



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Tuesday, June 10, 2025

10:30 AM

Room 302

CALL TO ORDER

The meeting was called to order at 10:31 AM by Committee Chair Joseph Nauseef

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Committee Member	Present	
Cathy Bischoff	Cortland County	Committee Member	Present	
Paul Heider	Cortland County	Committee Member	Present	
Linda Jones	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Mitchel Eccleston	Cortland County	Committee Vice-Chair	Present	
Joseph Nauseef	Cortland County	Committee Chair	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Laurie Leonard	Cortland County	Personnel Officer	Present	
Jeri DuVall	Cortland County	Chief Assistant County Attorney	Present	
Brooke Kemak	Cortland County	County Clerk	Present	
Alan Ricottilli	Cortland County	Deputy Highway Superintendent	Present	
Charles Sudbrink	Cortland County	Superintendent of Highways	Present	
Christopher Newell	Cortland County	Legislator	Present	
Tom Brown	Cortland County	Democratic Election Commissioner	Present	
Kim Cameron	Cortland	Resident	Present	
William McGovern	Cortland County	Legislator	Present	
Ronald J. Van Dee	Cortland County	Legislator	Present	
Wendy Canfield	Cortland County	Executive Assistant of the County Administrator	Present	
Morgan Spaulding	Cortland County	Grants Administrator	Present	

Ricia Marano	Cortland County	Personnell	Present	
Nicole Compton	Cortland County	Executive Assistant	Remote	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	
Andrea Herzog	Cortland County	Director of Finance	Remote	
Rebecca Glover	Cortland	Resident	Remote	

MINUTES

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

RESULT:	APPROVED
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RESOLUTIONS

AGENDA ITEM NO. 1 – Extend Contract Capital Region BOCES

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/26/2025 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Bentley, Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef

ON MOTION OF NAUSEEF

RESOLUTION NO.

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.

AGENDA ITEM NO. 2 – Amend the Cortland County Legislature Rules of Order

RESULT: APPROVED [UNANIMOUS]

Next: 6/26/2025 6:00 PM

MOVER: Paul Heider, Committee Member

SECONDER: Mitchel Eccleston, Committee Vice-Chair

AYES: Bentley, Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef

ON MOTION OF NAUSEEF

RESOLUTION NO.

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.

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

RESULT: APPROVED [UNANIMOUS]

Next: 6/26/2025 6:00 PM

MOVER: Mitchel Eccleston, Committee Vice-Chair

SECONDER: Paul Heider, Committee Member

AYES: Bentley, Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef

ON MOTION OF NAUSEEF

RESOLUTION NO.

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.

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

RESULT: APPROVED [UNANIMOUS]

Next: 6/26/2025 6:00 PM

MOVER: Paul Heider, Committee Member

SECONDER: Cathy Bischoff, Committee Member

AYES: Bentley, Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef

ON MOTION OF NAUSEEF

RESOLUTION NO.

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.

AGENDA ITEM NO. 5 – Authorize Amendments to the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees

RESULT:	APPROVED [UNANIMOUS]
	Next: 6/26/2025 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Douglas Bentley, Committee Member
AYES:	Bentley, Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef

ON MOTION OF NAUSEEF

RESOLUTION NO.

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

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

RESULT:	COMPLETED
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2. County Clerk Monthly Report

RESULT:	COMPLETED
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3. County Attorney Monthly Report

RESULT:	COMPLETED
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4. Board of Elections Monthly Report

RESULT:	COMPLETED
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5. Weights and Measures Monthly Report

RESULT:	COMPLETED
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6. Personnel Monthly Reports

RESULT:	COMPLETED
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7. Clerk of the Legislature Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 10:48 AM



Government Operations Committee

Committee Meeting

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

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~ Minutes ~

Thursday, May 22, 2025

4:30 PM

Room 302

CALL TO ORDER

The meeting was called to order at 4:32 PM by Committee Chair Joseph Nauseef

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Committee Member	Absent	
Cathy Bischoff	Cortland County	Committee Member	Present	
Paul Heider	Cortland County	Committee Member	Present	
Linda Jones	Cortland County	Committee Member	Present	
Dominick Mantella	Cortland County	Committee Member	Present	
Mitchel Eccleston	Cortland County	Committee Vice-Chair	Present	
Joseph Nauseef	Cortland County	Committee Chair	Present	
Savannah Hempstead	Cortland County	Clerk of the Legislature	Present	
Rob Corpora	Cortland County	County Administrator	Present	
Brooke Kemak	Cortland County	County Clerk	Present	
Victoria J. Monty	Cortland County	County Attorney	Present	
Michelle Brown	Cortland County	Republican Election Commissioner	Present	
Jason DeRaiche	Cortland County	Safety Director	Present	
Laurie Leonard	Cortland County	Personnel Officer	Present	
Keith VanGorder	Cortland County	Legislator	Present	
Reed Cleland	Cortland County	Legislator	Present	
William McGovern	Cortland County	Legislator	Present	
Kim Cameron	Cortland County	Resident	Present	
Ashley Millard	Cortland County	Deputy Clerk of the Legislature	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Apr 8, 2025 11:00 AM

RESULT: ACCEPTED

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Mortgage Tax Disbursement for October 2024 - March 2025

RESULT: APPROVED [UNANIMOUS]

Next: 5/22/2025 6:00 PM

MOVER: Cathy Bischoff, Committee Member

SECONDER: Paul Heider, Committee Member

AYES: Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef

ABSENT: Douglas Bentley

ON MOTION OF NAUSEEF

RESOLUTION NO.

