



Government Operations Committee

Committee Meeting

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

~ Agenda ~

Tuesday, April 9, 2024

11:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=mca3295dd85b8e5e2f0129d2c01ffcce2>

Tuesday, April 9, 2024 11:00 AM | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2335 829 1735

Password: 8knJ72HmM7Q

Join by phone

+1-415-655-0001 US Toll

Access code: 233 582 91735

CALL TO ORDER

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

MINUTES

1. Government Operations Committee - Committee Meeting - Mar 12, 2024 11:00 AM

RESOLUTIONS

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 1

Amend 2024 Budget to Reallocate Funding - Legislature

WHEREAS, the Cortland County Legislature adopted the 2023 budget on November 17, 2022;
AND

WHEREAS, the 2023 amended budget included money for the encoder update for the legislative chambers; AND

WHEREAS, the invoice, in the amount of \$5,500, for the legislative chambers encoder update was not received until March 28, 2024; AND

WHEREAS, there is a wish to allocate funding in the amount of \$5,500 to the legislative budget line for the purchase of laptops; NOW THEREFORE BE IT

RESOLVED, that the 2024 County Budget be amended as follows:

Increase:

A10105.52060 Capital Computer Equipment \$11,000

A359900 Appropriated Fund Balance \$11,000

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 2

Award Bid/Authorize Contract for County-Wide Shredding Services - County Clerk

WHEREAS, the contract for shredding services with Stericycle/Shred-it expired in 2022 and no responses were received for the previously issued Request for Proposals; AND

WHEREAS, the Cortland County Clerk issued a Request for Proposals in March 2024; AND

WHEREAS, all proposals were solicited in accordance with County policies; AND

WHEREAS, one proposal was received in response to the request as follows:

Proshred Security
6067 Corporate Drive
East Syracuse, NY 13057
Annual Price: \$10,270

, AND

WHEREAS, based upon the results of the bid, the Government Operations Committee recommends that the bid be awarded to the lowest responsible bidder; NOW THEREFORE BE IT

RESOLVED, that the contract for Cortland County Shredding Services be awarded to Proshred Security, of 6067 Corporate Drive, East Syracuse, NY 13057; AND BE IT FURTHER

RESOLVED, that the Legislature authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with Proshred Security, of 6067 Corporate Drive, East Syracuse, NY 13057 for shredding services.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 3

Mortgage Tax Disbursement - October 2023 - March 2024 - County Clerk

WHEREAS, in accordance with New York State Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for October 1, 2023-March 31, 2024, has been prepared and submitted by the Cortland County Clerk and has been approved by the New York State Department of Taxation and Finance; AND

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

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

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

Cincinnatus, Town of \$5,197.26

Cortland, City of	\$91,977.01
Cortlandville, Town of	\$103,569.27
Homer, Village of	\$286.89
McGraw, Village of	\$2,881.31
Cuyler, Town of	\$5,094.45
Freetown, Town of	\$6,270.36
Harford, Town of	\$101,502.50
Homer, Town of	\$23,224.06
Homer, Village of	\$17,315.60
Lapeer, Town of	\$7,170.85
Marathon, Town of	\$8,265.31
Marathon, Village of	\$4,421.12
Preble, Town of	\$9,210.99
Scott, Town of	\$8,498.31
Solon, Town of	\$6,741.07
Taylor, Town of	\$2,426.99
Truxton, Town of	\$2,501.20
Virgil, Town of	\$23,145.04
Willet, Town of	\$5,409.15
Total	\$435,108.74

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 4

Adopt Amended County Whistleblower Protection Policy

WHEREAS, the Cortland County Whistleblower Protection Policy has been revised and updated for necessary changes to the procedures for reporting and investigating complaints and for the addition of definitions; AND

WHEREAS, this Cortland County Whistleblower Protection Policy is intended to supersede the County's current whistleblower protection policy as well as any previously adopted changes to the current policy; AND

WHEREAS, the Cortland County Whistleblower Protection Policy has been reviewed for content by the Personnel Director, County Attorney, County Administrator, Manager of Audit & Financial Projects, and the Government Operations Committee; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the attached Cortland County Whistleblower Protection Policy; AND BE IT FURTHER

RESOLVED, that this policy shall supersede all previously adopted whistleblower protection policies, as well as any previously adopted amendments to those policies; AND BE IT FURTHER

RESOLVED, that this policy will be effective April 26, 2024.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 5

Create Deputy Director of Weights & Measures - Personnel Department

WHEREAS, the needs of the Weights and Measures Department will be better served by creating one (1) Deputy Director of Weights and Measures (Management Compensation Plan, Grade 12, \$49,781-\$66,258, full-time with benefits, competitive class); AND

WHEREAS, the Government Operations Committee recommends the creation of this position; NOW THEREFORE BE IT

RESOLVED, that one (1) Deputy Director of Weights and Measures (Management

Compensation Plan, Grade 12, \$49,781-\$66,258, full-time with benefits, competitive class) be created with permission to fill effective April 26, 2024.

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

INCREASE:

A359900	Appropriated Fund Balance	\$54,694
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INCREASE:

A66105.51005	Personnel Services	\$34,000
A66105.58030	FICA	\$ 2,601
A66105 58020	Retirement	\$ 4,760
A66105 58060	Health Insurance	\$13,333

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 6

Abolish Two Personnel Technicians and One Personnel Assistant/Create Two Human Resources Generalists and One Human Resources Assistant - Personnel Department

WHEREAS, the needs of the Personnel Department will be better served by abolishing two (2) positions of Personnel Technician and one (1) position of Personnel Assistant and creating two (2) positions of Human Resources Generalist and one (1) position of Human Resources Assistant; AND

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

RESOLVED, that two (2) positions of Personnel Technician (Grade 6H, Management Compensation Plan, \$24.4262-32.5115/hr, competitive class, full time with benefits) and one (1) position of Personnel Assistant (Grade 4H, Management Compensation Plan, \$21.1369-28.1333/hr, competitive class, full time with benefits) be and hereby are abolished effective April 25, 2024 at midnight; AND BE IT FURTHER

RESOLVED, that two positions of Human Resources Generalist (Grade 6H, Management Compensation Plan, \$24.4262-32.5115/hr, competitive class, full time with benefits) and one (1) position of Human Resources Assistant (Grade 4H, Management Compensation Plan, \$21.1369-28.1333/hr, competitive class, full time with benefits) be created with permission to fill effective April 26, 2024 at 12:01 am.

MONTHLY REPORTS

1. April 2024 Personnel Reports
2. Board of Elections Monthly Report
3. Weights and Measures Monthly Report
4. County Clerk - March 2024 Monthly Report
5. Clerk of the Legislature Monthly Reports
6. County Attorney Office Monthly Report

DISCUSSION ITEMS

1. Update on Rules of Order

ADJOURNMENT