



Government Operations Committee

Committee Meeting

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

~ Agenda ~

Thursday, May 13, 2021

10:00 AM

Board Room

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member Sandra Price	☐	☐	☐	
Committee Vice-Chair George Wagner	☐	☐	☐	
Committee Member Linda Jones	☐	☐	☐	
Committee Member, Kelly L. Fairchild-Preston	☐	☐	☐	
Committee Member Cathy Bischoff	☐	☐	☐	
Committee Chair, Susan Wilson	☐	☐	☐	
Committee Member Eugene Waldbauer	☐	☐	☐	

MINUTES

Government Operations Committee - Committee Meeting - Apr 8, 2021 10:00 AM

RESOLUTIONS

ON MOTION OF WILSON

AGENDA ITEM NO. 1

Appoint County Personnel Officer - Personnel/Civil Service Department

WHEREAS, the Cortland County Legislature has a vacant position of Personnel Officer AND

WHEREAS, the County Administrator and Government Operations Committee members, Susan Wilson and George Wagner were delegated and conducted interviews and offered a recommendation for this appointment, AND

WHEREAS, the County Legislature has received from the County Administrator and Government Operations Committee the recommendation for appointment of _____ as Personnel Officer, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint _____ as Personnel Officer at an annual salary of \$_____ (Grade 3, Step _____ Management Compensation Plan non-competitive class) in accordance with Section 15 of the New York State Civil Service Law, effective May 28, 2021 through November 17, 2022 AND BE IT FURTHER

RESOLVED, that the incumbent shall have the right to return to his/her previous position for one year from appointment, which includes a ninety day notice from the incumbent to return to said position or upon a mutually agreeable time period.

ON MOTION OF WILSON

AGENDA ITEM NO. 2

Reallocate Salary Grade for Personnel Officer - Personnel/Civil Service Department

WHEREAS, the County Administrator and the Personnel Officer have reviewed the salary grade

for the Personnel Officer, AND

WHEREAS, the County Administrator and the Personnel Officer each recommend that the aforesaid position be reallocated from Grade 3 to Grade 1, NOW THEREFORE BE IT

RESOLVED, that the position of Personnel Officer be and hereby is reallocated from Management / Management Confidential Compensation Employment Policy Grade 3 (\$74,005 - \$90,037) to Grade 1 (\$85,522 - \$104,050) effective November 18, 2022.

ON MOTION OF WILSON

AGENDA ITEM NO. 3

Create Position of Personnel Technician Trainee/Personnel Technician - Personnel/Civil Service Department

WHEREAS, the needs of the Personnel/Civil Service Department will be better served by creating one Personnel Technician Trainee/Personnel Technician position, AND

WHEREAS, the Government Operations Committee has reviewed the request and recommends the creation of this position, NOW THEREFORE, BE IT

RESOLVED, that one Personnel Technician Trainee/Personnel Technician position (Management/Management Confidential Grade 4 \$20.2040 - \$24.5813, competitive class) be created with permission to fill effective May 28, 2021 at 12:01 a.m.

ON MOTION OF FITCH

AGENDA ITEM NO. 4

Create Position of Temporary Planning Advisor - Planning Department

WHEREAS, the needs of the County will be better served by creating one temporary position of Planning Advisor, AND

WHEREAS, the Agriculture, Planning & Environmental Committee and the Finance and Administration Committees recommend the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one temporary position of Planning Advisor, (Management, Grade 4, up to 17 hours/week) be created with permission to fill effective May 28, 2021, at 12:01, AND BE IT FURTHER

RESOLVED, that the Planning Advisor position will not be posted and will be filled by the current Director of Planning, AND BE IT FURTHER

RESOLVED, that said position will not exceed eighteen months in duration under Civil Service Law Section 64.3.

ON MOTION OF WILSON

AGENDA ITEM NO. 5

Amend Resolution 170-06 to Affirm the Terms of Office of Majority Leader and Minority Leader

WHEREAS, the Cortland County Legislature adopted Resolution No. 170-06 which created the offices of Majority Leader and Minority Leader with two year terms, AND

WHEREAS, the Cortland County Legislature adopted Local Law 7 of 2019 which modified the Term of Office for Cortland County Legislators from Two Years to Four Years, AND

WHEREAS, there is a need to amend Resolution 170-06 to reflect the adoption of Local Law 7 of 2019, NOW THEREFORE BE IT

RESOLVED, that: SECTION 5 of Resolution 170-06 is hereby amended as follows:

SECTION 5. OATH OF OFFICE

The Majority and Minority Leaders, shall a take an oath of office.

ON MOTION OF WILSON

AGENDA ITEM NO. 6

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

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

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

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

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

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

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

APPENDIX "B"

**Officers and Employees Required to File
Financial Disclosure Statement**

County Legislators	Director of Information Technology
Clerk of the Legislature	Deputy Director of Information Technology
Deputy Clerk of the Legislature	Public Defender
County Attorney	Chief Assistant Public Defender
Chief Assistant County Attorney	County Coroners
Director of Veterans' Services	District Attorney
County Clerk	Chief Assistant District Attorney
Deputy County Clerk(s)	Supervisor, Solid Waste Management
Director of Finance	Grant Administrator
Deputy Director of Finance	Administrative Services Manager
Manager of Audit and Financial Projects	Employment and Training Director
County Treasurer	Plan Administrator (Assigned Counsel)
Superintendent of Highways	Director of Emergency Response and Communications

Deputy Superintendent of Highways	Deputy Director of Emergency Response & Communications
Director of Community Services	Probation Director II
Personnel Officer	Commissioners of Elections
Deputy Personnel Officer	Public Health Director
Commissioner of Social Services	Deputy Director of Public Health
Deputy Commissioner(s) of Social Services	Director of Environmental Health
Director of Social Services (Administrative Services)	Director of Planning
Chief Social Services Attorney(s)	County Administrator
Sheriff	Director of Real Property Tax Services
Undersheriff	Director of Weights and Measures (Sealer)
Director of Area Agency on Aging	Superintendent of Buildings and Grounds
Assistant Director of Area Agency on Aging	Building Maintenance Foreperson

Advisory Boards and Committees

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

, AND BE IT FURTHER

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

Monthly Reports

1. Board of Elections Monthly Budget Report
2. County Attorney Monthly Reports
3. County Clerk Monthly Report
4. Clerk of the Legislature Monthly Budget Report
5. Monthly Budget Report - Legislature
6. Personnel Department Monthly Budget Report
7. May Vacancy Report
8. Weights & Measures Monthly Reports

Discussion Items

1. Review Employee Social Media Policy
2. Review County Diversity & Inclusion Statement
3. Proposed Changes to the Cortland County Rules of Order