



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Tuesday, March 14, 2023

9:00 AM

Room 302

CALL TO ORDER

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

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Late	9:06 AM
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Excused	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Beau Harbin	Cortland County, NY	Board Member	Present	
Michelle Brown	Cortland County, NY	Board of Elections	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Remote	
Nicole Anjeski	Cortland County, NY	Public Health	Remote	

	NY			
C. Withers			Remote	
Kellie ?			Remote	
Eddie Velazquez	Cortland Voice	Reporter	Remote	
Patricia Dawson	Cortland County, NY	Deputy Clerk of the Legislature	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Feb 9, 2023 9:00 AM

RESULT:	APPROVED [5 TO 0]
MOVER:	George Wagner, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson
AWAY:	Sandra Price

ACTION ITEMS

1. Updates to Authorization to Travel Policy

RESULT:	PULLED
Next: 4/18/2023 9:00 AM	

RESOLUTIONS

AGENDA ITEM NO. 1 – Rescind Resolution No. 14-23 - Legislative Mileage Policy - Legislature
Ms. Preston MADE A MOTION TO AMEND the resolution to remove the final RESOLVED clause and to change the last WHEREAS clause and first RESOLVED clause to:

"WHEREAS, the Government Operations Committee recommends rescinding Resolution No. 14-23, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 14-23 be and hereby is rescinded."

Ms. Price SECONDED THE MOTION, and upon unanimous voice vote of members present, MOTION CARRIED.

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Rescind Resolution No. 14-23 - Legislative Mileage Policy - Legislature

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

AND

WHEREAS, Resolution No. 14-23 amended the policy to fairly enable reimbursement without restricting the ability of Legislators who must drive further due to their residence location, AND

WHEREAS, the Cortland County Government Operations Committee recommends rescinding Resolution No. 14-23, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 14-23 be and hereby is rescinded.

AGENDA ITEM NO. 2 – Adopt Local Law "B" for the Year 2023 a Local Law Setting the Salary of Cortland County Election Commissioners

RESULT:	APPROVED [5 TO 1]
	Next: 3/23/2023 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Fairchild-Preston, Heider, Stock, Eccleston
NAYS:	George Wagner
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Adopt Local Law "B" for the Year 2023 a Local Law Setting the Salary of Cortland County Election Commissioners

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

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

RESOLVED, that Local Law "B" for the year 2023 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, and be it further

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

NOW, THEREFORE

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

Section I:

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

Section II:

The annual salary for each Cortland County Election Commissioner shall be increased from \$34,552.37 to \$55,315 for fiscal year 2023 and paid over the balance of 2023 calendar year, upon the effective date of

this local law.

Section III:

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

AGENDA ITEM NO. 3 – Amend 2023 Budget/Abolish Two Positions of Election Commissioner (Part-Time)/Create Two Positions of Election Commissioner (Full Time) - Board of Elections

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Amend 2023 Budget/Abolish Two Positions of Election Commissioner (Part-Time)/Create Two Positions of Election Commissioner (Full Time) - Board of Elections

WHEREAS, the needs of the agency will be better served by abolishing two (2) Election Commissioner positions (part-time) and creating two (2) full time Election Commissioner positions, AND

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

RESOLVED, that two (2) positions of Election Commissioner (\$34,552.37/YR, unclassified, part-time, 30 hrs/week with benefits) be and hereby are abolished effective March 23, 2023 at midnight, AND BE IT FURTHER

RESOLVED, that two (2) positions of Election Commissioner off scale equivalent to Grade 10 Step 1, Management Compensation Plan, (\$55,315, unclassified, full time with benefits) be created with permission to fill effective May 25, 2023 at 12:01 am, AND BE IT FURTHER

RESOLVED, that, pursuant to Election Law Section 3-208, each Cortland County Election Commissioner shall receive an equal salary, to be fixed by the County Legislature annually, and will not receive salary increases based upon the salary step plan, AND BE IT FURTHER

RESOLVED, that the 2023 budget be and hereby is amended as follows:

Increase:

A359900	Appropriated Fund Balance	\$42,000
A14505.51005	Personal Services	\$42,000

AGENDA ITEM NO. 4 – Appoint Republican Election Commissioner

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Appoint Republican Election Commissioner

WHEREAS, due to the untimely passing of Robert C. Howe, duly appointed Cortland County Republican Election Commissioner, there is a vacancy for a term expiring December 31, 2023, AND

WHEREAS, the Cortland County Republican Committee has submitted a certification endorsing the appointment of Michelle S. Brown as the Cortland County Republican Election Commissioner, NOW THEREFORE BE IT

RESOLVED, that Michelle S. Brown, 16 Frank Street, Cortland, New York 13045, is hereby appointed as the Cortland County Republican Election Commissioner for a term beginning May 25, 2023 through December 31, 2023.

AGENDA ITEM NO. 5 – Adopt Local Law "C" for the Year 2023 a Local Law Creating an Exception to the Residency Requirement for Assistant County Attorneys for Cortland County

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Mitchel Eccleston, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Adopt Local Law "C" for the Year 2023 a Local Law Creating an Exception to the Residency Requirement for Assistant County Attorneys for Cortland County

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

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

RESOLVED, that Local Law “C” for the year 2023 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, NOW, THEREFORE

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

SECTION 1.

Preface: It is a strong desire of the Cortland County community to install Cortland County residents in the position of Assistant County Attorney in Cortland County. It is a strong belief of

Cortland County that Cortland County residents are knowledgeable about and concerned with the affairs of Cortland County. As has been recognized by the Courts, we believe that a resident of our County has a stake in the life of this community that is not necessarily shared by a non-resident. A resident is more likely to be familiar with local problems, conditions and needs, and is better qualified to perform the duties of the relevant office in question. DeHondv. Nyquest; (65 Misc. 2d 526, 529-530, 318 NYS2d (1971)). At the same time, however, the complexity and breadth of Cortland County Government present a challenge with respect to staffing and recruitment. We recognize that the pool of candidates from which we draw in our County is responsible and caring; however, it is sometimes difficult to staff an office from the pool in Cortland County. This law is being passed based upon the existence of the residency requirement in Public Officer's Law §3.

SECTION 2.

Definitions:

County Attorney - The person holding such office as appointed under Section 500 of the County Law.

Assistant County Attorney - The person or persons appointed by the County Attorney under Section 502 of the County Law, including the title of Chief Assistant County Attorney.

SECTION 3.

Purpose: It is the purpose of this Local Law to confirm the commitment of Cortland County to hire residents who have the necessary qualifications and skills to meet the requirements of the position for Assistant County Attorney of Cortland County. This Law will permit Cortland County to alleviate the problem of staffing and recruitment by permitting Cortland County to solicit candidates for the office of Assistant County Attorney from the Counties contiguous to Cortland County in the event of an inability to recruit a sufficient number of qualified candidates from within Cortland County for the position.

SECTION 4.

Authority: Under the Municipal Home Rule Law, Section 10, the County of Cortland has the authority to authorize a non-resident to hold the position of Assistant County Attorney. Section 500 of the County Law provides that any county having no resident attorney-at-law available may employ an attorney-at-law residing in another county.

SECTION 5.

Authority of Cortland County to Hire Applicants for the Position of Assistant County Attorney for Cortland County from Contiguous Counties to Cortland County: Upon written request from the County Attorney to consider non-Cortland County residents for the position of Assistant County Attorney, the Personnel Officer shall determine if all recruitment efforts have been adequately pursued, including soliciting applicants from the Cortland County Bar Association, and provide the County Attorney with an approval/denial to hire a non-Cortland County resident. Upon receiving the Personnel Officer's approval, the County Attorney shall be authorized to consider and hire applicants who are residents from any contiguous Counties to Cortland County to the position of Assistant County Attorney or Chief Assistant County Attorney.

SECTION 6.

Severability: If any section of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof that can be given effect without the invalid provision, but shall be confined in its operation to the section thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 7.

Effect: This Local Law shall take effect upon filing pursuant to the provisions of Article 3, Section 27 of the Municipal Home Rule Law.

Referred from Agriculture, Planning & Environment Committee

AGENDA ITEM NO. 6 – Amend 2023 Budget/Authorize Agreement for Outside Counsel

RESULT:	APPROVED [UNANIMOUS]
	Next: 3/23/2023 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF HARBIN

RESOLUTION NO.

Amend 2023 Budget/Authorize Agreement for Outside Counsel

WHEREAS, the Cortland County Legislature adopted Local Law No. 1 of 2018 which established a PILOT Agreement for Commercial Solar Energy Systems in Cortland County and thereafter amended that local law with the enactment of Local Law No. 5 of 2020, entitled, “Solar Energy System PILOT Law of the County of Cortland, New York”, AND

WHEREAS, since that time, there have been changes to New York State Real Property Tax Law Section 487 and both State and Federal Legislation has focused on encouraging renewable energy, AND

WHEREAS, the Cortland County Legislature feels that it is in the best interest of the County to achieve energy efficiency and renewable energy goals and at the same time be fiscally responsible to all taxpayers of the County, AND

WHEREAS, the County Attorney recommends that the County Legislature engage the services of outside counsel specializing in Real Property Tax Law, Payment in Lieu of Tax (PILOT) Agreement negotiations, with knowledge and experience concerning the advisability of entering into the same, and knowledge of current and pending legislation concerning renewable energy, AND

WHEREAS, the County Attorney recommends engaging the services of Hodgson Russ LLP,
NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes the Chair of the Cortland County Legislature, upon review of County Attorney or designee, to execute and accept the terms outlined in the January 27, 2023 correspondence from Hodgson Russ LLP, AND BE IT FURTHER

RESOLVED, that the 2023 Cortland County Budget be amended as follows:

Increase:

A359900	Appropriated Fund Balance	\$10,000
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A10105.54055	Professional Services	\$10,000
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, AND BE IT FURTHER

RESOLVED, the Cortland County Legislature be and hereby authorizes payment of said legal services up to the amount of \$10,000; with said services charged against account A10105.54055.