Authorize Mortgage Tax Disbursement for October 2024 - March 2025

WHEREAS, in accordance with New York State Tax Law, Article 11, § 261, the Semi-Annual Mortgage Tax Report for October 1, 2024 - March 31, 2025, 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	\$4,940.99
Cortland	\$166,324.38
Cortlandville	\$53,922.68
Cuyler	\$3,070.58
Freetown	\$2,145.75
Harford	\$2,241.09
Homer, Town	\$19,053.12
Homer, Village	\$14,114.45
Lapeer	\$1,846.53
Marathon, Town	\$7,331.37
Marathon, Village	\$3,873.26
McGraw, Village	\$1,484.86
Preble	\$4,997.11
Scott	\$11,262.82
Solon	\$5,790.12
Taylor	\$1,483.01
Truxton	\$7,647.70
Virgil	\$18,029.78
Willet	\$3,542.66
TOTAL	\$333,102.26

AGENDA ITEM NO. 2 – Endorsing State Legislation Amending Chapter 443 of the Laws of 2007 Amending the Tax Law Relating to Authorizing the County of Cortland to Impose an Additional Mortgage Recording Tax, in Cortland County Until December 1, 2027 (Senate Bill No.S7912, Assembly Bill No. A8210)

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
ABSENT:	Douglas Bentley

ON MOTION OF NAUSEEF

RESOLUTION NO.

Endorsing State Legislation Amending Chapter 443 of the Laws of 2007 Amending the Tax Law Relating to Authorizing the County of Cortland to Impose an Additional Mortgage Recording Tax, in Cortland County Until December 1, 2027 (Senate Bill No.S7912, Assembly Bill No. A8210)

WHEREAS, the Cortland County Legislature approved Resolution No. 6-25 and 82-25, "A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County" and "Amend Resolution No. 6-25 to Amend the Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Local Mortgage Recording Tax in Cortland County"; AND

WHEREAS, New York State Tax Law §253-v presently authorizes Cortland County to adopt and amend local laws imposing a mortgage recording tax of twenty five cents (\$.25) for each one hundred dollars (\$100.00) and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated in Cortland County and recorded on or after the date upon which such tax takes effect, (beginning September 30, 2007 and ending December 1, 2025); AND

WHEREAS, in the current economic climate it would create a fiscal hardship for Cortland County if this source of revenue was to expire, and such a loss would result in a substantial burden on County property owners through increased property taxes or loss of essential services; NOW THEREFORE BE IT

RESOLVED, that this Legislature endorses and requests State approval of Senate Bill No. S7912 and Assembly Bill No. A8210, and urges its elected representatives in the Senate and Assembly to support this legislation extending the authorization through December 1, 2027; AND BE IT FURTHER

RESOLVED, that the Clerk of this Legislature be and hereby is directed to prepare the documentation necessary for the New York State Legislature to enact said Legislation; AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature and Clerk of the Legislature be and hereby are authorized to execute the appropriate Home Rule Request for the enactment of said special law.

AGENDA ITEM NO. 3 – Amend 2025 Budget/Authorize Agreement with CivicPlus for Agenda and Minutes Software and Live Streaming Services - Clerk of the Legislature

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
ABSENT:	Douglas Bentley

ON MOTION OF NAUSEEF

RESOLUTION NO.

Amend 2025 Budget/Authorize Agreement with CivicPlus for Agenda and Minutes Software and Live Streaming Services - Clerk of the Legislature

WHEREAS, the Cortland County Legislature recognizes the need for a centralized, efficient, and publicly accessible platform to manage legislative agendas, minutes, and live-streamed meetings; AND

WHEREAS, CivicPlus offers an integrated software solution for agenda and minutes management and meeting live streaming that will enhance transparency, accessibility, and internal workflows; AND

WHEREAS, the proposed agreement with CivicPlus includes an initial implementation and setup cost; AND

WHEREAS, funds are not currently budgeted for this expense in the 2025 Adopted Budget; NOW THEREFORE BE IT

RESOLVED, that the Chair of the Legislature, upon review and approval by the County Attorney or designee, and subject to appropriation by the legislature, is hereby authorized to execute an agreement with CivicPlus for agenda and minutes software and live streaming services, with an initial implementation and setup cost not to exceed \$17,000; AND BE IT FURTHER

RESOLVED, that the 2025 County Budget is hereby amended as follows:

INCREASE

A10405.54015	Maint. Agreements	\$17,000
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INCREASE

A.359900	Appr.Fund Balance	\$17,000
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AGENDA ITEM NO. 4 – Authorize 2026 - 2029 Cortland County Sheriff and the County Police Association of Cortland (CPAC) Contract

It was MOVED by Mr. Heider, seconded by Ms. Bischoff, and unanimously approved by voice vote of members present, to enter into an executive session to discuss the collective negotiations pursuant to article fourteen of the civil service law, with Laurie Leonard, Rob Corpora, Victoria Monty and Savannah Hempstead permitted to stay in the room. MOTION CARRIED.

