



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Tuesday, May 7, 2024

11:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 11:08 AM by Committee Chair Joseph Nauseef

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Committee Member	Present	
Paul Heider	Cortland County, NY	Committee Member	Excused	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Joseph Nauseef	Cortland County, NY	Committee Chair	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Vice-Chair	Present	
Dominick Mantella	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Ashley Millard	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Pamela Abbott	Cortland County, NY	Deputy Personnel Officer	Present	
Stephen Trobert	Cortland County, NY	Manger of Audit and Financial Projects	Present	
Brooke Kemak	Cortland County, NY	County Clerk	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Michelle Brown	Cortland County, NY	Republican Election Commissioner	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	

	NY			
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Donald Chu	Cortland County, NY	Resident	Remote	
Carlita Withers	Cortland County, NY	Deputy Director of Finance	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Apr 9, 2024 11:00 AM

RESULT:	APPROVED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Mortgage Tax Disbursement - October 2023 - March 2024 - County Clerk

RESULT:	APPROVED [UNANIMOUS]
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Next: 5/23/2024 6:00 PM

MOVER: Eugene Waldbauer, Committee Member

SECONDER: Mitchel Eccleston, Committee Vice-Chair

AYES: Bentley, Wilson, Nauseef, Waldbauer, Eccleston, Mantella

EXCUSED: Paul Heider

ON MOTION OF NAUSEEF

RESOLUTION NO.

Authorize 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 Director of Finance; 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

AGENDA ITEM NO. 2 – Amend 2024 Cortland County Legislative Calendar - Legislature

RESULT:	APPROVED [4 TO 2]
	Next: 5/23/2024 6:00 PM
MOVER:	Mitchel Eccleston, Committee Vice-Chair
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Joseph Nauseef, Eugene Waldbauer, Mitchel Eccleston, Dominick Mantella
NAYS:	Douglas Bentley, Susan Wilson
EXCUSED:	Paul Heider

ON MOTION OF NAUSEEF

RESOLUTION NO.

Amend 2024 Cortland County Legislative Calendar - Legislature

WHEREAS, Article VIII, Number 1 of the Cortland County Legislature Rules of Order state, "The Legislature may, at any meeting, by resolution, change the time and place of the next regularly scheduled meeting....."; AND

WHEREAS, it is to the benefit of the Legislature to recess during the month of July 2024 and cancel all standing committee meetings and legislative session; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby amends the legislative calendar and cancels all legislative meetings for the month of July 2024.

AGENDA ITEM NO. 3 – Adopt Amended County Purchasing Policy

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/14/2024 9:00 AM
MOVER:	Mitchel Eccleston, Committee Vice-Chair
SECONDER:	Douglas Bentley, Committee Member
AYES:	Bentley, Wilson, Nauseef, Waldbauer, Eccleston, Mantella
EXCUSED:	Paul Heider

ON MOTION OF NAUSEEF

RESOLUTION NO.

Adopt Amended County Purchasing Policy

WHEREAS, the County's purchasing and procurement policy has been revised and updated to include an addendum with written consequences of non-compliance with the requirements of the County's purchasing policy; AND

WHEREAS, the amended purchasing policy is intended to supersede the County's current purchasing policy as well as any previously adopted changes to the current policy; AND

WHEREAS, the amended purchasing policy has been reviewed for content by the County Administrator, Clerk of the Legislature, Director of Finance and Manager of Audit and Financial Projects; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the amended purchasing policy; AND BE IT FURTHER

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

RESOLVED, that this policy will be effective May 24, 2024 for all County departments.

MONTHLY REPORTS

1. County Attorney Office Monthly Report

RESULT:	COMPLETED
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2. Weights & Measures Monthly Report

RESULT:	COMPLETED
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3. County Clerk Monthly Report

RESULT:	COMPLETED
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4. Clerk of the Legislature Monthly Report

RESULT:	COMPLETED
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5. Clerk of the Legislature Monthly FOIL Report

RESULT:	COMPLETED
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6. Personnel Monthly Reports

RESULT:	COMPLETED
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7. Board of Elections Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

EXECUTIVE SESSION

It was MOVED by Mr. Eccleston, seconded by Mr. Waldbauer, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding proposed litigation, with Ms. Leonard, Ms. Abbott, Ms. Monty, and Mr. Corpora permitted to stay in the room. MOTION CARRIED.

An executive session was held from 11:20 a.m. to 11:26 a.m., at which time on motion of Mr. Waldbauer, seconded by Mr. Eccleston, it was unanimously approved by voice vote to exit executive session.

ADJOURNMENT

The meeting was closed at 11:26 AM