



Government Operations Committee

Committee Meeting

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

~ Agenda ~

Tuesday, June 10, 2025

10:30 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m21940234ee2f9113ea776647dae27365>

Tuesday, June 10, 2025 10:30 AM | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2334 256 1818

Password: 7kgEcjjQ6h8

Join by phone

+1-415-655-0001 US Toll

Access code: 233 425 61818

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member Douglas Bentley	☐	☐	☐	
Committee Member Cathy Bischoff	☐	☐	☐	
Committee Member Paul Heider	☐	☐	☐	
Committee Member Linda Jones	☐	☐	☐	
Committee Member Dominick Mantella	☐	☐	☐	
Committee Vice-Chair Mitchel Eccleston	☐	☐	☐	
Committee Chair Joseph Nauseef	☐	☐	☐	

MINUTES

1. Government Operations Committee - Committee Meeting - May 22, 2025 4:30 PM

RESOLUTIONS

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 1

Extend Contract Capital Region BOCES

WHEREAS, Resolution No. 124-23 authorized Cortland County to enter into an agreement with Keenan Associates/Express Scripts Inc. for pharmacy benefits management services for Cortland County's employee and retiree health plan effective January 1, 2024 through December 31, 2025; AND

WHEREAS, Keenan Associates partners with Capital Region BOCES for a county-wide shared services initiative (CWSSI) that authorizes funding from the State to match net savings achieved; AND

WHEREAS, Resolution No. 215-24 authorized an inter-municipal agreement with Capital Region BOCES effective January 1, 2024 through December 31, 2024, to allow for participation in a prescription drug plan known as the NYS Pharmacy Purchasing Coalition, which is expected to provide an estimated cost savings to Cortland County of at least \$573,171; AND

WHEREAS, the County wishes to extend the inter-municipal agreement with Capital Region BOCES through December 31, 2025; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and directs the Chair of the Legislature, upon review and approval by the County Attorney, to execute a contract for participation in an inter-municipal agreement with Capital Region BOCES from January 1, 2024 through December 31, 2025.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 2

Amend the Cortland County Legislature Rules of Order

WHEREAS, Local Law No. 2 for year 1972, Section 202, Paragraph 5 established that the Cortland County Legislature is empowered to enact rules governing the conduct of the members at its sessions and the manner of transacting business thereat; AND

WHEREAS, County Law Section 153[8] empowers the County Legislature to determine the rules of its own proceedings; AND

WHEREAS, the Government Operations Committee has reviewed and approved the recommended changes to the Rules of Order as attached; NOW THEREFORE BE IT

RESOLVED, that the "Rules of Order for the Cortland County Legislature" are hereby amended as attached; AND BE IT FURTHER

RESOLVED, that the rules shall be published on the Cortland County website; AND BE IT FURTHER

RESOLVED, that these amendments to the Cortland County Legislature's Rules of Order shall take effect June 27, 2025.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 3

Adopt Local Law "D" of 2025 - A Local Law to Establish a Department of Public Works, and to Merge Therein the Existing Departments of Weights and Measures, Buildings and Grounds and Highway

WHEREAS, the Cortland County Legislature recognizes the need to modernize, streamline, and improve the efficiency of county operations by consolidating related infrastructure, maintenance, and regulatory functions under a single administrative structure; AND

WHEREAS, the Legislature finds that merging the existing Departments of Weights and Measures, Buildings and Grounds, and Highway into a unified Department of Public Works will promote greater coordination, enhance service delivery, and reduce administrative redundancies; NOW THEREFORE

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

Local Law "D" of 2025 - A Local Law to Establish a Department of Public Works, and to Merge Therein the Existing Departments of Weights and Measures, Buildings and Grounds and Highway

Section 1. Department of Public Works Established; Merger of Existing Departments and Transfer of Functions

(a) Pursuant to the provisions of Section 10 of the Municipal Home Rule Law, there is hereby created and established the Cortland County Department of Public Works, which shall have the powers, functions and duties set forth in Section 2 of this local law.

(b) The Cortland County Departments of Weights and Measures, Buildings and Grounds and Highway are hereby merged into, and the functions, powers and duties of said departments without limitation, is hereby transferred to and become vested in, the Cortland County Department of Public Works.

(c) Cortland County Local Law No. 3 of 1966, which established the Cortland County Department of Highways, is hereby repealed.

(d) The Cortland County Department of Public Works shall be under the supervision and direction of a County Commissioner of Public Works, who shall be appointed by the Cortland County Legislature. The County Commissioner of Public Works shall report to the Cortland County Administrator, and shall serve at the pleasure of the Cortland County Legislature. Said Legislature may remove such County Commissioner of Public Works for malfeasance or misfeasance in office, upon written charges, after an opportunity to be heard, not less than five (5) days after the service upon such Commissioner of a copy of such charges.

(e) The term of office of such County Commissioner of Public Works shall be four (4) years, unless sooner removed by the County Legislature as provided above. A vacancy in the office of County Commissioner of Public Works shall be filled by the County Legislature for the unexpired term as prescribed by law.

