward.

Thank you,

Chris Holl

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



CORTLAND COUNTY

60 Central Avenue
Cortland NY 13045

Savannah M. Hempstead
Clerk, Cortland County Legislature
County Historian
Records Access Officer
Public Information Officer

shempstead@cortlandcountyny.gov
(607) 753-5048

Monthly Report Office of the Clerk of the Legislature

Committee Meeting Date: January 7, 2025

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the month of December 2024. As the liaison between the legislature and the public, it is our responsibility to ensure transparency, efficiency, and professionalism in all endeavors.

Meetings/Trainings Attended:

- All standing committees of the Cortland County Legislature and Legislative Session for December
- Monthly Update Meeting
- Homeless Coalition Meeting
- Homeless Coalition Communications Team Meeting
- Program Committee Meeting for the NYS Association of Clerks of Legislative Boards
- CVB Executive Board Meeting -
- CVB Board Meeting
- Meeting with OCR and Thoma
- Consultant Monitoring of Thoma Development
- CNYRPDB Broadband Informational Meeting
- WHCU Interview

Activities Completed:

1. **Meeting Preparation & Follow Up:** Prepared all legislative meeting agendas, with the approval of the Committee Chairs and Chairman. Preparation of all committee minutes for approval. Working towards going paperless – November is the final month of printed agendas. We are hoping that this change will save paper, money and time, now that all legislators have their legislative laptops. The Deputy Clerk is providing a training, for those who would like it, to show them how to take notes on the agenda PDF.
2. **Public Inquiries Handling:** Addressing public inquiries promptly remained a priority. We responded to requests for information, clarified legislative processes, and provided assistance as required.
3. **Public Information Officer Duties:**
 - As the designated Public Information Officer, responsibilities included disseminating public notices, press releases, and other official communications. Scheduled many social media posts and sent out press releases. The office is working on more modern approaches to reaching out to the public. Social media engagement is continuing to increase, which was a goal of the office for 2024. Pushing things out



CORTLAND COUNTY

60 Central Avenue
Cortland NY 13045

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Clerk, Cortland County Legislature
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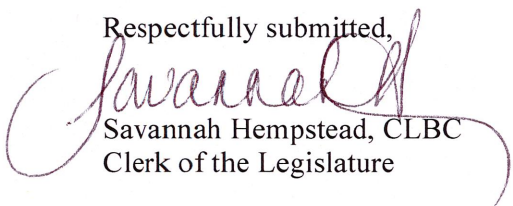
(607) 753-5048

on both Facebook and Instagram – Instagram has had more engagement as of recently.

- Working on updates to the communications policy.

4. **Legislative Research:** Conducted and tracked various legislative matters, including proposed bills, amendments, and local policies. Prepare three local laws for legislative approval.
5. **Freedom of Information Law (FOIL) Activities:** The office processed FOIL requests in accordance with legal requirements, ensuring timely responses and compliance with applicable regulations. Requests were reviewed, redacted where necessary, and fulfilled within the designated timeframe.
6. **Historian Duties:** Finalized multiple grant applications for historic markers through the William G. Pomeroy Foundation. We will know the final decision for the awards around March 2025.
7. **Grants:** Continued work on grants for the Cortland County Courthouse and CDBG Microenterprise Assistance Program. Research and tracking of grant cycles for historical grants. Putting together information for possible grant submissions for historical sites, MAP, and others.
 - Microenterprise Grant:
 1. Submitted extension of current MAP agreement. All of the County materials are sufficient; they are waiting for a couple more items from Thoma.
 2. Most awardees have submitted for the second reimbursement.
 3. Completed the consultant monitoring.
 - Courthouse Grant:
 1. Received initial funding letter from the Speaker of the House. Corrections are needed to the letter. Currently working with Luke Davis from Anna Kelles' office to get the necessary corrections completed.
8. **Miscellaneous:**
 - Claimed the Little York Pavilion for Cortland County on Google.