MONTHLY REPORTS

1. County Clerk Monthly Report for February

RESULT: COMPLETED

2. Weights and Measures Monthly Report

RESULT: COMPLETED

3. February FOIL Report - Clerk of the Legislature

RESULT: COMPLETED

4. County Attorney Monthly Report

RESULT: COMPLETED

5. March 2023 Vacancy Reporting

RESULT: COMPLETED

DISCUSSION ITEMS

1. Form for Personnel Changes

RESULT: COMPLETED

2. Recommendation of Rules of Order Changes from Agriculture, Planning & Environment Committee

Legislator Stock appointed Legislators Price, Preston and Wagner as a Rules of Order Subcommittee of the Government Operations Committee. Legislator Price is the Chair of the Subcommittee.

The consideration of the recommendation from the Agriculture, Planning and Environment Committee will be considered by the Subcommittee.

RESULT: COMPLETED

ADJOURNMENT

The meeting was closed at 10:21 AM



Government Operations Committee

Committee Meeting

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

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~ Minutes ~

Thursday, February 9, 2023

9:00 AM

Room 302

CALL TO ORDER

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

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Victoria Staves	Cortland County, NY	Benefits Manager	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Beau Harbin	Cortland County, NY	Board Member	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Remote	
Anthony Brothers	Assured Partners	Senior Vice President	Remote	

Minutes Acceptance: Minutes of Feb 9, 2023 9:00 AM (MINUTES)

Eddie Velazquez	Cortland Voice	Reporter	Remote	
Wendy Canfield	Cortland County, NY	Executive Assistant to the County Adminsitrator	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Jan 12, 2023 9:00 AM

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

PRESENTATIONS

1. Assured Partners - Presentation from Anthony Brothers on Medicare Advantage

RESULT:	COMPLETED
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RESOLUTIONS

MONTHLY REPORTS

1. Vacancy Report January 2023

RESULT:	COMPLETED
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2. County Attorney Office Monthly Report

RESULT:	COMPLETED
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3. County Clerk Monthly Report

RESULT:	COMPLETED
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4. Weights and Measures Monthly Report

RESULT:	COMPLETED
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5. January FOIL Report - Clerk of the Legislature

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Walmart Mail Order Prescriptions

RESULT:	COMPLETED
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2. Weights and Measures Annual Report 2022

RESULT:	COMPLETED
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3. Form for Personnel Changes

RESULT:	COMPLETED
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4. Committee Procedures

RESULT:	COMPLETED
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5. Director of Planning Reallocation Discussion

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 10:25 AM



**Cortland County
Administrative Policy Manual**

Authorization to Travel Policy

Policy/Procedure Number: 01.005 **Modified Date (s):** 5/20/2004, 6/25/2015
8/16/2016, 3/28/2019,

3/9/2023

Resolution No.: 124-19 **Effective Date:** 5/20/2004

Next Scheduled Review: 4/1/2023

Objective: To establish policies and procedures for County employees regarding attendance at conferences, conventions, trainings, seminars and meetings held outside the County, travel on county business including related expenses such as meals, tolls, and use of County vehicles.

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

Legislative Policy Statement: This policy applies to non-elected and elected County employees, except where guidelines have otherwise been established through a collective bargaining agreement. In those instances, the collective bargaining agreement language shall prevail.

Responsible Department: Personnel/Civil Service Department

General Information:

I. Definitions:

Employee: Elected and non-elected persons paid through the County of Cortland payroll system.

II. Policy:

This policy applies to non-elected and elected County employees, except where guidelines have otherwise been established through a collective bargaining agreement. In those instances, the collective bargaining agreement language shall prevail.

- A. Authorization to attend an in-state conference, convention, meeting-or training, regardless of cost, and/or authorization to incur travel expenses shall be granted by the respective Department Head in the form of a travel authorization request form signed by the Department Head. No claims for expenses shall be audited, allowed, or paid unless such form shall be attached thereto. Travel or conference taken prior to receiving proper authorization as described herein may be deemed an unauthorized leave and any claims for expense reimbursement will be denied.



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- B. Authorization to attend an out-of-state conference, convention, meeting or training regardless of costs and/or authorization to incur travel expenses shall have two part approval. First, the department head shall approve the travel request and second, the department head shall present the request to the County Administrator and/or his/her designee.
- C. Determination that requests for reimbursement of travel expenses are in compliance with established County policy and procedure is the responsibility of each department. All travel expense reimbursements are subject to audit.
- D. Under no circumstances shall reimbursement be made for travel expenses related this apply to transportation from between an employee's home to and their main job site.
~~Reimbursement for travel arising out of an employee's election or appointment as a director or officer within agencies or groups will be allowed.~~
- E. Travel inside the county with county vehicle shall be as approved by the department head subject to compliance with the terms and conditions of this policy.
- F. Must have budgeted funds available in the proper accounts.

III. Procedure:

The following procedures must be followed when an employee of the County attends a conference, convention, training, seminar or meeting held outside the County and concerning County goals and objectives.

- A. A travel authorization request must be prepared and forwarded to the department head for approval/disapproval.
- B. If the travel:
 - 1. is for a Department Head
 - 2. is out of state;
 - 3. has a total cost estimate (including registration, meals, tolls, parking, etc.) exceeding \$1,000 per person; or
 - 4. includes three or more staff members from the same department,unless the travel falls under an exception set forth in section VII of this policy and procedure, the Department Heads must forward the travel authorization request to the County Administrator for approval. The County Administrator will send a copy to the statutory committee chair for information.
- C. The County Administrator and Legislators must submit the travel authorization request for his/her travel to the Legislative ~~Chairman~~Chair for approval.



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- D. All travel requests must be approved in advance of travel.

IV. Conditions of Reimbursement

- A. Travel arising out of the performance of an employee's job duties, including all incidental expenditures of funds, shall be reimbursed by the County, providing such expenditures meet all conditions of this policy.
- B. Documentation of expenses incurred during travel must be submitted on the County Travel Expense Record Form and attached to the reimbursement request along with a copy of the approved Travel Authorization Request.

V. Transportation Allowance

- A. Travel shall be conducted in the most economical mode of transportation. When public transportation, including air, train, or bus will be used, it should be demonstrated that this form of transportation would be more economical in terms of money and/or time than travel by automobile. Employees will be reimbursed the cost of public transportation incurred when supported by the proper receipt. The County will not reimburse any excess baggage fees for air travel unless it is for equipment/baggage necessary to conduct the county business which is necessitating the travel.
- B. Reimbursement for use of personal automobiles to travel on County business will be based solely on the most recent IRS allowable reimbursement rate, and shall be provided contingent upon submission of mileage verification through MapQuest or a similar mapping program. Mileage reimbursement will be allowed for the driver of the vehicle only regardless of the number of employees traveling in the same vehicle on the same trip. To maximize savings to the County, employees traveling to the same destination shall car pool whenever possible. Reimbursement will only be allowable if it can be demonstrated that a county-provided vehicle was not available for the period required, and that it would have been more costly to utilize the vehicle leasing contract, should one exist unless approval is granted in advance by the ~~Chairman~~Chair of the Legislature or the County Administrator.
- C. Travel will be reimbursed from the ~~employees~~employee's place of work or the ~~employees~~employee's home, if leaving from home and not coming into the office, whichever is more economical.
- D. Automobile repair or towing expenses for personal automobiles when used for travel on County business are not reimbursable.
- E. Tolls and parking expenses will be reimbursed at actual cost incurred by the employee when supported by proper receipt. Traffic or parking violation tickets are the responsibility of the individual charged with the violation(s), with the exception of violation(s) arising out of deficiency in automobiles owned by the County. County EZ-Pass must be used when traveling toll roads.
- F. An employee's travel time (work hours) will be compensated in accordance with the Fair Labor Standards Act, and shall be provided contingent upon submission of mileage verification through MapQuest or a similar mapping program.



Cortland County Administrative Policy Manual

- G. Travel time and/or related expenses that exceed the basic, minimum requirements of the travel will be at the employee's own expense (i.e. adding an additional overnight stay for convenience or desire, unnecessary early pick-up or late drop off of rental car, etc.)

All travel reimbursement shall comply with Federal Income Tax Regulations §1.162-2, its amendments or any predecessors of this regulation.

H.

Attachment: travel_policy_new_template 2023 redline v2 (11356 : Updates to Authorization to Travel Policy)



Cortland County Administrative Policy Manual

VI. Meal Allowance

- A. The County will pay up to a total of \$37.00 per day for meals during travel outside of Cortland County. To be eligible for full meal reimbursement, travel must have commenced prior to 7:00 a.m. and must have extended past 7:00 p.m. If the duration of the travel is less than a full day, the reimbursement maximum will be on a per-meal basis as follows:

Breakfast	\$7
Lunch	\$10
Dinner	\$20

To be eligible for breakfast, travel must have commenced prior to 7:00 a.m.; to be eligible for dinner, travel must have extended beyond 7:00 p.m. Lunch will be reimbursed when employer imposed restrictions inhibit an employee's regular routine.