An executive session was held from 4:35 p.m. to 4:41 p.m., at which time on motion of Mr. Mantella, seconded by Mr. Eccleston, it was unanimously approved by voice vote to exit executive session.

RESULT:	APPROVED [UNANIMOUS]
	Next: 5/22/2025 6:00 PM
MOVER:	Mitchel Eccleston, Committee Vice-Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Bischoff, Heider, Jones, Mantella, Eccleston, Nauseef
ABSENT:	Douglas Bentley

ON MOTION OF NAUSEEF

RESOLUTION NO.

Minutes Acceptance: Minutes of May 22, 2025 4:30 PM (MINUTES)

**Authorize 2026 - 2029 Cortland County Sheriff and the County Police Association of Cortland
(CPAC) Contract**

WHEREAS, the County of Cortland/Cortland County Sheriff and the County Police Association of Cortland (CPAC) negotiating committees have met to negotiate a new contract; AND

WHEREAS, the negotiating committees have agreed on a new contract; AND

WHEREAS, CPAC ratified the contract on April 28, 2025; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the Agreement by and between the County of Cortland/Cortland County Sheriff and the County Police Association of Cortland, for the time period of January 1, 2026 to December 31, 2029.

MONTHLY REPORTS

1. Clerk of the Legislature Monthly Report

RESULT:	COMPLETED
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2. FOIL Report

RESULT:	COMPLETED
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3. Weights and Measures Monthly Report

RESULT:	COMPLETED
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4. County Clerk Monthly Report

RESULT:	COMPLETED
----------------	------------------

5. Board of Elections Monthly Report

RESULT:	COMPLETED
----------------	------------------

6. County Attorney Monthly Report

RESULT:	COMPLETED
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7. Safety Director Monthly Report

RESULT:	COMPLETED
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8. Personnel Monthly Reports

RESULT:	COMPLETED
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DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 4:34 PM

Minutes Acceptance: Minutes of May 22, 2025 4:30 PM (MINUTES)

ON MOTION OF JOSEPH NAUSEEF, COMMITTEE CHAIR**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 JOSEPH NAUSEEF, COMMITTEE CHAIR

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.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 4/24/25 – Resolution No. 83-25

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CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 4/24/25 – Resolution No. 83-25

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ARTICLE I DEFINITIONS

1. **Agenda** – is a summary of the order of business expected to come before a particular meeting of the Legislature. All bid openings, communications, petitions, notices, committee reports, annual reports, audits, resolutions, proclamations, recognitions, as well as any other business to appropriately come before the Legislature shall be listed.
2. **Amendment** – is a proposal to change the wording of a motion or a resolution. Upon request of any legislator in attendance, an amendment may be submitted in writing and distributed to all members when possible.
3. **Amend Something Previously Adopted** – is a motion to change the Legislature’s action on a portion of a resolution that has been adopted. This motion is in order as long as the portion to be amended is not something that has already been done that cannot be undone. A motion to amend something previously adopted requires a two-thirds vote without notice, or a majority vote of the entire membership with notice.
4. **Article** – is any resolution, petition, communication, notice, or report.
5. **Article postponed indefinitely** – is any article which is terminated for the particular Legislative session at which it is postponed indefinitely.
6. **Article postponed to time certain** – is any article postponed to a specific time (time c e r t a i n) to be taken up on a specific day.
7. **Chair** – is the Chair of the Cortland County Legislature, elected in accordance with Article II, Section 2-B of these Rules, Local Law No. 2 of 1972, and County Law §151.
8. **Citizen’s Advisory Committee** – the County Legislature, by resolution, may appoint a committee of citizens of the County to act in an advisory capacity to any committee, department or office on any subject relating to the County government, pursuant to provisions in County Law §154. Term of said Committee shall not exceed the term of the appointing Legislature.
9. **Claim** – is any claim, bill, or account submitted to the Legislature pursuant to County Law (see County Law, § 369).
10. **Clerk** – is the Clerk of the Cortland County Legislature appointed in accordance with Article II of these Rules, Local Law No. 2 of 1972, and County Law §400-4(a) and County Law §475 or any amendments.
11. **Committee of the Whole** – is a committee composed of all of the members of the Legislature, but acts under the rules of other Standing Committees. The legislature cannot formally vote in Committee of the Whole. Committee of the Whole is NOT an executive session, and a Chair Pro



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Tem must be appointed after entering into Committee of the Whole