Respectfully submitted,


Savannah Hempstead, CLBC
Clerk of the Legislature

Requests by Month

Run Date: 02/04/2025 1:29 PM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
1/1/2025	R000100-010125	Full Release	Yes	1/13/2025
1/2/2025	R000101-010225	Not Custodian of Records	Yes	1/30/2025
1/3/2025	S000100-010325	Full Release	Yes	1/6/2025
1/3/2025	S000101-010325	Full Release	Yes	1/6/2025
1/3/2025	S000102-010325	Full Release	Yes	1/6/2025
1/3/2025	S000103-010325	Full Release	Yes	1/6/2025
1/3/2025	S000104-010325	Full Release	Yes	1/15/2025
1/3/2025	S000105-010325	No Records Exist	Yes	1/6/2025
1/6/2025	S000106-010625	Full Release	Yes	1/7/2025
1/6/2025	S000107-010625	No Records Exist	Yes	1/7/2025
1/6/2025	S000108-010625	Full Release	Yes	1/7/2025
1/7/2025	U002041-010725	Not Public Records Request	Yes	1/7/2025
1/7/2025	S000109-010725	Full Release	Yes	1/15/2025
1/7/2025	S000110-010725	Full Release	Yes	1/7/2025
1/8/2025	S000111-010825	Not Public Records Request	Yes	1/27/2025
1/8/2025	R000102-010825	No Records Exist	Yes	1/21/2025
1/8/2025	S000112-010825	No Records Exist	Yes	1/15/2025
1/8/2025	S000113-010825	No Records Exist	Yes	1/15/2025
1/9/2025	S000114-010925	Full Release	Yes	1/15/2025
1/9/2025	S000115-010925	Full Release	Yes	1/16/2025
1/9/2025	S000116-010925	Full Release	Yes	1/16/2025
1/9/2025	S000117-010925	No Records Exist	Yes	1/15/2025
1/9/2025	S000118-010925	No Records Exist	Yes	1/15/2025
1/9/2025	S000119-010925	No Records Exist	Yes	1/16/2025
1/9/2025	S000120-010925	No Records Exist	Yes	1/16/2025
1/9/2025	S000121-010925	Full Release	Yes	1/9/2025
1/10/2025	S000122-011025	Full Release	Yes	1/13/2025
1/10/2025	S000123-011025	Not Custodian of Records	Yes	1/13/2025
1/10/2025	R000103-011025	No Records Exist	Yes	1/21/2025
1/10/2025	S000124-011025	No Records Exist	Yes	1/16/2025
1/10/2025	S000125-011025	No Records Exist	Yes	1/16/2025
1/10/2025	S000126-011025	Waiting for Clarification	No	
1/12/2025	R000104-011225	Update from Requester	Yes	1/13/2025
1/13/2025	S000127-011325	No Records Exist	Yes	1/15/2025
1/13/2025	S000128-011325	Update from Requester	No	
1/13/2025	S000129-011325	Not Custodian of Records	Yes	1/13/2025
1/13/2025	R000105-011325	Waiting for Clarification	No	
1/13/2025	S000130-011325	No Records Exist	Yes	1/14/2025
1/14/2025	S000131-011425	No Records Exist	Yes	1/19/2025
1/14/2025	S000132-011425	No Records Exist	Yes	1/16/2025
1/15/2025	R000106-011525	No Records Exist	Yes	1/15/2025
1/16/2025	S000133-011625	Full Release	Yes	1/16/2025
1/16/2025	S000134-011625	Full Release	Yes	1/16/2025
1/16/2025	S000135-011625	Full Release	Yes	1/19/2025
1/16/2025	S000136-011625	Full Release	Yes	1/16/2025

Attachment: January 2025 FOIL Report (12780 : Clerk of the Legislature Monthly Report)

Create Date	Reference No	Request Status	Completed/Closed	Close Date
1/17/2025	R000107-011725	Withdrawn	Yes	1/21/2025
1/17/2025	S000137-011725	No Records Exist	Yes	1/19/2025
1/17/2025	S000138-011725	No Records Exist	Yes	1/19/2025
1/21/2025	S000139-012125	New Request	No	
1/21/2025	S000140-012125	New Request	No	
1/21/2025	S000141-012125	Full Release	Yes	1/28/2025
1/21/2025	S000142-012125	New Request	No	
1/21/2025	U002082-012125	Not Public Records Request	Yes	1/21/2025
1/21/2025	R000108-012125	Full Release	Yes	1/30/2025
1/22/2025	S000143-012225	Waiting for Payment	No	
1/22/2025	S000144-012225	Update from Requester	No	
1/23/2025	S000145-012325	Full Release	Yes	1/28/2025
1/27/2025	R000109-012725	No Records Exist	Yes	1/30/2025
1/27/2025	S000146-012725	No Records Exist	Yes	1/28/2025
1/27/2025	R000110-012725	Update from Requester	No	
1/29/2025	S000147-012925	Update from Requester	Yes	2/2/2025
1/30/2025	R000111-013025	No Records Exist	Yes	2/4/2025
1/30/2025	R000112-013025	Not Custodian of Records	Yes	2/4/2025