- B. Meal expenses will be reimbursed at the actual cost incurred by the employee when supported by the proper receipt. When approved, the County will pay the lesser of the actual expenses incurred to the established maximum allowance. No charges for alcoholic beverages will be reimbursed.
- C. Gratuity, not to exceed 15%, will be allowed in addition to the meal, when supported by the proper receipt.
- D. Costs for meals held in conjunction with conferences, that are not covered by conference fees, that exceed the guidelines set forth above, will be reimbursed at the actual cost when supported by the proper receipt.
- E. Employees traveling to major metropolitan areas (cities of over 200,000 as defined by the New York State Economic Development web site) shall be reimbursed up to 1.5 times the meal allowance when supported by the proper receipt.
- F. Per diem meal payments are allowable in lieu of receipts under the following conditions:
1. The decision is made at the Department Head level;
 2. Whatever the Department Head decides to do must be consistent throughout the department (either all per diem, or all receipts),
 3. The policy must remain consistent for the department once it is put in place by the incumbent Department Head.
 4. Per Diems will be paid out at the designated amount per respective meal but only with the travel request signed by the authorizing Department Head (or their assigned signatory).



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5. Per Diems cannot revert back to receipts nor can receipts revert to per diems once the format has been determined and/or utilized.
 6. Under the per diem format, tips/gratuities are not allowable and are made solely at Employee discretion.
- G. All meal reimbursements shall comply with Federal Income Tax Regulations § 1.162-2(e), its amendments or predecessor.

VII. Lodging Allowance

- A. Lodging accommodations shall be arranged in the most reasonable and economical manner. An itemized bill must accompany request for reimbursement. When two employees are staying at the same hotel, motel, etc. at the same time, sharing accommodations is encouraged when appropriate.
- B. In situations where an individual who is not a County employee accompanies a County employee traveling on County business, no expenses related to the non-County employee are reimbursable. Reimbursable expenses for the employee cannot be more than if the County employee traveled alone.
- C. New York State taxes, local taxes, etc. on lodging are reimbursable if not exempt by the taxing agency. Employees shall obtain and present the tax exemption letter.

VIII. Miscellaneous

- A. Travel authorization request forms are not required for travel for the normal conduct of business including but not limited to, transportation of clients, pick up of County materials, and/or routine meetings if it is within Cortland County or the contiguous counties (e.g. Broome, Cayuga, Chenango, Madison, Onondaga, Tioga and Tompkins).
 1. Department employees shall have approval of their Department Head
 2. Department Heads must send an informational email to the County Administrator or his/her designee when traveling to a contiguous county.
 3. County Administrator, and Legislators must send an informational email to the ~~Chairman~~Chair of the Legislature or his/her designee when traveling to a contiguous county.
- B. When emergency travel is required, the County Administrator and/or his/her designee or the ~~Chairman~~Chair of the Legislature and/or his/her designee may approve the travel.
- C. Travel shall be authorized by use of the approved route and mode. Deviations for personal reasons will not be covered as business travel.
- D. Due to the nature of Law Enforcement, Coroner, and Social Service business, a travel request form shall not be required for actual investigations, extraditions, and the movement of inmates, informants or witnesses or court ordered transportation or in the case of Social Services client movement or contacts. Law Enforcement, for the purpose of this policy, shall be defined as Sheriff's Office, District Attorney's Office and Probation Office. In the event that this travel will cause the department to exceed



Cortland County Administrative Policy Manual

available appropriated funds, the department head is responsible for making arrangements to cover the expenses prior to travel unless time constraints prevent this. Conferences and training for law enforcement, coroner and social service personnel shall be subject to the county travel policy requirements from the effective date of this policy amendment.

- E. Upon a request to utilize the Department of Emergency Response and Communications staff as a result of an emergency situation outside of the county a pre-approved travel request shall not be required.

IX. Use of County Vehicles for Travel

- A. Refer to the County's Driver and Vehicle Use Policy (Policy #01.003).
- B. Mileage Logs should be maintained for each county-owned/leased vehicle. Log should include: date, beginning odometer reading, destination/purpose, ending odometer reading and total miles.

X. Responsibilities

The Personnel Officer will make changes to this Policy as appropriate.



Personnel Change Justification Form

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

Purpose and Background:

POSITION of FULL-TIME ELECTION COMMISSIONER
 PURPOSE - AS PROPOSED IN LEGISLATION CURRENTLY BEFORE
 NYS ASSEMBLY AND HAS BEEN APPROVED BY NYS SENATE.

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

Current Grade/Salary of Position: Grade _____ Salary Range \$ 34,552.37

Requested Grade/Salary of Position: Grade _____ Salary Range \$ 55,315

Annual Increase: \$ ~40K County Share: \$ ~40K # of Positions Affected: 2

Goals:

IN ORDER TO COMPLY WITH THE EVER INCREASING LAWS & CHANGES
 ENACTED TO CONTINUE TO ENSURE FREE, FAIR AND ACURATE ELECTIONS
 HELD THROUGHOUT THE COUNTY (150 CHANGES TO ELECTIONS TO DATE).

Operational Impact:

MORE ACCURATELY REFLECT THE INCREASING DEMANDS OF
 DAILY DECISION MAKING. FULL TIME POSITION WILL ALSO HELP
 TO ATTRACT THE BEST CANDIDATES FOR THE POSITIONS.

Requested By:

Thomas H Brown
 Signature of Requesting Department Head

3/6/2023
 Date

Personnel Officer Approval

Zanni Zama
 Signature of Personnel Officer

3/6/2023
 Date

County Administrator Budget Impact Statement:

Increase in Budget of about \$40K

County Administrator Approval

[Signature]
 Signature of County Administrator

3/6/2023
 Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



CORTLAND COUNTY REPUBLICAN COMMITTEE
P.O. Box 5522 • Cortland, NY 13045

Headquarters:
607 753-6381

Connie M. White, Chairman
PO Box 291
Marathon, NY 13803
607 849-3960 (home)
adamswhitehouse@aol.com

Karen Q. Snyder, Secretary
799 Pheasant Run
Cortland, NY 13045
607 753-9121 (home)
ksnyder10@twcny.rr.com

Andrea Niggli, Treasurer
1841 E. River Rd.
Cortland, NY 13045
607 591-3691 (cell)
amniggli@gmail.com

March 1, 2023

Savannah Hempsted
 Clerk of the Legislature
 60 Central Ave.
 Cortland, NY 13045

Dear Savannah,

At our scheduled Cortland County Republican Full Committee Meeting on March 1, 2023 the following motion was put forth for adoption.

A motion was made by Committee Member Larkin, seconded by Committee Member Boyd, all in favor were in favor. The motion carried.

Whereas, due to the passing of our Republican Commissioner Robert C. Howe a vacancy has occurred in the office of the Cortland County Republican Commissioner; and

Whereas, the Republican Deputy Commissioner Michelle S. Brown is qualified to fulfill the unexpired term (December 31, 2023) of Commissioner Howe as the Cortland County Republican Commissioner; now therefore

Be it resolved, the Cortland County Republican Full Committee hereby endorses Republican Deputy Commissioner Michelle S. Brown as the next Cortland County Republican Commissioner; and it is

Further resolved, this endorsement becomes effective with the affirmation from the Cortland County Legislative body establishing the office of Cortland County Election Commissioners as a fulltime position.

If you should have any questions, please contact me at the above.

Sincerely yours,

Constance M. White
 Cortland County Republican Chair

Attachment: Republican Election Commissioner Certification 2023 (11360 : Appoint Republican Election Commissioner)

**STATE OF NEW YORK
STATE BOARD OF ELECTIONS**

ELECTION COMMISSIONER CERTIFICATION

To the Clerk of the County Legislature, County of Cortland

I certify that:

At a meeting of the Republican County Committee of the County of Cortland, held on the 1st day of March, 2023, at McGraw Community Building, McGraw, New York, under the provisions of the Election Law and rules if the County Committee, a quorum being present,

Michelle S. Brown, residing at
(Name)

16 Frank Street, Cortland, NY 13045, was recommended
(Address)

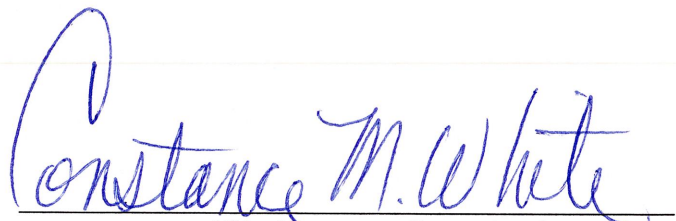
by majority of said Committee as a suitable and qualified person for appointment to the office of Commissioner of Elections,

- ☐ For the term beginning January 1, 20____
- ☒ to fill an existing vacancy in said office for the remainder of the current term (December 31, 2023)

and that said designee is a registered voter of the County of Cortland and a duly enrolled member of the Republican Party.

Dated at McGraw, New York

March 1, 2023.
(Date)


(Chairman or Secretary)

03/2023

Attachment: Republican Election Commissioner Certification 2023 (11360 : Appoint Republican Election Commissioner)

A. Joseph Scott, III
 Partner
 Phone: 518.465.2333
 ascott@hodgsonruss.com

January 27, 2023

County of Cortland
 60 Central Avenue, Suite 312
 Cortland, New York 13045
 Attention: Victoria J. Monty, County Attorney

Re: Cortland County, New York – Advice respecting
 Payment in Lieu of Tax Agreements relating to Solar Projects

Dear Ms. Monty:

We are very pleased that Cortland County, New York (the “County”) has requested us (the “Firm”) to perform certain legal services for the County. The scope of the work you have asked us to undertake is briefly described on Exhibit A attached to this letter. A description of our policy with respect to certain administrative matters, including attorney representation conflicts and client communications is attached as Exhibit B to this letter.

Scope of the Engagement. We have agreed that at present our engagement is limited to representing the County in matters identified in Exhibit A (the “Services”) and the preparation of documents relating to the Services.