12. **Communication** – is any written instrument advising the Legislature of facts, situations, or problems (past, present, or future) having to do with the operation of Cortland County Government or the Legislature's powers under County Law. For informational purposes, official communications may be distributed to and received and filed by the Legislature.
13. **Conflict of Interest** – no municipal officer or employee shall have an interest, as defined in these rules, direct or indirect, in any contract with the County of Cortland, or engage in any other activity prohibited by the Cortland County Code of Ethics (Local Law No. 2 of 2008), when such officer or employee, individually or as a member of a board, has the power or duty to:
- A. Negotiate, prepare, authorize or approve a contract or authorize or approve payment thereunder;
 - B. Audit bills or claims under the contract; or
 - C. Appoint an officer or employee who has any of the powers or duties set forth above.
14. **Day** – a period from a certain day within which, or after, or before which, an act is authorized or required to be done, meaning the number of calendar days exclusive of the calendar day from which the reckoning is made. If such period is a period of two days, Saturday, Sunday, or a public holiday must be excluded from the reckoning if it is an intervening day between the day from which the reckoning is made and the last day of the period. In computing any specified period of time from a specified event, the day upon which the event happens is deemed the day from which the reckoning is made. The day from which any specified period of time is reckoned shall be excluded in making the reckoning (see General Construction Law §20).
15. **Department Head** – is the County employee or employees elected, or appointed by the Legislature, chiefly responsible for the operation of any County Department.
16. **Ex-officio** – a member of the committee or board by virtue of an office held. Ex-officio members of committees have the same rights and privileges as all other members of the committee or board, including the right to vote. If an ex-officio member is NOT under the authority of the organization (Legislature), he/she has all rights and privileges, but not the obligations of a regular member, and does not count toward a quorum. An ex-officio member who IS under the authority of the Legislature (Chair) IS counted in the quorum, but does not add to the total number of members of any committee/board.
17. **Excused Absence** – Prior notification of an absence to a Committee Chair, Clerk or Chair of the Legislature.
18. **Executive Session** – that portion of a meeting not open to the public. **Proceedings in Executive Session shall be confidential** unless the Legislature votes otherwise, or is required to be made public in accordance with NYS Public Officer's Law. The Legislature may conduct an executive session upon a majority vote of the Legislature taken in an open meeting, after a motion to enter



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into executive session, for one of the purposes enumerated in Public Officer's Law §105 (1) (a) through (h) as follows:

- A. matters which will imperil the public safety if disclosed;
- B. any matter which may disclose the identity of a law enforcement agent or informer;
- C. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- D. discussions regarding proposed, pending or current litigation;
- E. collective negotiations pursuant to article fourteen of the civil service law;
- F. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- G. the preparation, grading or administration of examinations; and
- H. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

19. **Interest** – a direct or indirect pecuniary or material benefit accruing to a County officer, employee or appointed official, spouse or child, whether the result of a contract with the County or otherwise. For the purpose of this chapter, a County officer, employee or appointed official shall be deemed to have an interest in the contract if (i) a spouse and/or children, except a contract of employment with the County; (ii) a firm, partnership or association of which such officer, employee or appointed official or spouse or child is a member or employee; (iii) a corporation of which such officer, employee or appointed official, or child is an officer or director; and (iv) the outstanding capital stock of a corporation which is owned by, or controlled directly or indirectly by an officer, employee or appointed official, or his/her spouse or child.
20. **Journal** – is the copy of the record of proceedings, with an index, of the Cortland County Legislature for a calendar year in printed bound volume, or recorded by electronic means in a single volume, or both, certified by the Clerk of the Legislature as a true copy. The Clerk of the Legislature shall ensure that a printed copy is published annually pursuant to County Law (see County Law, § 211), and will make copies available upon request to current legislators.
21. **Legislature** – is the Cortland County Legislature, the elected county governing body, by whatsoever name designated. Whenever the term "County Board," "Board of Supervisors," "County Governing Board," "Elective governing body of the county" is referred to in any law, contract, or document pertaining to any of the functions, powers, obligations, and duties of such governing body, it shall be deemed to mean and refer to the County Legislature (see County Law §150-a).