POSITION VACANCY REPORT

As of February 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Nutrition Program Manager Gr 10/\$59,254-\$78,866	Aging	11/22/2024	11/22/2024	11/22/2024	11/22/2024	Posted	50% State, 50% Fed
Food Service Helper Grade 3/\$16.1276-\$20.4136	Aging	12/23/2024	12/20/2024	12/20/2024	12/23/2024	Posted	100% Federal
Food Service Helper Grade 3/\$16.1276-\$20.4136	Aging	1/23/2025	1/13/2025	1/13/2025	1/14/2025	Posted	100% State
Case Manager for Indigent Defendants Grade 14/\$22.9539-\$29.0539	Assigned Counsel	12/6/2024	11/26/2024	11/27/2024	12/2/2024	Posted	Grant Funded - 100% NYS
Assistant District Attorney Grade 2/\$100,000-\$115,000	District Attorney	3/20/2024	3/21/2024	3/21/2024	3/21/2024	Posted	Local
Crime Victim Advocate Grade 9/\$19.5557-\$24.7524	District Attorney	12/6/2024	8/13/2024	8/13/2024	8/13/2024	Posted	Local
Case Aide (PT) Grade 8/\$18.9690-\$24.0100	DSS	4/1/2024	9/26/2024	9/27/2024	10/4/2024	Posted	35% Local
Community Services Worker (2 pos) Grade 5/\$17.3788-\$21.9972	DSS	10/14/2024	7/11/2024	7/11/2024	7/11/2024	Posted	0% Local Share
Support Investigator Grade 12/\$21.4940-\$27.2060	DSS	11/18/2024	11/4/2024	11/5/2024	11/5/2024	Posted	35% Local
Social Welfare Examiner Trainee Gr 10/\$20.1738-\$25.5349	DSS	12/6/2024	12/6/2024	12/10/2024	12/10/2024	1/2/2025	35% Local
Senior Social Welfare Examiner Grade 15/\$23.7424-\$30.0519	DSS	12/7/2024	10/30/2024	10/30/2024	10/30/2024	1/21/2025	35% Local
Social Services Attorney Gr 2/\$100,000-\$115,000	DSS	1/3/2025	12/19/2024	12/20/2024	12/20/2024	Posted	25% Local
Case Aide Grade 8/\$18.9690-\$24.0100	DSS	1/3/2025	1/2/2025	1/3/2025	1/3/2025	Posted	25% Local
Senior Case Aide Gr 10/20.1738-25.5349	DSS	1/3/2025	1/2/2025	1/3/2025	1/3/2025	1/16/2025	35% Local

Attachment: February 2025 (12770 : February 2025 Vacancy Report)

POSITION VACANCY REPORT

As of February 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Senior Caseworker Gr 20/\$28.2890-\$35.8067	DSS	1/14/2025	1/6/2025	1/6/2025	1/6/2025	Posted	35% Local
Social Services Attorney Gr 2/\$100,000-\$115,000	DSS	1/15/2025	12/19/2024	12/20/2024	12/20/2024	Posted	25% Local
Caseworker Gr 18/26.3374-33.3363	DSS	1/31/2025	1/21/2025	1/21/2025	1/21/2025	Posted	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	2/3/2025	1/6/2025	1/6/2025	1/6/2025	Posted	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	2/7/2025	1/21/2025	1/21/2025	1/21/2025	Posted	35% Local
Safe Harbour Coordinator Gr 13/\$22.2053-\$28.1062	DSS-CAC	1/1/2025	11/22/2024	11/22/2024	11/22/2024	Posted	Grant Funded - 100% NYS OCFS-Safe Harbour
Family Advocate Gr 12/21.4940-\$27.2060	DSS-CAC	1/1/2025	12/16/2024	12/16/2024	12/17/2024	Posted	Grant Funded - 100% NYS OCFS/NYS OVS
Senior Account Clerk Grade 10/\$20.1738-\$25.5349	Finance	1/1/2025	12/18/2024	12/18/2024	12/18/2024	Cert	Local
Public Health Educator Grade 18/\$26.3374-\$33.3363	Health	11/22/2024	10/23/2024	10/23/2024	10/23/2024	1/7/2025	100% Grant
Motor Equipment Operator Grade 13/\$22.2053-\$28.1062	Highway	3/8/2024	2/29/2024	2/29/2024	2/29/2024	Posted	Local
Motor Equipment Operator Grade 13/\$22.2053-\$28.1063	Highway	5/23/2024	6/19/2024	6/20/2024	6/20/2024	Posted	Local
Highway Construction Mechanic Grade 15/\$23.7424-\$30.0519	Highway	10/2/2024	9/26/2024	9/26/2024	10/4/2024	Posted	Local
Parts Chaser Grade 5/\$17.3788-\$21.9972	Highway	10/28/2024	10/17/2024	10/17/2024	10/17/2024	1/7/2025	Local
Heavy Equip Maintenance Mechanic Grade 17/\$25.4283-\$32.1859	Highway	1/24/2025	1/29/2025	1/29/2025	1/30/2025	Posted	Local

Attachment: February 2025 (12770 : February 2025 Vacancy Report)