We will keep you informed of the progress of the matter, and we will be available to respond to your questions.

To enable us to represent you effectively, you agree to cooperate fully with us and to provide promptly all information we believe to be relevant to our representation.

The Client. As we discussed, our firm only represents the County in this matter.

Fees and Expenses. Our fees will be based primarily on the billing rate for each attorney and legal assistant devoting time to this matter. Our billing rates for attorneys currently range from \$235 per hour for new associates to \$885 per hour for senior partners. Time devoted by legal assistants is charged at billing rates ranging from \$155 to \$500 per hour. These billing rates are subject to change from time to time. Other factors may be taken into consideration in determining our fees including the responsibility assumed, the novelty and difficulty of the legal problem involved, particular experience or knowledge provided, time limitations imposed by the client or the matter, the benefit resulting to the client, and any unforeseen circumstances arising in the course of our representation.

We will include on our statements separate charges for performing services such as photocopying, messenger and delivery service, computerized research, long-distance telephone and telecopy, word processing, and search and filing fees. Please note that, as discussed, we will not include separate charges

for travel time. Fees and expenses of others (such as consultants, appraisers, and local counsel) generally will not be paid by us, but will be billed directly to you.

If you request us to do so, we will provide to you with each bill the detailed information maintained in our accounting database concerning time expended by each attorney and legal assistant in connection with the work covered by the bill as well as each charge item by the firm.

Statements normally will be rendered monthly for work performed and expenses recorded on our books during the previous month. Payment is due promptly upon receipt of our statement. If any statement remains unpaid, we may suspend performing services for you until arrangements satisfactory to us have been made for payment of outstanding statements and the payment of future fees and expenses. If payment is overdue by more than 45 days, we will impose a late payment fee calculated at the rate of 1 ½ % per month on the outstanding amount, unless some other arrangement has been made.

As we have discussed, the fees and costs relating to this matter are not predictable. Accordingly, we have made no commitment to you concerning the maximum fees and costs that will be necessary to resolve or complete this matter. It is also expressly understood that payment of the firm's fees and costs is in no way contingent on the ultimate outcome of the matter.

You agree to pay our statements for fees and expenses as provided above. In the unlikely event that a dispute arises between us relating to our fees, you may have the right to arbitration of that dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request.

Privacy Policy. During the course of this engagement, the firm may collect certain personal information relating to the services contemplated by this letter. When we do so, we require that clients provide the minimum amount of personal information necessary for us to perform our legal services. The collection of any such personal information will be governed by, and such personal information will be processed in accordance with, the firm's Privacy Policy, as well as any applicable privacy laws and codes of professional conduct. You can obtain a copy of the firm's Privacy Policy on our website at www.hodgsonruss.com or by requesting one from us.

Conflicts. Please be advised that the Firm is being engaged to represent Cortland County and is not being engaged to represent your members, officers or employees individually. With respect to any particular matter, the members, officers or employees may have interests that are adverse to the County and/or to each other. Accordingly, your members, officers or employees should feel free to seek independent legal counsel when those circumstances shall arise, it being agreed and understood that the Firm will have no obligation to advise your members, officers or employees of such adverse interests.

Additionally, because of the proliferation of municipal corporations creating related entities (such as local development corporations), and the problems this creates for lawyers in identifying potential conflicts of interest, we like to advise our municipal clients that this firm will not regard a related entity of a municipal client (i.e., local development corporation or other entity under common control) as a client of the Firm for any purpose unless an attorney-client relationship has been established by an express written understanding with the Firm. Similarly, the Firm will not regard a representation that is adverse to an affiliate of a municipal client as adverse to the client. Accordingly, if there is a family member of the County that you wish Hodgson Russ to regard as a client for conflict purposes, please let me know right away. If no such express written understanding is established with the firm regarding an affiliate, you agree that: (i) the County expressly waives any potential conflicts caused by the Firm's representation of other

clients in unrelated matters adverse to your affiliates; and (ii) the Firm during the course of its representation of you in this matter, will not be given any confidential information regarding any of the County's affiliates.

Further please be aware that the firm represents many other companies and individuals. It is possible that during the time that we are representing you, some of our present or future clients will have matters which may be adverse to you. You agree that we may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to our work for you even if the interests of such clients in those other matters are directly adverse. We agree, however, that your prospective consent to conflicting representation contained in the preceding sentence shall not apply in any instance where, as a result of our representation of you, we have obtained proprietary or other confidential information of a nonpublic nature, that, if known to such other client, could be used in any such other matter by such client to your material disadvantage. You should know that, in similar engagement letters with many of our other clients, we have asked for similar agreements to preserve our ability to represent you.

The Term of Engagement. Generally, our representation of you on this specific matter will be over when we send you our final statement for services. However, if at any point you wish to change lawyers, or simply terminate our engagement, you may do so. If it becomes necessary for us to stop representing you, we will take all reasonable steps to protect your interest in the above matter and, if you so request, we will suggest to you possible successor counsel and provide it with whatever papers you have provided to us.

Conclusion of Representation: Retention and Disposition of Documents. Once our representation of you concludes, we will, of course, keep confidential all otherwise nonpublic information you have supplied to us and which is retained by us. At your request, your papers and property will be returned to you promptly upon receipt of payment for outstanding fees and costs. Our own files pertaining to the matter will be retained by the firm. These firm files include, for example, firm administrative records, time and expense reports, personnel and staffing materials, and credit and accounting records. They may or may not include our work product, such as drafts, notes, internal memoranda, and legal and factual research, including investigative reports, prepared by or for the internal use of lawyers. All such documents retained by the firm will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents or other materials retained by us within a reasonable time after the termination of the engagement.

Post-Engagement Matters. You are engaging the firm to provide legal services in connection with a specific matter. After completion of the matter, changes may occur in the applicable laws or regulations that could have an impact on your future rights and liabilities. While we will be very happy to respond to any inquiries you may have, after completion of the matter we have no obligation to keep you apprised of future developments unless you ask us to do so.

Governing Law. This engagement letter, and all matters arising in connection with it, shall be governed by the law of the State of New York without regard to conflict of law principles.

If you understand and agree to the foregoing terms of retaining this firm, please sign the enclosed copy of this letter in the space below and return it to me with the retainer so that we may begin work. We want to thank you once again for choosing us as your lawyers and we look forward to a mutually beneficial relationship.

Victoria J. Monty, County Attorney
January 27, 2023
Page 4



Once again, we are pleased to have this opportunity to work with you. Please call me if you have any questions or comments during the course of our representation.

Very truly yours,

A. Joseph Scott, III

Enc.

Agreed and accepted:

CORTLAND COUNTY, NEW YORK

By: _____
Title: _____
Date: _____

Attachment: AJS SIGNED ENGAGEMENT LETTER - CORTLAND COUNTY (11321 : Amend 2023 Budget/Authorize Agreement for Outside

EXHIBIT A
DESCRIPTION OF LEGAL SERVICES

Advice respecting Payment in Lieu of Tax Agreements (“PILOT Agreements”) relating to Solar Projects in Cortland County, and related matters.

Attachment: AJS SIGNED ENGAGEMENT LETTER - CORTLAND COUNTY (11321 : Amend 2023 Budget/Authorize Agreement for Outside

EXHIBIT B

FIRM POLICY WITH RESPECT TO
VARIOUS ADMINISTRATIVE MATTERSGeneral

For your information, Part 1215 of the Joint Rules of the Appellate Division requires that a letter of engagement be sent to any person or entity that is responsible for the payment of attorney's fees. Further, in the unlikely event that a dispute arises between us relating to our fees, you may have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request.

Attorney Representation Conflicts and Waivers

In performing our services to the County, we represent only the County. We are not being engaged to represent your members, officers or employees individually. We assume that other parties to a transaction involving the County will retain such counsel as they deem necessary and appropriate to represent their interest in the transaction. As we have discussed, you are aware that we represent many other clients in numerous and diverse matters. It is possible that, during the time that we are representing the County, some of our past, present or future clients will have transactions with the County (i.e., as transactional conflict). The County agrees that we may continue to represent, or may undertake in the future to represent, existing or new clients in any matter that is not substantially related to our work with the County (even if the interests of such clients in those other matters is directly adverse to the interests of the County); however, we agree that your prospective consent to conflicting representation shall not apply in any instance where, as a result of our representation of the County, we have obtained proprietary or other confidential information of a non-public nature, that, if known to such other client, could be used in any such other matter by such client to your material disadvantage. Further, any consent herein would not extend to acting adverse to the other client in a negotiation or a dispute situation.

In certain circumstances, a past or present client of our Firm may ask us to represent that client directly in a transaction involving the County. In such situation, if the County obtains separate counsel to represent the County and if the County consents to our representation of such client in such transaction, we may represent such client in such transaction, even if the interests of such client in such transaction is directly adverse to the interests of the County; however, we agree that your prospective consent to such conflicting representation shall not apply in any instance where, as a result of our representation of the Agency, we have obtained proprietary or other confidential information of a non-public nature, that, if known to such other client, could be used in such transaction by such client to your material disadvantage.

Acceptance of this proposal further constitutes authorization by the County to permit the Chairman of the County Legislature (the "Legislature") or such other authorized officer of the County to execute any writing required by our conflicts partner to resolve any such "potential" conflicts of interest that may arise in the future.

Client Communications

As noted above, in performing our services as special counsel to the County, our client is the County, and we represent its interests in connection with the particular matter. While the County takes formal action by resolution of the Legislature, the County Attorney or other County staff typically has the day-to-day responsibility for the operations of the County and the undertaking of tasks and projects. Further, since the members of the Legislature are elected officials, we anticipate that the majority of our conversations and discussions will be with the County Attorney and other officers and employees of the County.