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22. **Majority Leader** – The members of the Legislature belonging to the recognized political party having the greatest number of total votes on said Legislature shall elect from its members a Majority Leader. In the event of a tie for the greatest numbers of members in the recognized political parties, the majority leader will be selected from the party with the greatest number of total weighted votes. The name of the Majority Leader shall be submitted to the Clerk of the Legislature in writing on the prescribed form signed by a majority of members of the respective party within five (5) calendar days of the biennial organizational meeting.
23. **Majority Vote of County Legislature** – the majority number of weighted votes of the total membership of the Legislature.
24. **Meeting** – the official convening of a legislative body for the purpose of conducting public business. This includes any meeting of a committee and any special, organizational, or other meeting.
25. **Member** – is either a duly elected member of the Cortland County Legislature or a member appointed by authority of Local Law No. 2, Article II, § 204, VACANCIES, for year 1972.
26. **Minority Leader** – The members of the Legislature belonging to the recognized political party having the second greatest number of total votes on said Legislature shall elect from its members a Minority Leader. In the event of a tie for the second greatest numbers of members in the recognized political parties, the minority leader will be selected from the party with the greatest number of total weighted votes. The name of the Minority Leader shall be submitted to the Clerk of the Legislature in writing on the prescribed form signed by a majority of members of the respective party within five (5) calendar days of the biennial organizational meeting.
27. **Minority Report** – is the written report of a minority party or a minority of any standing or special or committee.
28. **Motion** – is a formal proposal for action by a member in a meeting.
29. **Motion to Discharge** – is a motion relieving a Standing or Special committee of its responsibility to consider a matter referred to it and placing the matter on the agenda of the following meeting of the Legislature.
30. **Motion to Reconsider** – is a motion, subject to time limits, to bring again before the Legislature a motion which has been adopted, defeated, or postponed indefinitely, as long as something has not already been done which cannot be undone. This motion may only be made by a member who voted on the prevailing side. Requires a majority vote of the Legislature.
31. **Motion to Rescind** – is a motion to revoke the Legislature's action on a motion which has been adopted, as long as something has not already been done which cannot be undone. Requires a two-thirds vote of the Legislature.
32. **Motion to Suspend the Rules** – is a motion suspending the Rules of Order which requires a two-thirds vote and may be made by any member of the Legislature.
33. **Notice to Incoming Members** – the notice referenced in Article II, Section B. 1 of these Rules shall be in writing and shall be served by United States mail addressed to each incoming member at his/her



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last known postal address at least 48 hours before the date and time of the meeting (see County Law, §151(1).)

34. **Petition** – is a written request for action by the Legislature on a matter having to do with the operation of Cortland County Government or the Legislature's power under County Law.
35. **Previous Question** – is a motion to immediately end debate and amendment and take a vote on the question(s) before the Legislature. It requires a second, and a two-thirds vote, which is taken separately from and before the vote on the motion(s) to which it is applied.
36. **Privilege of the Floor** – is an opportunity granted to a person who is not a member of the Legislature to address an issue that is on the current Legislative agenda (see Article III Section 1.A.vi for detail).
37. **Quorum** – is a majority of the total number of members of the Legislature, should no vacancy exist (see County Law §153(2) and General Construction Law §41).
38. **Recessed Meeting** – is a meeting called to complete unfinished business, or a meeting called because of failure to obtain a quorum at a meeting.
39. **Receive and File** – is a motion to receive a communication and have it placed on file with the Clerk of the Legislature.
40. **Refer (motion to)** – is a motion to refer a matter to a Standing or Special Committee as the Legislature deems appropriate.
41. **Regular Meeting** – is a meeting called for the purpose of transacting any and all business which the Legislature is authorized or permitted by law to transact.
42. **Resolution** – is a written instrument for consideration by the Legislature as recommended by a committee or the Chair in carrying out its power and duties pursuant to Statute or expressing the sense of the Legislature on a matter having to do with the operation of Cortland County Government.
43. **Resolutions of a Permanent Nature**– require a two-thirds vote of the total weighted vote and shall include those:
 - A. authorizing the purchase of property (See County Law, § 215);
 - B. authorizing the issuance of bonds (See General Municipal Law, § 99-g);
 - C. conveying property previously owned by the County, except property acquired by tax sale deed or for purposes of establishing a highway right of way (see County Law, § 215);
 - D. giving an easement or other substantial interest in property owned by the County (see County Law, § 215);
 - E. regarding membership of County employees in a State Retirement System;



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- F. authorizing a class of property tax exemptions;
 - G. creating departments, boards, or councils;
 - H. amendment of the Rules of Order of the Cortland County Legislature;
 - I. motions suspending the adopted parliamentary authority;
 - J. resolution with an unbudgeted financial impact, which was not approved by the Finance and Administration Committee;
 - K. any other action requiring a two-thirds vote as mandated by Federal, State or County law.
44. **Resolutions Not of a Permanent Nature** – require a majority vote of the total weighted vote and shall include those:
- A. transferring any funds within account numbers in excess of \$25,000;
 - B. authorizing contracts;
 - C. authorizing awarding of bids;
 - D. authorizing correction of an assessment roll if approved by the Director of Real Property Tax Services; or
 - E. other business which may appropriately come before the Legislature, which does not require a vote other than a majority vote.
45. **Roll Call Vote** – shall be taken as required by Statute or may be ordered on any pending motion at the request of a single member. The total number of weighted votes shall be entered in the record, along with the names of members voting for or against a matter considered by the County Legislature.
46. **Special Article** – is any resolution, petition, report, communication or motion which may appropriately come before the Legislature at a meeting without, however, being included on the agenda which has been distributed in accordance with the timeframe established in Article V of these Rules.
47. **Special Committee** – is a special committee established by resolution of the Legislature. Any resolution creating a special committee shall specify the powers and duties of the committee and the number of its members. Members are to be appointed by the Chair from the membership of the Legislature. Each member shall serve for the period specified in the resolution, but in no event longer than his or her term on the Legislature (County Law, § 154[2]).
48. **Special Meeting** – is a meeting called by the Clerk of the Legislature upon direction of the Chair or upon a written request signed by a majority of the members of the Legislature. Notice in writing stating the time, place and purpose of the special meeting shall be served personally or by mail or by electronic means upon each member (as he/she directs) by the Clerk of the Legislature at least forty-eight (48) hours before the date fixed for holding the meeting, or a member may waive the service of the notice for such meeting by a writing signed by him/her. Only business specified in the notice thereof may be transacted at a special meeting. (see County Law, §152).