POSITION VACANCY REPORT

As of February 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Heavy Equipment Operator-Recycling Grade 15/\$23.7424-\$30.0519	Highway- Recycling	9/29/2023	9/20/2023	9/20/2023	9/21/2023	Posted	Local
Heavy Equipment Operator-Solid Waste Grade 15/\$23.7424-\$30.0519	Highway-Solid Waste	10/30/2024	10/31/2024	10/31/2024	10/31/2024	1/27/2025	Local
Network Technican Grade 18/\$26.3374-\$33.3363	IT	11/18/2024	11/5/2024	11/5/2024	11/5/2024	Posted	Local
Director of Information Technology Gr 3/\$98,304-\$130,843	IT	1/18/2025	12/17/2024	12/17/2024	12/17/2024	Posted	Local
Network Technican Grade 18/\$26.3374-\$33.3363	IT	1/27/2025	1/23/2025	1/23/2025	1/24/2025	Posted	Local
Mental Health Rehab Specialist Grade 16/\$24.5633-\$31.0910	Mental Health	9/27/2024	9/26/2024	Approved by Resolution	9/26/2024	Posted	Billing Revenue
Mental Health Practitioner \$72.3381/hr	Mental Health	9/30/2024	9/11/2024	9/13/2024	9/13/2024	Posted	Billing Revenue
Mental Health Practitioner \$72.3381/hr	Mental Health	1/13/2025	1/8/2025	1/8/2025	1/8/2025	Posted	Billing Revenue
Payroll Coordinator Grade 6H/\$25.1590-\$33.4868	Personnel	11/22/2024	11/18/2021	11/18/2024	11/18/2024	Posted	Local
Human Resource Assistant Gr 4H/21.7710-26.9773	Personnel	3/17/2025	12/31/2024	12/31/2024	12/31/2024	Posted	Local
Mobility Coordinator Grade 17/\$25.4283-\$32.1859	Planning	9/6/2024	10/28/2024	10/28/2024	11/4/2024	Posted	90% State, 10% Local
Probation Officer Grade 18/\$26.3374-\$33.3363	Probation	11/25/2024	11/13/2024	11/13/2024	11/14/2024	1/22/2025	90% Local, 10% State
Administrative Assistant Gr 5H/\$23.4039-\$31.156	Probation	12/30/2024	12/27/2024	12/27/2024	12/30/2024	Posted	90% Local, 10% State
Probation Officer Trainee/Probation Officer Gr 15/\$23.7424-\$30.0519 - Gr	Probation	1/1/2025	12/17/2024	12/17/2024	12/17/2024	Posted	90% Local, 10% State

Attachment: February 2025 (12770 : February 2025 Vacancy Report)

POSITION VACANCY REPORT

As of February 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
Alternative to Incarceration Officer Grade 14/\$22.9539-\$29.0539	Probation	1/21/2025	1/15/2025	1/15/2025	1/15/2025	Posted	100% Grant
Probation Supervisor Gr 22/\$30.4484-\$38.5398	Probation	1/29/2025	1/15/2025	1/15/2025	1/15/2025	Cert	90% Local, 10% State
Probation Officer Trainee/Probation Officer Gr 15/\$23.7424-\$30.0519 - Gr	Probation	2/7/2025	1/28/2025	1/28/2025	1/30/2025	Posted	90% Local, 10% State
Probation Officer II Gr 20/\$28.2890-\$35.8067	Probation	2/7/2025	1/23/2025	1/23/2025	1/23/2025	Cert	90% Local, 10% State
Associate Assistant Public Defender/Assistant Public Defender Grade 3/\$74.160-Grade 2/\$100.000-	Public Defender	1/26/2024	1/25/2024	Approved by Resolution	1/25/2024	Posted	Grant Funded - 50% NYS, Asst. PD only
PT Jail Cook (12 hrs) Grade 2/\$17.7571-\$26.6009	Sheriff	10/20/2017	10/10/2017	10/13/2017	11/2/2017		Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	3/31/2023	4/3/2023	4/3/2023	4/3/2023	1/27/2025	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	4/6/2023	4/6/2023	4/17/2023	4/17/2023	Cert	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	4/7/2023	3/21/2023	3/21/2023	3/22/2023	Cert	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	4/13/2023	3/21/2023	3/21/2023	3/22/2023	Cert	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	4/14/2023	3/22/2023	3/23/2023	3/23/2023	Cert	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	6/22/2023	6/26/2023	6/26/2023	6/26/2023	Cert	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	7/10/2023	7/6/2023	7/7/2023	7/25/2023	Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	3/4/2024	1/25/2024	1/25/2024	1/25/2024	1/17/2025	Local

Attachment: February 2025 (12770 : February 2025 Vacancy Report)

POSITION VACANCY REPORT

As of February 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Funding
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	4/29/2024	3/7/2024	3/12/2024	3/13/2024	1/17/2025	Local
County Police Sergeant (Deputy Sheriff) SGT \$44.5458/hr	Sheriff	7/23/2024	7/9/2024	7/10/2024	7/11/2024	Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	11/26/2024	11/18/2024	11/18/2024	11/19/2024	1/17/2025	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	12/15/2024	12/12/2024	12/12/2024	12/12/2024	1/17/2025	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	12/30/2024	12/12/2024	12/12/2024	12/12/2024	Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	1/3/2025	1/10/2025	1/10/2025	1/10/2025	Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	1/3/2025	1/10/2025	1/10/2025	1/10/2025	1/17/2025	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	1/6/2025	12/30/2024	12/30/2024	12/30/2024	1/17/2025	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	1/22/2025	1/24/2025	1/27/2025	1/28/2025	Cert	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	1/31/2025	1/24/2024	1/28/2025	1/29/2025	Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	unknown	7/9/2024	7/24/2024	7/25/2024	Cert	Local