Accordingly, when we need to communicate information to the County, you agree that communicating the same to the County Attorney and any other official of the County shall be treated as if we had communicated such information to the full Legislature of the County. Further, if in our reasonable judgment we believe it necessary to communicate directly with the full Legislature of the County, we will be permitted to do so.

County Clerk Monthly Report:February 2023 16.67%

	<u>YTD 2021</u>	<u>YTD 2022</u>	<u>YTD 2023</u>
Clerk Fees	81,282.93	85,056.90	64,832.02
DMV Fees	52,373.12	43,544.66	52,576.12
User Fee	31,754.50	29,377.07	31,627.28
Internet Fee	3,093.20	2,793.27	2,760.26
Local Mtg Tax	57,420.41	59,025.97	39,056.21
DWI Fines	1,005.00	407.74	1,495.00
Mtg Tax Exp	10,386.00	10,386.00	10,386.00
 TOTAL	 237,315.16	 230,591.61	 202,735.89
 % OF Est Rev	 15.99%	 16.00%	 14.00%
 Est Rev	 1,484,216.00	 1,487,516.00	 1,534,316.00
 Actual Rev	 1,705,470.28	 1,615,993.68	 TBD

Worked with NYS Dept of State to establish on line notary renewals

Grant progress

Credit card implementation

Attachment: County Clerk Monthly Stats February 2023 (11346 : County Clerk Monthly Report for February)

Weights and Measures
For February 2023
Government Operations Committee

For the month I did two gas stations. Both of these stations required several visits. I normally would not do gas stations in the winter but both of these stations had new dispensers installed. Total meters tested on initial test was 57 and retest over the following days included 6 more meters. I was able to do some more pricing accuracy audits as well tested 29 scales at a store.

With the change of seasons our local gravel and asphalt plants are ramping up and I have tested 2 of our large vehicle scales. More to be tested over the next few weeks.

March 1 through March 7 is National Weights and Measures Week.

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

Requests by Month

Run Date: 03/03/2023 3:01 PM

Create Date	Request Type	Completed/Closed	Close Date	Reference No
2/1/2023	County FOIL Request	Yes	2/17/2023	R000120-020123
2/1/2023	Sheriff Department Request	Yes	2/16/2023	S000155-020123
2/1/2023	Sheriff Department Request	Yes	2/9/2023	S000156-020123
2/1/2023	Sheriff Department Request	Yes	2/12/2023	S000157-020123
2/1/2023	Sheriff Department Request	Yes	2/14/2023	S000158-020123
2/1/2023	Sheriff Department Request	Yes	2/9/2023	S000159-020123
2/1/2023	Sheriff Department Request	Yes	2/9/2023	S000160-020123
2/1/2023	Sheriff Department Request	Yes	2/9/2023	S000161-020123
2/1/2023	Sheriff Department Request	Yes	2/9/2023	S000162-020123
2/1/2023	Sheriff Department Request	Yes	2/7/2023	S000163-020123
2/1/2023	Sheriff Department Request	Yes	2/7/2023	S000164-020123
2/1/2023	Sheriff Department Request	Yes	2/7/2023	S000165-020123
2/1/2023	Sheriff Department Request	Yes	2/7/2023	S000166-020123
2/2/2023	County FOIL Request	Yes	2/14/2023	R000121-020223
2/2/2023	Sheriff Department Request	Yes	2/5/2023	S000167-020223
2/2/2023	County FOIL Request	Yes	2/15/2023	R000122-020223
2/6/2023	Sheriff Department Request	Yes	2/14/2023	R000123-020623
2/6/2023	Sheriff Department Request	Yes	2/7/2023	S000168-020623
2/7/2023	Sheriff Department Request	Yes	2/7/2023	S000169-020723
2/7/2023	Sheriff Department Request	Yes	2/7/2023	S000170-020723
2/7/2023	Sheriff Department Request	Yes	2/7/2023	S000171-020723
2/7/2023	Sheriff Department Request	Yes	2/7/2023	S000172-020723
2/7/2023	Sheriff Department Request	Yes	2/7/2023	S000173-020723
2/7/2023	Sheriff Department Request	Yes	2/7/2023	S000174-020723
2/7/2023	Sheriff Department Request	Yes	2/7/2023	S000175-020723
2/7/2023	Sheriff Department Request	Yes	2/7/2023	S000176-020723
2/7/2023	Sheriff Department Request	Yes	2/7/2023	S000177-020723
2/7/2023	Sheriff Department Request	Yes	2/7/2023	S000178-020723
2/7/2023	Sheriff Department Request	Yes	2/12/2023	S000179-020723
2/7/2023	Sheriff Department Request	Yes	2/19/2023	R000124-020723
2/7/2023	County FOIL Request	Yes	2/14/2023	R000125-020723
2/7/2023	Sheriff Department Request	No		S000180-020723
2/8/2023	Sheriff Department Request	Yes	2/9/2023	S000181-020823
2/8/2023	Sheriff Department Request	Yes	2/12/2023	S000182-020823
2/9/2023	Sheriff Department Request	Yes	2/9/2023	S000183-020923
2/9/2023	Sheriff Department Request	Yes	2/9/2023	S000184-020923
2/9/2023	Sheriff Department Request	Yes	2/9/2023	S000185-020923
2/9/2023	Sheriff Department Request	Yes	2/12/2023	S000186-020923
2/9/2023	Sheriff Department Request	Yes	2/12/2023	S000187-020923
2/10/2023	Sheriff Department Request	Yes	2/12/2023	S000188-021023
2/10/2023	Sheriff Department Request	Yes	2/12/2023	S000189-021023
2/10/2023	Sheriff Department Request	Yes	2/12/2023	S000190-021023
2/12/2023	Sheriff Department Request	Yes	2/12/2023	S000191-021223
2/14/2023	County FOIL Request	Yes	2/15/2023	R000126-021423
2/15/2023	Sheriff Department Request	Yes	2/16/2023	S000192-021523

Attachment: February FOIL Report (11350 : February FOIL Report - Clerk of the Legislature)

Create Date	Request Type	Completed/Closed	Close Date	Reference No
2/15/2023	Sheriff Department Request	Yes	2/16/2023	S000193-021523
2/15/2023	Unrecognized Email	Yes	2/15/2023	U000474-021523
2/16/2023	Sheriff Department Request	Yes	2/16/2023	S000194-021623
2/16/2023	Sheriff Department Request	Yes	2/16/2023	S000195-021623
2/16/2023	Sheriff Department Request	Yes	2/16/2023	S000196-021623
2/16/2023	Sheriff Department Request	Yes	2/16/2023	S000197-021623
2/17/2023	County FOIL Request	Yes	2/24/2023	R000127-021723
2/17/2023	County FOIL Request	Yes	2/24/2023	R000128-021723
2/21/2023	County FOIL Request	Yes	2/28/2023	R000129-022123
2/21/2023	County FOIL Request	Yes	2/28/2023	R000130-022123
2/15/2023	County FOIL Request	Yes	2/24/2023	R000131-022223
2/22/2023	Sheriff Department Request	Yes	2/26/2023	S000198-022223
2/22/2023	Sheriff Department Request	Yes	2/26/2023	S000199-022223
2/22/2023	Sheriff Department Request	Yes	2/26/2023	S000200-022223
2/22/2023	Sheriff Department Request	Yes	2/26/2023	S000201-022223
2/23/2023	Sheriff Department Request	No		S000202-022323
2/23/2023	County FOIL Request	Yes	3/3/2023	R000132-022323
2/23/2023	County FOIL Request	No		R000133-022423
2/24/2023	Sheriff Department Request	Yes	3/1/2023	S000203-022423
2/27/2023	Sheriff Department Request	Yes	2/28/2023	S000204-022723

Attachment: February FOIL Report (11350 : February FOIL Report - Clerk of the Legislature)



**CORTLAND COUNTY ATTORNEY
VICTORIA J. MONTY**

Jeri A. DuVall
Assistant County Attorney

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

Nicole Compton
Secretary

MONTHLY REPORT – Dated March 1, 2023

I am submitting for your consideration a local law that would permit the hiring of an Assistant County Attorney that resides in Cortland County or a county that is contiguous to Cortland County. As you are aware, the County passed similar laws with respect to the Offices of District Attorney and Public Defender back in 2005. The difference with the local law I am submitting is that this will also apply to the Chief Assistant position. In support of that, I note that County Law §500 provides that a county having no resident attorney-at-law available may employ an attorney-at-law residing in another county, and, therefore, I submit that the same should apply to the assistants. This local law is required because of the requirements of the Public Officer's Law.

For your further information and reference, former Chief Assistant Franklin retired at the end of August 2022. We posted the part-time Chief position prior to her retirement. The position became full-time effective January 2023 and was advertised as such almost immediately following the November 2022 Legislative Session. More than half of the applications received were from out of county residents. The two (2) applicants who reside within the county have essentially removed themselves from consideration for different reasons. Unfortunately, as things stand now, I am not able to even consider the other applicants unless they are willing to relocate which, frankly, is a difficult ask (especially considering that we are seeking an experienced attorney and that person is more likely to be an established homeowner with a family). The proposed local law provides that there is a preference of hiring county residents and the Personnel Director has to approve the hiring from any contiguous county after determining that all recruitment efforts to hire from within the county have been pursued.

Once I fill the Chief Assistant vacancy, we will focus on filling the vacant Paralegal position.