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49. **Special Order** – is an order of the day that is made with the stipulation that any rules interfering with its consideration at the specified time shall be suspended except those relating: (a) to adjournment or recess, (b) to questions of privilege, (c) to special orders that were made before this special order was made, or (d) to a question that has been assigned priority over all other business at a meeting by being made *the* special order for the meeting.
50. **Sponsor** – is the member or members whose motion or resolution is appropriately brought before the Legislature.
51. **Standing Committee** – is a committee established in accordance with Article XII of these Rules (see Article XII of these rules, County Law §154(1), and Local Law No. 2 of 1972).
52. **Table** – is a motion to allow the Legislature to lay the pending question(s) aside temporarily when something of an urgent nature arises. Is subject to time limits and requires a majority vote of the Legislature.
53. **Take from the Table** – is to make pending again before the Legislature a motion or resolution that had been previously tabled. It requires a second, is not debatable and requires a majority vote for adoption.
54. **Total Vote** – is the total number of weighted votes of all members of the Legislature.
55. **Unbudgeted Financial Impact** – any expense or revenue change resulting from a proposed action or resolution that has not been accounted for in the County's approved budget for the current fiscal year. This includes: increases in expenditures, decreases in anticipated revenues, or financial commitments that would require additional appropriations, reallocation of funds, or adjustments to the existing budget.
56. **Weighted Vote** – the number of votes each Legislator casts at a Legislative meeting in a roll call vote pursuant to the current duly adopted plan of apportionment.
57. **Whole Number of Members** – is the total number of members that the Legislature would have were there no vacancies and were none of the members disqualified from acting (see County Law, § 153(9) and General Construction Law §41).

**ARTICLE II
ORGANIZATION****1. Biennial Organizational Meeting****A. Scheduling**

In accordance with County Law §151 and Local Law No. 2 for year 1972, Article II, Section 202, the County Legislature shall meet on the first Wednesday of January at 10:00 a.m., except when the first Wednesday shall be January 1st, in which event it shall be the following day, and every even year thereafter for the purpose of organization and for the transaction of such other business as may come before it.



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B. Notification

- i. The Clerk of the Legislature last appointed, in accordance with Article I, # 34, shall serve upon each member of the Legislature entitled to vote at the organizational meeting a notice stating:
 - a. the date, time, and location of the organizational meeting;
 - b. that a Chair shall be elected; and
 - c. any other matter to come before the Board.
- ii. In the event of the inability or failure of the Clerk of the Legislature last appointed to serve notice as provided in Article II, Section B. 1 of these Rules, the County Clerk of Cortland County shall call the biennial organizational meeting on or before January 15th in even- numbered years.

C. Business

- i. The business to come before the biennial organizational meeting following the election of the Legislature shall be as follows:
 - a. election of a Chair (County Law §151, Local Law No. 2 of 1972);
 - b. appointment of a Clerk (County Law §400(4)(a), County Law §475, and Local Law No. 2 of 1972);
 - c. receive and file the designation of the Majority Leader and Minority Leader (if available);
 - d. appointment of a County Attorney (County Law §400(4)(a), §500);
 - e. appointment of a Public Defender (County Law §716);
 - f. appointment of a Veterans' Services Officer (County Law §800); and
 - g. any other business necessary and appropriate to come before the meeting.
- ii. The business to come before the biennial organizational meeting held in the even numbered year mid-term of the Legislature shall be as follows:
 - a. election of a Chair (County Law §151, Local Law No. 2 of 1972);
 - b. receive and file the designation of the Majority Leader and Minority Leader (if available);
 - c. any other business necessary and appropriate to come before the meeting.