Attachment: February 2025 (12770 : February 2025 Vacancy Report)

New Vacancies January 1 – January 31 2025		
Department	Title	Date of Vacancy
Aging	Food Service Helper	1/23/2025
DSS	Case Aide	1/3/2025
	Caseworker	1/31/2025
	Senior Case Aide	1/3/2025
	Senior Caseworker	1/14/2025
	Social Services Attorney	1/3/2025
	Social Services Attorney	1/15/2025
DSS – CAC	Safe Harbor Coordinator	1/1/2025
	Family Advocate	1/1/2025
Finance	Senior Account Clerk	1/1/2025
Highway	Heavy Equipment Maintenance Mechanic	1/24/2025
IT	Director of Information Technology	1/18/2025
	Network Technician	1/27/2025
Mental Health	Mental Health Practitioner	1/13/2025
Probation	Probation Officer/Probation Officer Trainee	1/1/2025
	Alternative to Incarceration Officer	1/21/2025
	Probation Supervisor	1/29/2025
Sheriff	County Police Officer (Deputy Sheriff)	1/3/2025
	County Police Officer (Deputy Sheriff)	1/3/2025
	County Police Officer (Deputy Sheriff)	1/6/2025
	County Police Officer (Deputy Sheriff)	1/22/2025
	Correction Officer	1/31/2025

[illegible]

Civil Service Exams Administered

Title	Exam No.	Date
CASE AIDE	89262-010	1/18/2025
EMPLOYMENT & TRAINING SPECIALIST	60009-870	1/18/2025
HEAD CUSTODIAN	60000-580	1/18/2025
PRINCIPAL ACCOUNT CLERK	73310-010	1/18/2025
PRINCIPAL ACCOUNT CLERK	88340-010	1/18/2025
SENIOR ACCOUNT CLERK	60006-330	1/18/2025
SENIOR CASE AIDE	88337-010	1/18/2025
SOCIAL WELFARE MANAGER	70003-160	1/18/2025
TENANT RELATIONS ASSISTANT	87623-010	1/18/2025

Attachment: Jan 2025 exam (12770 : February 2025 Vacancy Report)

Total Number of Exams 9

* END OF REPORT *

Friday, January 31, 2025

1/31/2025

Number of Civil Service Transactions by Agency

From: 01/01/2025 to 01/31/2025

Agency	Count
BOARD OF EDUCATION	19
CININNATUS SCHOOL	2
CITY OF CORTLAND	5
CORTLAND CITY SCHOOLS	37
CORTLAND COUNTY	639
DERUYTER SCHOOL	4
HOMER SCHOOL	3
MCGRAW SCHOOL	2
TOWN OF C'VILLE	3
TOWN OF FREETOWN	3
TOWN OF HOMER	12
TOWN OF LAPEER	1
TOWN OF MARATHON	6
TOWN OF PREBLE	1
TOWN OF SCOTT	1
TOWN OF TRUXTON	31
TOWN OF VIRGIL	2
TULLY SCHOOL	20
VILLAGE OF MARATHON	2
Total:	793

Attachment: Jan 2025 Transactions (12770 : February 2025 Vacancy Report)



CORTLAND COUNTY CLERK

Courthouse – 46 Greenbush Street

Cortland, New York 13045-3702

P: 607-753-5021

countyclerk@cortlandcountyny.gov

TAMMY L. BARRIGER

MARCIA L. FORD

Deputy County Clerks

BROOKE KEMAK

County Clerk

bkemak@cortlandcountyny.gov

SONIA GANOUNG

Motor Vehicle Director

P: 607-753-5023

January 2025 Activities

- Meetings: NYS Office of Court Administration, Supreme Court E-filing and LEPC
- County Clerk's software (IQS) and NYS Efiling System (NYSCEF) connection has been re-established. All work during the outage from November – January has been reconciled in both systems.
- Began collecting Additional Mortgage Tax to be paid to CENTRO at the close of each month.
- Continued discussion with Trisha Hiemstra, Planning Department and CENTRO in regards to the most efficient way to complete DMV transactions required to transfer the buses at the end of March 2025.
- Continued coordination with Buildings and Grounds on the re-location of the Clerk's Office.
- Working to identify the best time for regular staff meetings with DMV employees.