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2023	2022	2021	2020	2019
\$0.00	\$151,289.00	\$0.00	\$0.00	\$4,348.13

INSURANCE RECOVERIES & SETTLEMENTS

YTD 2023	2022	2021	2020	2019
\$0.00	\$13,280.98	\$20,622.62	\$22,219.98	\$122,477.76

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
19	43	371	307	359	360

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
6	13	92	126	144	143

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 2023	2022	2021	2020	2019
JD	1	12	17	21	22
JD - RTA*	3	4	3	8	13
PINS	3	9	4	4	15
Probation Violations - Support	3	10	3	5	6

* 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 2023	2021	2021	2020	2019
Property Crimes	3	11	9	24	19
Crimes Against Persons	0	2	7	4	6
Sex Offenses	1	1	6	1	10
Other (e.g., Violation of Probation)	0	3	0	0	0

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
4	8	49	21	65	87

Personnel Change Justification FormRequested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create**Purpose and Background:**

This proposal seeks to abolish a DSS Attorney and create an Associate DSS Attorney/DSS Attorney. We will have a vacant DSS Attorney position as of 3/20/23 when a current DSS Attorney is promoted to our Chief Attorney vacancy. Our request is to abolish that position and to create an Associate Attorney that will convert to a DSS Attorney in the future when the employee passes the bar exam. This provides an opportunity to recruit a recent law school graduate and current employee to take the position.

Fiscal Impact: ☒ County Funded 35 % ☐ Grant Funded % Grant Exp. Date Current Grade/Salary of Position: Grade 6 management Salary \$ 73,873Requested Grade/Salary of Position: Grade 7 management Salary \$68,718Annual Increase/Decrease: \$(5,155) temporarily County Share: \$(1,804) Positions Affected: 1

Goals: This will allow us to retain an employee in a new capacity. She has completed her law degree and has a desire to begin her legal career with our department.

Operational Impact:

This position will begin as a Grade 7 in the management plan and move into Grade 6 in the plan after the candidate passes the bar examination. Our legal department has three attorney positions, 1 Chief Attorney and 2 DSS Attorneys. This plan takes one DSS Attorney position and makes it an Associate so we can fill the vacancy quickly. This is essential as the other DSS Attorney is out on leave for another month or two. Without creating and filling this position, we will only have the 1 Chief position working until the other DSS Attorney returns from leave. Although the Associate is limited in what duties it can perform, it can perform enough duties to support the department's needs until the other DSS Attorney is back from leave. This will also help our legal department in the long-term by training and developing a new Attorney to serve as our third one.

Requested By: [Signature]

Date

2/27/23

Signature of Requesting Department Head

Personnel Officer Approval

Signature of Personnel Officer Approval

Date

[Signature]2/27/23

County Administrator Budget Impact Statement: This will be a slight budget reduction and then become cost neutral.

County Administrator Approval

Signature of County Administrator

Date

[Signature]3/2/2023

Statutory Committee Approval

Signature of Committee Chair

Date



Personnel Change Justification Form

New Position Request: Age Well Center Manager

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

Purpose and Background: +

The creation of this position meets the Aging Agency's plan to open the Age Well Center for purpose of advocating, planning, developing systems of program and services on behalf of all older adults in Cortland County. The center requires a full time position (Aging Well Center Manager) who will oversee the operation of congregate meals and service and in addition develops educational programming, events, classes, workshops and Age Well Center reporting. This proposal is to create the full time position to increase days of operation. This position must adhere to Health Department regulations, prepare news releases and publicity activities promoting older adults services and programs towards community engagement.

This position will supervise part time worker and agency volunteers. Further, the position will serve as liaison between the Center and the Area Agency on Aging. In addition, this staff person will provide updates on Center activities/events/programming/meal counts. This person may assist with transport of food to the congregate site. The staff member will conduct safety drills, attend in-service training sessions and purchase required supplies from various vendors. The staff person must be able to communicate effectively and present positive and friendly engagement with groups and individuals. The Age Well Center is a state of the art facility offering many future opportunities towards increased and enhanced relationships within the community. Older adults seeking safe and interesting activities as well as continued personal growth will find the Center as the new hub of interest under the management of the Age Well Center Manager.

Fiscal Impact:

☒ County Funded 100% % ☐ Grant Funded _____ % Grant Exp. Date _____
 Current Grade/Salary of Position: Grade _____ Salary Range \$ _____
 Requested Grade/Salary of Position: Grade 10 Salary Range \$ 18.8329-23.8377
 Annual Increase: \$ _____ County Share: \$ 34,276 # of Positions Affected: _____

Goals:

Goals for this position are to meet the Area Agency on Aging mission while addressing the monumental need for continued programming and services for the largest segment of the New York State and

Cortland County population. "New York has the fourth largest population of older adults in the nation: 4.6 million New Yorkers are 60 years of age or older, and 4.2 million are between the ages of 45 and 59." By 2025, the population of individuals age 60 and over is projected to account for 25% of all people in 33 counties and 30% of all people in 18 counties. (<https://aging.ny.gov/news/nysofa-annual-report-details-services-older-new-yorkers-aging-population-trends-statistics>).

Operational Impact:

The operational impact of provision of this position allow the Cortland County Area Agency on Aging to maintain identity as the leader in older adult services and information in Cortland County. The operation of the Age Well Center allows for increased information and connections to older adults and their families in the Cortland County demographic. Subsequently, it is expected that service provision within all departments of the Aging agency will expand and increase comparatively.

Requested By: Pearl Reed-Klein PhD 2/27/23
Signature of Requesting Department Head Date

Personnel Officer Approval Lammi Zernan 2/27/23
Signature of Personnel Officer Date

County Administrator Budget Impact Statement:

No Budget Impact. Services were budgeted as a contract and
the services will now be provided in houses

County Administrator Approval [Signature] 3/2/2023
Signature of County Administrator Date

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



Personnel Change Justification Form

New Position Request: FOOD SERVICE HELPER

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

Purpose and Background:

The creation of this position meets the Aging Agency's plan to open the Age Well Center for purpose of advocating, planning, developing systems of program and services on behalf of all older adults in Cortland County. The center requires a part time position without benefits (Food Service Helper) who will be responsible for assisting in the preparation and service of food and in the cleaning of kitchens and kitchen equipment and in addition, assist in setting up and tearing down of center events and activities during the 15 hours per week of position hours.

This position works under the supervision of the Age Well Center Manager and will fill in for the lunch break of the manager and will perform duties as needed to ensure successful center flow. In addition, the position will fill in due to the absence of the Age Well Center Manager to provide continued Center coverage.

The Food Service Helper will perform typical duties in cleaning, transporting of food containers to and from kitchen and vehicles, washing dishes, mopping floors, sanitizing food and public areas. The staff person must be able to communicate effectively and present positive and friendly engagement with groups and individuals.

The Food Service Helper must have working knowledge of the proper methods of service food and food safety, common methods of cleaning kitchens and kitchen appliances. Further, the employee must be able to follow oral and written directions and must be able to work cohesively with the public and the team of other Age Well Center staff.

The Age Well Center is a state of the art facility offering many future opportunities towards increased and enhanced relationships within the community. Older adults seeking safe and interesting activities as well as continued personal growth will find the Center as the new hub of interest under the management of the Age Well Center Manager and Food Service Helper staff.

Fiscal Impact:

☒ County Funded 100% % ☐ Grant Funded _____ % Grant Exp. Date _____
Current Grade/Salary of Position: Grade _____ Salary Range \$ _____
Requested Grade/Salary of Position: Grade 3 Salary Range \$ 15.0557-19.0567

Attachment: March 2023 Position Justifications (11341 : March 2023 Vacancy Reporting)

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

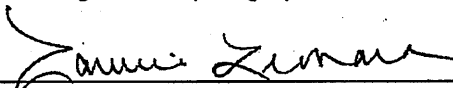
Goals:

Goals for this position are to meet the Area Agency on Aging mission while addressing the monumental need for continued programming and services for the largest segment of the New York State and Cortland County population. "New York has the fourth largest population of older adults in the nation: 4.6 million New Yorkers are 60 years of age or older, and 4.2 million are between the ages of 45 and 59." By 2025, the population of individuals age 60 and over is projected to account for 25% of all people in 33 counties and 30% of all people in 18 counties. (<https://aging.ny.gov/news/nysofa-annual-report-details-services-older-new-yorkers-aging-population-trends-statistics>).

Operational Impact:

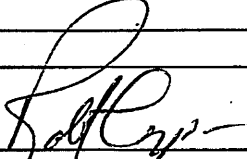
The operational impact of provision of this position allow the Cortland County Area Agency on Aging to maintain identity as the leader in older adult services and information in Cortland County. The operation of the Age Well Center allows for increased information and connections to older adults and their families in the Cortland County demographic. Subsequently, it is expected that service provision within all departments of the Aging agency will expand and increase comparatively. The role of the Food Service Helper is instrumental in overall Center productivity.

Requested By: Pearl Reed-Klein PhD 2/27/23
Signature of Requesting Department Head Date

Personnel Officer Approval  2/27/23
Signature of Personnel Officer Date

County Administrator Budget Impact Statement:

No Budget Impact.