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2. Elections and Appointments

A. Appointment Process Timeline

- i. By no later than August 31st of the year during which the term of appointment is set to end (no later than the last working day of the month), the current appointees shall indicate in writing whether or not they shall seek another term of appointment. The notice by the current appointee shall be delivered in writing to the Personnel Officer and the Committee Chair to whom they report, as follows:
 - a. Clerk of the Legislature – Government Operations Committee
 - b. County Attorney – Government Operations Committee
 - c. Public Defender – Judiciary & Public Safety Committee
 - d. Veterans' Services Officer – Health & Human Services Committee
- ii. By no later than October 31st, following the appointees' indication in September of a decision to seek another term, the Chair of the Committee shall:
 - a. In the event the appointee seeks reappointment, bring forward the current appointee's performance evaluation for committee review by the month of October; or
 - b. In the event the appointee does NOT seek reappointment, have the Personnel Officer post the position as vacant as of December 31st of that year, subject to appointment at the biennial Organizational Meeting of the Legislature as the Rules of Order provide.
- iii. By no later than November 30th, following the review of the current appointee's performance evaluation, if applicable, the Chair of the Committee to whom the appointee reports shall call for a vote to indicate the committee's intent to either:
 - a. Recommend to reappoint the current appointee; **or**
 - b. Request to determine the position as an anticipated vacancy as of December 31 of that year and to have the Personnel Officer post the position as such subject to appointment at the biennial Organizational Meeting of the Legislature as the Rules of Order provide.

Any person who meets the minimum qualifications for one of the appointed positions shall apply to the Personnel Officer to fill one of the anticipated vacancies. The current appointee who has not been recommended for reappointment may apply for the posted position.
- iv. At the next organizational meeting following the election of the current Legislature, the full Legislature shall appoint persons to fill each of the positions scheduled to be filled as follows:
 - a. 1st The current appointee recommended by the last sitting committee shall be



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nominated and considered for the position by vote of the new sitting legislature; if not approved for appointment by a sufficient vote of the legislature; then

- b. 2nd The legislature shall then nominate and consider from the applicants who filed appropriate documentation with the Personnel Officer, any such successfully nominated applicant shall be subject to meeting other requirements as the County has established (i.e. drug test); if no such applicant is approved for appointment by a sufficient vote of the legislature; then
- c. 3rd The legislature shall accept from the floor nominations of persons who did not apply. These nominations shall be subject to providing valid and sufficient proof that they meet the minimum qualifications for the position and subject to all other requirements demanded of new employees of the County.

B. Procedure for Election of a Chair

- i. The Chair shall be elected by a majority vote of the whole number of weighted votes of the total membership of the Legislature. The Clerk of the County Legislature last elected shall act as Chair pro tem. If the Clerk of the Legislature last appointed is not available, the County Clerk shall preside over the election of the Chair. He/She shall call the County Legislature to order and call the roll, followed by a pledge of allegiance to the flag. Whereupon the Chair pro tem shall declare, "The first order of business is the election of the Chair." Nominations for the office of Chair shall then be taken from the floor and such nominations must be seconded. Before proceeding to an election, the Chair pro tem shall inquire if there are any further nominations. If there is no response, the Chair pro tem shall declare the nominations closed. Voting shall be by full roll call with each legislator, when the legislator's name is called, declaring the name of the candidate of the legislator's choice who has been duly nominated and seconded. Should there be no weighted majority of the Legislature after the initial roll is called, the two nominees receiving the highest number of votes shall then be the only candidates named for a second round of roll call voting. Voting will again be by full roll call with each legislator, when the legislator's name is called, declaring the name of one of the two candidates remaining. Upon voting of the County Legislature; whereupon the Chair pro tem shall declare the duly elected Chair. Upon election, the Chair shall immediately assume all duties and responsibilities of the office and shall continue to act in such capacity until the termination of his/her office.
- ii. The Chair's term will be through December 31 in the next odd-numbered year.
- iii. In the event a Chair is not elected at the biennial organizational meeting, a Chair shall be elected at a recessed meeting held no later than February 1 in the even-numbered year.
- iv. In the event of the failure of the Legislature to elect a Chair on or before February 1 in the even-numbered year, the County Clerk of Cortland County shall appoint a member of the Legislature as Chair, who shall serve through December 31 of the next odd-numbered year.



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C. Appointment of a Clerk

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a Clerk of the Legislature, in accordance with County Law §400 (4)(a) and County Law §475. The Clerk of the Legislature shall also serve as County Historian.
- ii. The Clerk of the Legislature shall be appointed by a majority vote of the weighted votes of the total of the Legislature.
- iii. The Clerk of the Legislature shall serve at the pleasure of the Legislature until replaced or removed by the Legislature (see County Law, § 475[1]).

D. Appointment of the County Attorney

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint an attorney as County Attorney, in accordance with § 500 of County Law.
- ii. The term of office of the County Attorney shall run concurrent with the elected members of the Legislature, in accordance with County Law, § 500.
- iii. The County Attorney shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

E. Appointment of a Public Defender

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a Public Defender, in accordance with Local Law 2 of 1966, as amended by Local Law No. 6 for year 2021 and Local Law 8 of 2023. (See County Law, § 716).
- ii. The term of the office of Public Defender shall be for the term for which the membership of the Legislature appointing him/her was elected or for a term as may be determined by local law not to exceed four years.
- iii. The Public Defender shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

F. Appointment of a Veterans' Services Officer

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a County Veterans' Services officer, in accordance with County Law § 800.