Revenue County	Description	1st Quarter	2nd Quarter	3rd Quarter	Dec	4th Quarter	YTD
	Clerk	\$ 124,537.33	\$ 118,436.22	\$ 120,899.02	\$ 41,989.56	\$ 126,410.49	\$ 490,283.06
	Local Mtg. Tax	\$ 53,320.53	\$ 73,991.70	\$ 80,459.74	\$ 19,512.02	\$ 83,608.36	\$ 291,380.33
	Transfer Tax (Eff. 11/17/23)	\$ 30,692.00	\$ 66,843.00	\$ 76,719.00	\$ 17,236.00	\$ 61,650.00	\$ 235,904.00
	DMV	\$ 95,961.25	\$ 120,135.52	\$ 97,049.94	\$ 43,094.17	\$ 113,531.94	\$ 426,678.65
	Total	\$ 304,511.11	\$ 379,406.44	\$ 375,127.70	\$ 121,831.75	\$ 385,200.79	\$ 1,444,246.04

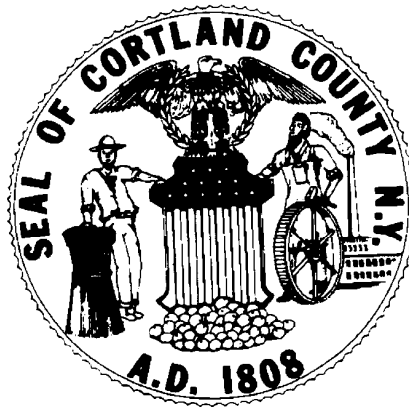
Revenue Pass through funds	Description	1st Quarter	2nd Quarter	3rd Quarter	Dec	4th Quarter	YTD
	Basic Mtg. Tax	\$ 106,641.08	\$ 147,983.34	\$ 160,919.43	\$ 39,024.02	\$ 167,216.69	\$ 582,760.54
	DWI Fines	\$ 4,818.00	\$ 2,215.00	\$ 1,480.00	\$ 295.00	\$ 3,098.00	\$ 11,611.00
	Bail/Purge	\$ 19,303.22	\$ 7,202.00	\$ 760.00	\$ 1.00	\$ 10,003.00	\$ 37,268.22
	Court & Trust	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Passports	\$ 9,728.59	\$ 8,138.59	\$ 5,305.44	\$ 1,930.00	\$ 7,357.72	\$ 30,530.34
	Total	\$ 140,490.89	\$ 165,538.93	\$ 168,464.87	\$ 41,250.02	\$ 187,675.41	\$ 662,170.10

Revenue Paid to NYS	Description	1st Quarter	2nd Quarter	3rd Quarter	Dec	4th Quarter	YTD
	Special Mtg. Tax	\$ 39,820.23	\$ 60,453.42	\$ 65,420.70	\$ 14,323.72	\$ 67,323.50	\$ 233,017.85
	Court	\$ 45,785.46	\$ 48,595.47	\$ 48,990.60	\$ 17,140.93	\$ 48,200.70	\$ 191,572.23
	State Education	\$ 20,710.20	\$ 23,522.22	\$ 22,002.19	\$ 7,226.53	\$ 21,720.60	\$ 87,955.21
	Transfer Tax	\$ 101,985.98	\$ 137,177.30	\$ 150,124.77	\$ 31,514.46	\$ 118,356.09	\$ 507,644.14
	Real Property	\$ 42,560.00	\$ 42,996.00	\$ 40,051.00	\$ 11,896.00	\$ 40,703.00	\$ 166,310.00
	DMV	\$ 1,162,898.81	\$ 1,227,626.53	\$ 1,159,484.02	\$ 331,858.65	\$ 1,019,685.35	\$ 4,569,694.71
	Total	\$ 1,413,760.68	\$ 1,540,370.94	\$ 1,486,073.28	\$ 413,960.29	\$ 1,315,989.24	\$ 5,756,194.14

Total Revenue Generated	\$ 1,858,762.68	\$ 2,085,316.31	\$ 2,029,665.85	\$ 577,042.06	\$ 1,888,865.44	\$ 7,862,610.28
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CORTLAND COUNTY CLERK

ANNUAL REPORT FOR 2024



Prepared & Submitted by: Brooke Kemak
Cortland County Clerk

Staffing as of December 31, 2024

*Brooke Kemak, Cortland County Clerk
Office located in County Courthouse*

County Clerk's Office

46 Greenbush Street, Suite 105

Deputy County Clerks: Tammy L. Barriger
Marcia Ford

Senior Index Clerks: Melinda Braman
Amy Clark

Department of Motor Vehicles

112 River Street

DMV Director: Sonia Ganoung

Senior DMV Clerk: Bryan Dintino

DMV Clerks: Kim Lewis
Lance Lella
Alice Moore
Amanda Jones
Mariah Storey

February 4, 2025

Honorable Members of the Cortland County Legislature
60 Central Avenue
Cortland, New York 13045

Ladies and Gentlemen:

I am honored to present the Cortland County Clerk Annual Report for fiscal year 2024. While having 8 years' experience working in the County Clerk's Office certainly played a significant role in a great first year as County Clerk, a lot was also learned. I am looking forward to my second year in office, to keep moving the office forward and continuing to serve the residents and visitors of Cortland County.