County Administrator Approval  3/2/2023
Signature of County Administrator Date

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

Attachment: March 2023 Position Justifications (11341 : March 2023 Vacancy Reporting)



Personnel Change Justification Form

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

Purpose and Background:

see attachment

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

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade 9 Salary Range \$ 18,255.9 - 23,107.2/HOUR

Annual Increase: \$ See Below County Share: \$ 100% # of Positions Affected: 1

Goals:

see attachment

Operational Impact:

see attachment

Requested By:

Garrett K. Peyton
Signature of Requesting Department Head

February 22, 2023
Date

Personnel Officer Approval

Zanni Suman
Signature of Personnel Officer

2-22-2023
Date

County Administrator Budget Impact Statement:

\$33,226 - 42,055 Full TIME + Benefits = \$59,584 - \$70,501
- 16,613 - 21,028 Part TIME + Ret + FICA - No benefits \$20,542 - 26,001
Position was proposed parttime to JPS in February

County Administrator Approval

Part time [Signature]
Signature of County Administrator

3/2/2023
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

PURPOSE AND BACKGROUND:

In acting as the liaison between the Office of the District Attorney and crime victim and other witnesses the candidate will possess and a background of education and/or experience in Human Services and/or law enforcement or criminology

GOALS:

Will serve as direct liaison from the Office of the District Attorney to the crime victim and other witnesses to assist them toward government and non-profit resources for financial compensation and other types of assistance, thereby freeing the litigation staff to focus on prosecution of cases

OPERATIONAL IMPACT:

This position will allow the Office of the District Attorney to be pro-active and affirmatively coordinate with crime victims and witnesses in appearing for Grand Jury testimony presentations and also trial testimony preparation



Personnel Change Justification Form

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

Purpose and Background:

The Kitchen in the jail has traditionally Staffed with 1 fulltime and 3 parttime COOKS. we have been functioning with 1 fulltime and 1 parttime cook. Creating Scheduled overtime in order to meet NYS Standards.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded 0 % Grant Exp. Date

Current Grade/Salary of Position: Step 1 Grade 2 Salary Range \$ 17,408.91 / \$ 27,158 Annual

Requested Grade/Salary of Position: Step 6 Grade 2 Salary Range \$ 21,180.71 / \$ 33,042 Annual

Annual Increase: \$ 5,885. County Share: \$ 5,885 # of Positions Affected: 1

Goals:

To reduce overtime - Scheduled overtime, while meeting the Standards set by New York State

Operational Impact:

Having a full time cook we will be able to transition the position into the Senior Cook upon his retirement. Hiring a fulltime position is more attractive in today's climate. Part time cooks are not available.

Requested By:

Signature of Requesting Department Head

02/28/2023

Date

Personnel Officer Approval

Signature of Personnel Officer

2/28/2023

Date

County Administrator Budget Impact Statement:

Increase of \$ 5,885 32 hours to 40 hours

County Administrator Approval

Signature of County Administrator

3/2/2023

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date



Personnel Change Justification Form

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

Purpose and Background:

POSITION OF FULL-TIME ELECTION COMMISSIONER
PURPOSE - AS PROPOSED IN LEGISLATION CURRENTLY BEFORE
NYS ASSEMBLY AND HAS BEEN APPROVED BY NYS SENATE.

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

Current Grade/Salary of Position: Grade _____ Salary Range \$ 34,552.37

Requested Grade/Salary of Position: Grade _____ Salary Range \$ 55,315

Annual Increase: \$ ~40K County Share: \$ ~40K # of Positions Affected: 2

Goals:

IN ORDER TO COMPLY WITH THE EVER INCREASING LAWS & CHANGES
ENACTED TO CONTINUE TO ENSURE FREE, FAIR AND ACCURATE ELECTIONS
HELD THROUGHOUT THE COUNTY (150 CHANGES TO ELECTIONS TO DATE).

Operational Impact:

MORE ACCURATELY REFLECT THE INCREASING DEMANDS OF
DAILY DECISION MAKING. FULL TIME POSITION WILL ALSO HELP
TO ATTRACT THE BEST CANDIDATES FOR THE POSITION.

Requested By:

Thomas H. Brown
Signature of Requesting Department Head

3/6/2023
Date

Personnel Officer Approval

Zaini Zaman
Signature of Personnel Officer

3/6/2023
Date

County Administrator Budget Impact Statement:

Increase in Budget of about \$40K

County Administrator Approval

[Signature]
Signature of County Administrator

3/6/2023
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

Date

POSITION VACANCY REPORT

As of March 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Cook Grade 7/\$17.1917-\$21.7603	Aging	Death	1/3/2023	1/10/2023	1/10/2023	1/11/2023	2/3/2023	Alice Youngblood	
Driver Grade 4/ \$15.3434-\$19.4208/hr	Aging	New	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Posted		*
Driver Grade 4/ \$15.3434-\$19.4208/hr	Aging	New	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Posted		*
Fiscal Manager Grade 11/\$51,456-\$68,488	Aging	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Exam file/Posted		*
Food Service Helper Grade 3/\$15.0557-\$19.0567/hr	Aging	Promotion	2/3/2023	2/3/2023	2/3/2023	2/3/2023	Posted		
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Resignation	10/28/2022	10/21/2022	10/21/2022	10/21/2022	Posted		Grant Funded
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Termination	12/28/2022	1/3/2023	1/6/2023	1/6/2023	Posted		
Chief Assistant County Attorney Grade 4/\$85,369-\$113,625	County Attorney	New	11/18/2022	11/18/2022	11/18/2022	11/18/2022	Posted		*
Paralegal Grade 6H/\$23.4869-\$31.2611	County Attorney	New	11/18/2022	11/17/2022	Approved by Resolution	11/17/2022	Posted		*
Senior Index Clerk Grade 8/\$17.7082-\$22.4141	County Clerk	New	1/1/2023	12/22/2022	12/22/2022	12/22/2022	3/6/2023	Hunter Anderson	*
Assistant District Attorney Grade 6/\$73,873-\$98.324	District Attorney	Removal	11/7/2022	11/14/2022	11/14/2022	11/14/2022	Posted		
Case Supervisor, Grade B Grade 22/\$28.4246-\$35.9782	DSS	Promotion	1/6/2023	1/3/2023	1/3/2023	1/3/2023	1/31/2023	Amanda Bentley	
Case Supervisor, Grade B Grade 22/\$28.4246-\$35.9782	DSS	Resignation	1/27/2023	1/11/2023	1/13/2023	1/13/2023	Posted		
Case Supervisor, Grade B Grade 22/\$28.4246-\$35.9782	DSS	New Position	2/23/2023	2/23/2023	Approved by Resolution	2/23/2023	2/24/2023	Bethanne Edick	

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of March 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	10/28/2022	10/14/2022	10/14/2022	10/14/2022	Post/exam results		Grant Funded
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Resignation	12/22/2022	12/7/2022	12/7/2022	12/7/2022	2/21/2013	Paige Russell	Grant Funded
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	10/28/2022	1/3/2023	1/3/2023	1/3/2023	Post		
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	10/28/2022	1/3/2023	1/3/2023	1/3/2023	Posted		
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	10/28/2022	1/11/2023	1/13/2023	1/13/2023	Posted		
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Resignation	2/2/2023	2/16/2023	2/16/2023	2/16/2023	Posted		
Caseworker Grade 18 \$24.5868-\$31.1205	DSS	Promotion	3/13/2023	2/24/2023	2/27/2023	3/1/2023	Posted		
Chief Social Services Attorney Grade 4/\$85,369-\$113,625/yr	DSS	Resignation	3/17/2023	2/22/2023	2/22/2023	2/22/2023	Posted		
Community Service Worker Grade 5 \$16.2237-\$20.5351	DSS	Seasonal (Temp)	10/17/2022	7/8/2022	7/21/2022	7/21/2022	Posted		Grant Funded
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	DSS	Resignation	12/8/2022	11/30/2022	11/30/2022	11/30/2022	exam apps/posted		Grant Funded
Senior Caseworker Grade 20/\$26.4087-\$33.467	DSS	Promotion	1/6/2023	1/3/2023	1/3/2023	1/30/2023	2/20/2023	Alexis Conway	
Senior Caseworker Grade 20/\$26.4087-\$33.467	DSS	Promotion	1/6/2023	1/3/2023	1/3/2023	1/3/2023	2/20/2023	Maegan Jarvis	
Senior Caseworker Grade 20/\$26.4087-\$33.467	DSS	Promotion	3/13/2023	2/24/2023	2/27/2023	3/1/2023	Posted		
Social Welfare Examiner Trainee Grade 9/\$18.2559-\$23.1072	DSS	Promotion	11/15/2022	11/16/2022	11/16/2022	11/16/2022	Posted		Grant Funded