Section 2. Functions, Powers and Duties of the Department of Public Works

(a) The Cortland County Department of Public Works shall have and exercise such functions, powers and duties as may be prescribed by the Cortland County Legislature, including but not limited to the care, maintenance, supervision, control, construction, reconstruction, repair and improvement of all County roads, highways, bridges, culverts, and activities related to Cortland County roads and highways as provided in the laws of the State of New York including but not limited to the Highway Law of the State of New York, the General Municipal Law, the Vehicle and Traffic Law, and

the regulations promulgated thereunder, and all activities heretofore performed by the Cortland County Highway Department.

(b) The Department of Public Works shall have such employees as may from time to time be authorized by the Cortland County Legislature and appointed by the Commissioner of Public Works as provided by law.

Section 3. Department of Public Works Divisions

(a) Subject to the Commissioner's authority to combine or consolidate functions common to the various divisions, there shall be the following Divisions with the Department of Public Works:

- i. Airport
- ii. Buildings and Grounds
- iii. Dwyer Park
- iv. Highway
- v. Recycling
- vi. Solid Waste
- vii. Weights and Measures

(b) All divisions shall be under the administrative direction and supervision of the Commissioner of Public Works.

(c) Each division shall be under the direction of a Division Head who shall be appointed by the Commissioner of Public Works in accordance with any requirements of the Civil Service Law or rules that may apply. The Division Heads may be titled Director, Supervisor, Coordinator, Worker, or any other title as determined by past practice or by the Cortland County Legislature to be reflective of such division's duties, authority and responsibilities, except that any title designation must be in accordance with any applicable Civil Service Law or rule or any other State or

Federal Laws or rules.

Section 4. Construction

(a) This local law shall be liberally construed to effectuate the purposes of consolidating, merging and replacing the Cortland County Departments of Weights and Measures, Buildings and Grounds, and Highway, and all powers, duties and authority heretofore exercised by such departments shall be deemed to continue and be vested in the Cortland County Department of Public Works.

(b) The Director of Weights and Measures shall possess all of the powers and duties as now or hereafter prescribed by New York State County Law Article 21.

(c) The Commissioner of Public Works shall possess all powers and duties of a County Superintendent of Highways as now or hereafter prescribed by law, and such additional and related duties as may be prescribed by general or special law, county law, or Legislative resolution.

Section 5. Separability

If any clause, sentence, paragraph, subdivision, section or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment, decree or order shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part thereof directly involved in the controversy in which such judgment, decree or order shall have been rendered, and the remainder of this local law shall not be affected thereby and shall remain in full force and effect.

Section 6. Effective Date

This local law shall take effect immediately upon filing with the Office of the Secretary of State.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 4

Adopt Local Law "E" of 2025 - a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

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 "E" for the year 2025 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 Legislature of the County of Cortland, as follows:

SECTION 1.
LEGISLATIVE INTENT

The County Legislature hereby states the intent of this local law is to preserve the integrity of the Management Compensation Plan, the goal of which is to treat all employees equally by maintaining grade level salary increments attached to years of service to the County. It is therefore necessary for the County Legislature to extend by local law the same increase in salary for those County officers elected or appointed for a fixed term, in compliance with New York State County Law §201, as has been previously adopted pursuant to the amended Grade and Step Schedule for Management Confidential Employees through Cortland County Local Laws.

SECTION II.

The Cortland County Employment Policy Manual for Department Heads, Management and Management/Confidential Employees includes a Grade and Step Schedule, with salary increments tied to grade levels and years of service. Certain officers are excluded pursuant to New York State County Law §201, as the salary of any officer elected or appointed for a fixed term may only be increased by local law subject to permissive referendum as provided for in Municipal Home Rule Law §24(2)(h).

SECTION III.

The same rate of annual salary increase for fiscal year 2025 extended to Cortland County Management and Management/Confidential Employees through the modification of the Grade and Step Schedule, shall be provided to those officers elected or appointed for a fixed term, during their term of office. The annual salary of said officers elected or appointed for a fixed term, during their term of office, is to be adjusted and paid over the balance of the 2025 calendar year, upon the effective date of this local law.

This Local Law shall function to increase the salary of the following officers elected or appointed for a fixed term, during their term of office:

Officers appointed for a fixed term include:

Commissioner of Public Works

SECTION IV:

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.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 5

Authorize Amendments to the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees

WHEREAS, the Management Compensation Review Committee has reviewed the Employment Policy Manual for Departments Heads, Management Employees and Management/Confidential Employees; AND

WHEREAS, the Legislature's Government Operations Committee has reviewed recommended amendments to the County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees and supports the various amendments; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby adopts the amended County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees as attached effective June 30, 2025.

MONTHLY REPORTS

1. Safety Director Monthly Report
2. County Clerk Monthly Report
3. County Attorney Monthly Report
4. Board of Elections Monthly Report
5. Weights and Measures Monthly Report
6. Personnel Monthly Reports
7. Clerk of the Legislature Monthly Report

DISCUSSION ITEMS

ADJOURNMENT