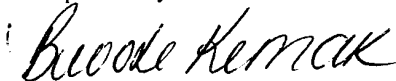
A County Clerk is a constitutional office in New York State and is the main depository of records created in Cortland County, along with the Register of all records pertaining to Real Property. In addition the County Clerk serves as the Clerk of Supreme and County Courts, collecting all fees associated with the Courts and produces and preserve Court records. Vehicle and Traffic Law designates the County Clerk as an agent for the Commissioner of New York State Motor Vehicles.

Both the Recording Office located in the County Courthouse at 46 Greenbush Street and Motor Vehicle Office located at 112 River Street, serve hundreds of customers each year. Both offices provide services to those going through some of the best times of their lives and to those facing challenges. All of the services provided between the two offices are mandated by law with the exception of a couple, and those laws also outline required fees.

The 2024 Annual Report will provide an outline of information for your review, in addition to the financial impact each service area has for Cortland County municipalities, Cortland County, New York State and the U.S. Department of State.

I want to extend a sincere thank you to the Legislature, County Leadership and fellow Department Heads for their support and guidance during the past year.

Respectfully submitted,



Brooke Kemak
Cortland County Clerk

Attachment: Annual Report (12777 : County Clerk 2024 Annual Report)

REAL PROPERTY TRANSACTIONS

All records pertaining to property in Cortland County are recorded in the County Clerk's Recording Office. Common documents include Deeds, Mortgages, Mortgage Assignments, Agreements, Leases and Discharges.

Mortgage Tax: In 2024, Mortgage Tax of 1% was collected for all Mortgages. \$62,315.58 of the tax collected is retained by the County to defray the costs associated with collecting and disbursing Mortgage Tax.

\$1,170,712.52 Total Mortgage Tax Collected

- \$616,265.13 Municipalities: Basic Mortgage Tax calculated at ½ of 1%. Twice a year the County Clerk presents the Legislature with a Resolution for the Finance Office to disburse the monies to the towns where the mortgaged properties are located.
- \$308,132.57 County: Local Mortgage Tax calculated at ¼ of 1%. Local Mortgage tax is paid to County Finance.
- \$246,314.82 State: Special Mortgage Tax calculated at ¼ of 1%. Special Mortgage Tax is disbursed to the New York State Mortgage Agency.

Transfer Tax: All transfers of interest of Real Property require the filing of a NYS Form called TP 584. This form is applicable to transactions including Deeds, Boundary Line Agreements, Right of Ways, Easements and many others.

\$744,568.14 Total Revenue from Transfer Tax

- \$507,644.14 State: Transfer Tax calculated at \$4 per \$1,000 of the conveyance amount.
- \$235,904.00 County: County Transfer Tax calculated at \$2.00 per \$1,000 of the conveyance amount. 2024 was the first complete year this tax was collected.
- \$1,020 County: County retains \$6 for each TP 584 processed.

Assessment/Transfer Report: NYS Real Property Law mandates form RP 5217 to be submitted with Deeds. This form contains information about the parcel, is used to calculate the fee to record a Deed and is sent to the county Real Property office. The total for this form is either \$125 or \$250 and is determined by the type of property being transferred.

\$176,750 Total Revenue from RP 5217

- \$166,310 State: \$116 or \$241 for each RP 5217 depending on the parcel.
- \$10,440 County: \$9 for each RP 5217 form collected.

NYS Commissioner of Education and Local Government Records Management Fund:
Each time a document is recorded or a Civil Index Number is issued the total amount due includes a \$20 fee. This was established by New York State with the intention to have funds available to preserve records that must be maintained permanently. Local Governments Records Management Fund, LGRMIF, is meant to be returned to municipalities through State Archives grants.

\$92,585.46 Total Revenue

\$65,961.56	State: \$14.75 per \$20 collected paid to the NYS Commissioner of Education.
\$21,993.65	State: \$4.25 per \$20 collected paid to the Local Government Records Management Fund (LGRMIF)
\$4,630.25	County: \$1.00 per \$20 collected

JUDICIAL: SUPREME AND COUNTY COURTS

The County Clerk's Office is the repository for all documents submitted to the Supreme and County Courts, both Civil and Criminal, and is responsible for the preservation, production and certification of these documents. All fees for the submission of papers, fines and surcharges are collected by the clerk's office.

\$389,624.97 Total Revenue for Judicial Purposes

\$194,144.75	State: Filing fees for Civil documents and Fines, Surcharges and Fees imposed by the County Criminal or IDV Court.
\$42,768.22	County: Bails – collected and disbursed to the County Treasurer who disburses based on Court Orders. 2% is retained by the County and deposited in the General Fund and 1% is retained to help fund the County Alternatives to Incarceration Program.
\$11,611.00	County: DWI Fines imposed by the Courts – collected and disbursed to County Finance who credits the Sheriff's DWI account.
\$141,101.00	County: Collected from fees when various documents for Supreme Court proceedings are processed. This also includes search requests.

OTHER SERVICES

Notary Commissions: Free notary services are provided to our constituents in the Clerk's Office and all employees are Notaries. In addition, the Clerk's Office maintains the records and signatures of those commissioned in Cortland County.