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of March 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Support Investigator Grade 10/\$18.8329-\$23.8377	DSS	Removal	11/14/2022	11/7/2022	11/7/2022	11/7/2022	Posted		Grant Funded
Family Advocate Grade 12-\$20.0654-\$25.3977	DSS/CAC	Resignation	10/31/2022	10/21/2022	10/21/2022	10/21/2022	3/1/2023	Robin Casterline	Grant Funded
Employment & Training Specialist Grade 13 \$20.7293-\$26.2381	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	1/5/2023	1/5/2023	1/9/2023	1/9/2023	Exam file		
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	1/24/2023	1/25/2023	1/26/2023	1/26/2023	Exam file		
Senior Dispatcher Grade 8/\$25.0106-\$34.1584	ERAC	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Exam File		
Public Health Educator Grade 16/\$22.9307-\$29.1244	Health	Resignation	9/6/2019	9/9/2019	10/14/2022	10/19/2022	Posted		Grant Funded
RN/ \$29.6033-\$34.6753 hr PHN / \$31.8942-\$37.3569 hr	Health	Removal of Provisional	4/23/2022	5/2/2022	5/2/2022	5/2/2022	Posted		*
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	Health	Promotion	9/10/2022	2/10/2023	2/10/2023	2/10/2023	Posted		
Deputy County Superintendent of Highways Grade 7/\$68,718-\$91,464	Highway	Resignation	11/10/2022	11/9/2022	11/9/2022	11/9/2022	2/21/2023	Alan Ricottilli	
Heavy Equipment Operator Grade 16/\$22.0488-\$27.9023	Highway	Resignation	8/11/2022	8/12/2022	8/12/2022	8/12/2022	Post		Grant Funded
Motor Equipment Operator Trainee Grade 11 \$19.4349-24.5995 hr/ Motor Equipment Operator Grade 6/\$73,873-\$98,324	Highway	New/Promotion	6/24/22 / 11/18/22	9/27/2022	Approved by resolution, 10/3/2022	6/24/2022, 10/4/2022	Posted		
Network Technician Grade 18/\$24.5868-\$31.1205	IT	Resignation	1/3/2023	1/3/2023	1/3/2023	1/3/2023	2/14/2023	Timothy Rew	
Clinical Director of Mental Health Programs Grade 6/\$73,873-\$98,324	Mental Health	Removal	2/17/2023	2/13/2023	2/13/2023	2/13/2023	Cert/Posted		
Medical Services Clerk Grade 8/\$17.7082-\$22.4141	Mental Health	Resignation	1/10/2023	1/9/2023	1/9/2023	1/10/2023	Posted		
Mental Health Clinician Grade 26/\$33.0886-\$41.8817	Mental Health	Resignation	9/8/2022	8/30/2022	8/30/2022	8/30/2022	2/13/2023	Erin Moore	*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of March 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Mental Health Clinician Grade 26/\$33.0886-\$41.8817	Mental Health	Resignation	12/6/2022	11/2/2022	11/2/2022	11/2/2022	2/13/2023	Olivia Miller	
Mental Health Rehab Specialist Grade 16/\$22.9307-\$29.0244	Mental Health	Resignation	1/16/2023	1/26/2023	1/26/2023	1/26/2023	Posted		
RN \$31.0835-\$36.5889 hr	Mental Health	New	1/1/2023	12/1/2022	12/1/2022	12/1/2022	3/6/2023	Jenna Maxson	*
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	Mental Health	Resignation	1/3/2023	12/13/2022	12/13/2022	12/13/2022	Posted		*
Senior Mental Health Clinician Grade 28/\$34.9958-\$40.0754	Mental Health	Temporary	11/28/2022	11/18/2022	11/18/2022	11/21/2022	Posted		*
Senior Mental Health Clinician Grade 28/\$34.9958-\$40.0754	Mental Health	Temporary	3/6/2023	2/10/2023	2/10/2023	2/10/2023	3/6/2023	Jackie Yaman	
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		*
Driver, per diem Grade 4 \$15.0058-\$18.8989/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Benefits Manager Grade 10/\$55,315-\$73,625	Personnel	New	1/1/2023	11/28/2022	11/30/2022	11/30/2022	Posted		*
Director of Planning Grade 5/\$79,412-\$105,698	Planning	Resignation	10/15/2022	9/22/2022	9/22/2022	9/22/2022	Posted		*
Grant Administrator Grade 10/\$55,315-\$75,625	Planning	New	1/1/2023	11/18/2022	11/21/2022	11/21/2022	Posted		*
Cook (up to 32 hrs) Grade 2 \$17.4089-\$23.1381	Sheriff	Removal	2/24/2023	2/27/2023	2/28/2023	3/1/2023	Posted		
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Retirement	12/31/2021	12/23/2021	12/28/2021	1/4/2022	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4207	Sheriff	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4208	Sheriff	Resignation	1/9/2022	1/18/2022	1/19/2022	1/19/2022	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4209	Sheriff	Resignation	9/30/2022	9/22/2022	9/22/2022	9/22/2022	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4210	Sheriff	Retirement	2/27/2021	2/24/2021	2/25/2021	2/25/2021	Cert/Posted		*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of March 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Correction Officer Grade 1 \$22.0637-\$36.4211	Sheriff	Resignation	7/24/2021	9/15/2021	9/15/2021	9/16/2021	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4212	Sheriff	Resignation	11/6/2021	11/5/2021	11/5/2021	11/8/2021	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4213	Sheriff	Retirement	9/15/2020	9/15/2020	9/16/2020	9/17/2020	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Resignation	1/18/2023	1/6/2023	1/6/2023	1/9/2023	Cert/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Resignation	1/27/2023	2/6/2023	2/7/2023	2/7/2023	Cert/Posted		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	New 2023	1/1/2023	11/29/2022	11/30/2022	11/30/2022	Cert		*
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0973	Sheriff	Resignation	12/30/2022	12/27/2022	12/27/2022	12/27/2022	Cert		*
County Police Sergeant (Deputy Sheriff) SGT \$41.9045	Sheriff	Demotion	2/24/2023	2/27/2023	2/28/2023	3/1/2023	Cert		
Jail Cook-Per Diem Grade 2 \$17.4089-\$23.1381	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Keyboard Specialist Grade 5/\$16.2237-\$20.5351	Sheriff	New	8/26/2022	8/25/2022	Approved by Resolution	8/25/2022	Cert		*
PT Jail Cook (12 hrs) Grade 2 \$17.4089-\$23.1381	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*

* Funded in 2022 Budget

POSITION VACANCY REPORT**As of March 1, 2023**

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding

Attachment: March 2023 (11341 : March 2023 Vacancy Reporting)

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of March 1, 2023

[illegible]

Attachment: March 2023 (11341 : March 2023 Vacancy Reporting)

* Funded in 2022 Budget

POSITION VACANCY REPORT**As of March 1, 2023**

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding

Attachment: March 2023 (11341 : March 2023 Vacancy Reporting)

* Funded in 2022 Budget

NEW VACANCIES IN FEBRUARY 2023

[illegible]

NEW VACANCIES IN FEBRUARY 2023

[illegible]

**Personnel Change Justification Form**Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create _____ Abolish _____

Bargaining Unit: _____

Purpose and Background:

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

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade _____ Salary Range \$ _____

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

Goals:

Operational Impact:

Requested By:

Signature of Requesting Department Head_____
Date

Personnel Officer Approval

Signature of Personnel Officer_____
Date

County Administrator Budget Impact Statement:

County Administrator Approval

Signature of County Administrator_____
Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote_____
Date

Recommended Changes to the Rules of Order from the Agriculture, Planning & Environment Committee

Change Committee Name: Agriculture, Planning, Environment & Economic Development Committee

Changes to Committees:

Agriculture, Planning, Environment & Economic Development - Not less than five (5) nor more than seven (7) members who shall oversee:

County Planning Department, Soil and Water Conservation District, Cornell Cooperative Extension, public transportation, Central New York Regional Planning and Development Board, Southern Tier East Regional Planning Development Board, SPCA, Industrial Development Agency and Business Development Corporation, and the agency that provides promotional and tourism service, and including but not limited to any associated agency.

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 Treasurer's Office, the Finance Office, Administration Office, Office of the Manager of Audit and Financial Projects, the Department of Real Property Tax Services, occupancy tax, and Tompkins Cortland Community College (TC3). The Finance and Administration Committee shall serve as the Audit Committee.

Committee Discussion:

CURRENT STATUS:

Proposed Names:

- Agriculture, Economic Development, Planning, and Environment
- Agriculture, Planning, and Economic Development

Proposed Rules of Order changes: Rules of Order Article XII: 12.A.

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, Cornell Cooperative Extension, public transportation, Central New York Regional Planning and Development Board, Southern Tier East Regional Planning Development Board, SPCA, Industrial Development Agency and Business Development Corporation, and the agency that provides promotional and tourism service, and including but not limited to any associated agency.

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.

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Proposed Committee Mission Statement:

Our mission is to assist Cortland County move forward with all aspects of economic development, planning, agriculture, tourism and more while protecting and preserving our valuable natural resources. This committee shall deal with all matters pertaining to

- Economic growth and industrial development of Cortland County, including all Federal and State grants pertaining to economic and industrial development and expansion and assistance for small businesses in Cortland County;
- Comprehensive planning, land use, zoning referrals, environmental management and assistance to local governments in Cortland County;
- Development and promotion of agriculture, extension services, conservation, natural resources, wildlife and rural resources;
- Development and promotion of tourism in Cortland County;
- Housing and rental assistance programs;
- Transportation and other mass transit assistance programs;
- The County Planning Board and Regional Planning Boards, and serve as liaison between the respective Boards and the Legislature;
- The following agencies and departments: County Planning Department, Soil and Water Conservation District, Cornell Cooperative Extension, public transportation, Central New York Regional Planning and Development Board, Southern Tier East Regional Planning Development Board, SPCA, Industrial Development Agency and Business Development Corporation, and the agency that provides promotional and tourism service, and including but not limited to any associated agency

WHERE WE STARTED:**Rules of Order Article XII: 12.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 Treasurer's Office, the Finance Office, 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.

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, public transportation, SPCA, and including but not limited to any associated agency.

Discussion topics:

Names in other counties:

- Economic Development and Planning Committee (Montgomery, Oswego County)
- Planning and Economic Development (Allegany, Cayuga, Chenango, Onondaga County)
- Economic Development, Planning, Tourism and Agriculture (Tioga County)
- Planning, Development and Environmental Quality (Tompkins County)
- Community Dev. & Natural Resources (Schuyler County)
- Planning, Development, Agriculture and Tourism (Seneca County)

Oversight statement examples

Seneca County: "Responsible for Planning & Community Development, Planning Board, Industrial Development Agency, Tourism, Federal and State grants, Soil & Water Conservation District, Extension Service, Agriculture Districts, and Finger Lakes Regional Airport."

Onondaga County: "Agricultural Districts, Office of Economic Development and Associated Boards, Division of Community Development, Information Technology, Onondaga County Industrial Development Agency, Onondaga County Civic Development Corporation, Trust for the Cultural Resources of Onondaga, County, Syracuse-Onondaga County Planning Agency, Central New York Regional Planning and Development Board, Greater Syracuse Property Development Corporation, Centerstate CEO, Cornell Cooperative Extension, Visit Syracuse."