There is a \$60 fee for a Notary every four years. Cortland County receives \$20 and the remaining \$40 is retained by New York State.

\$1,600 Total Collected by NYS and Disbursed to County

Other County Clerk Fees: All fees are regulated by a variety of New York State and Federal Laws, with the exception of photo fees and overages collected. These fees are paid to County Finance.

\$86,295.97 Total Revenue

\$10,926.85	Copy & Overages
\$19,565	Cover Pages: generated on recorded land records
\$650.00	EZ Pass: purchased for \$21 and sold for \$25
\$19,825.12	Miscellaneous: Corporations, DBAs, etc..
\$10,285.00	Passport: \$35 execution fee for each passport: \$10 photo
\$13,444	Pistol Permit Transactions
\$9,080	Uniform Commercial Code (UCC) filings
\$2,520	Tax Certificates: \$5 per name where status is updated on In Rem Tax Foreclosures for both the County and City.

DEPARTMENT OF MOTOR VEHICLES

The Cortland County Clerk acts as an agent for the Commissioner of the Department of Motor Vehicles. New York State supplies the county motor vehicle office with computer equipment, support, and all necessary forms and literature to run the DMV on behalf of the state. The county supplies the facility and the personnel to perform DMV transactions.

Various calculations for revenue:

- Beginning in 2024 New York State agreed to share retention at 10.75% for all transactions; locally and online. Previously the retention varied by about 10% between transactions completed in our office versus online.
- The County retains \$1.00 for each of the first 5,000 monthly transactions where sales tax is collected and \$0.75 for each transaction after. Cortland County averages just under 4,000 transactions a month, but not all transactions have sales tax.
- The County receives funds on a monthly basis from NYS to account for the Vehicle Use Tax that is in place. This is \$10 for each vehicle registration fee for each two-year registration for vehicles under 3,500

pounds and \$20 for vehicles over 3,500 pounds. This is a common practice across the state and is pursuant to Cortland County Local Law #1 of 2003.

- The County receives the retention fees generated by internet transactions on a monthly basis from NYS.

In-Office Revenue:

Deposits:	\$2,388,176.49
Credit Card:	\$2,495,731.29 (Directly to NYS)
TOTAL:	\$4,883,922.02

Actual Funds Retained by County – paid to County Finance monthly.

Fees:	\$308,146.21
Tax Retention:	\$6,077.00
TOTAL:	314,223.21

Funds received from New York State for Use Tax and Internet transactions.

Use Tax:	\$257,772.19
Internet:	\$105,750.14

Credit to DMV for recycled plates from Contentos and EZ-Pass sales.

Recycled Plates:	\$1,028.20
EZ-Pass:	\$2,000.00

TOTAL FUNDS TO CORTLAND COUNTY FROM DMV:

\$ 680,773.74

Report pursuant to Section 406 of County Law
Fiscal Year 2024

Revenue generated

County Clerk	\$2,866,236.92
Motor Vehicles	\$2,388,176.49
Total revenue generated	\$5,254,413.41

Disbursement of funds*County Finance – County Revenue*

Local Mortgage Tax	\$291,380.33
Transfer Tax	\$235,904.00
County Clerk	\$490,283.06
Motor Vehicles	\$314,223.21
<i>Total disbursement to County</i>	<i>\$1,331,790.60</i>

Collected as pass-thru

Passports (U.S. Dept. of State)	\$30,530.34
Bail (County Finance)	\$37,268.22
DWI – (County Finance-Sheriff)	\$11,611.00
Basic Mortgage Tax – (County Finance-municipalities)	\$582,760.54
<i>Total disbursement as pass-thru</i>	<i>\$662,170.10</i>

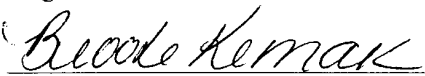
New York State

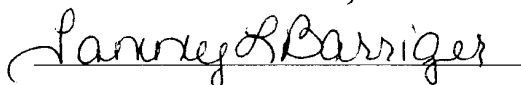
Special Mortgage Tax	\$233,017.85
Judicial	\$191,572.23
Records Mgmt., Cultural Education	\$87,955.21
Real Property	\$166,310.00
Transfer Tax	\$507,644.14
Motor Vehicles	\$2,073,953.28
<i>Total disbursement to NYS</i>	<i>\$3,260,452.71</i>

Total disbursements \$5,254,413.41

I, Brooke Kemak, Clerk of the County of Cortland, being duly sworn, do hereby state that the foregoing statement is in all respects a full and true statement for all monies received and disbursed by the Cortland County Clerk's Office for the fiscal year January 1, 2024 through December 31, 2024, to the best of my knowledge.

Subscribed and sworn to before me this
4th day of February, 2025.


County Clerk



TAMMY L. BARRIGER
Notary Public, State of New York
No. 04BA6223827
Qualified in Cortland County
Commission Expires June 21, 2031