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- ii. The term of office of the Veterans' Services shall be for the term for which the membership of the Legislature appointing him/her was elected or for a term as may be determined by local law not to exceed four years.
- iii. The Veteran's Services Officer shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

ARTICLE III
AUTHORITY OF THE CHAIR

1. Legislative Meetings

A. At any meeting of the Legislature, the Chair shall:

- i. call the meeting to order, unless otherwise specified in these Rules;
- ii. proceed to the business in the manner prescribed by these Rules, unless there is no quorum;
- iii. preserve order and decorum in debate, preventing personal reflections and confining members' remarks to the question under debate; this ruling shall be subject to appeal from the ruling of the Chair;
- iv. recognize members entitled to speak in debate, ruling which member is first entitled to speak when two or more members seek recognition simultaneously; this ruling shall be subject to appeal from the ruling of the Chair;
- v. rule on the priority of business and all points of order, subject to appeal from the ruling of the Chair. On each appeal, the Chair shall have the right to speak first and last in debate, if the question is debatable, to explain the reason(s) for the ruling;
- vi. grant the privilege of the floor to individuals who have signed in before the beginning of the session and set the time limit, up to but not more than five (5) minutes per speaker, which, upon authority of the Chair, may be extended;

Privilege of the Floor (aka Public Comment): Privilege of the floor shall be granted to any individual in the manner prescribed as follows:

Any person or group may request permission to appear before the Legislature by signing on the provided sign-in sheet. The Legislature will provide a thirty (30) minute public comment period. At the discretion of the Chair, or upon majority vote of the Legislature, the public comment period may be extended, before resolutions are acted upon. Said thirty minutes will be divided evenly among the number of persons or groups that wish to appear before the Legislature, with no one person or group appearing for more than five (5) minutes. The five-minute time limit per speaker may be extended and/or limited at the discretion of the Chair or upon majority vote of the Legislature to accommodate the group. This rule shall not apply to the County Administrator, Department heads, or others invited to appear before the legislature. The



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Chair shall preserve order and decorum. He or she shall prevent any persons speaking, including members of the Legislature, from making personal or derogatory comments regarding individuals and he or she shall confine the speakers to subject matters pertaining to the agenda. The Chair shall have the authority to have disruptive individuals removed from the meeting.

B. At any meeting of the Legislature, the Chair may:

- i. vary the order of business from the defined order of business, subject to appeal from the ruling of the Chair by the legislative body;
- ii. call any qualified individual temporarily to the position of Clerk of the Legislature, in accordance with County Law §400;
- iii. allow a minority report (either minority party or minority of a committee) to be presented and heard; and
- iv. introduce a resolution to the Legislature when content or subject matter does not fall within the jurisdiction of a statutory committee.

C. The Chair may direct the Clerk of the Legislature to call a Special Meeting of the Legislature subject to limitation of these rules, and County law.

D. These actions shall be subject to appeal from the ruling of the Chair:

- i. in the absence of a quorum, take actions necessary to obtain a quorum;
- ii. on the request of any member, or at his/her own discretion, divide a resolution that contains two or more distinct propositions; and which can be considered separately;
- iii. vote on all questions, unless excused from voting on a particular question;
- iv. preserve order and decorum in debate, preventing personal reflections and confining members' remarks to the question under debate;
- v. recognize members entitled to speak in debate, ruling which member is first entitled to speak when two or more members seek recognition simultaneously;
- vi. appoint a Chair pro tem to preside over the Committee of the Whole;
- vii. excuse a member from any meeting in accordance with the definition of an excused absence;
- viii. declare any meeting recessed at which a quorum cannot be obtained.

2. Committee Responsibilities

The Chair shall:

- A. Within 15 days of his/her election to the position of Chair, appoint all Committee Chairs and members of Standing Committees, filing a list of same with the Clerk of the Legislature.



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When feasible, each political party shall be represented on each committee in its proportion to representation on the Legislature;

- B. Schedule committee meetings and cause committee members and the Clerk to have notice of all meetings. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least 72 hours before such meeting. Public notice of the time and place of every other meeting shall be given, to the extent practicable, a reasonable time prior thereto (Public Officers Law §104.);
- C. Within 15 days of creation of a Special Committee, appoint its Chair and members, filing a list of same with the Clerk of the Legislature. When feasible, each political party shall be represented on each committee in its proportion to representation on the Legislature;
- D. Fill any vacancies in any Standing or Special Committee, in compliance with County Law § 154;
- E. Reassign or remove committee Chairs or members as necessary;
- F. When deemed necessary, call a meeting of a Standing or Special Committee subject to the limitations of these rules;
- G. Subject to the approval by resolution of the Legislature, assign additional duties to Special Committees;
- H. Sit on Standing or Special Committees as an ex-officio member in compliance with County Law § 450.

3. Communications

A. Resolutions

Upon receipt of any resolution, forward it to:

- i. the Clerk of the Legislature;
- ii. the Chair of the appropriate committee(s);
- iii. the Majority Leader;
- iv. the Minority Leader; and
- v. other appropriate individuals.

B. Communications from the Clerk of the Legislature

Upon receipt of any petition, communication, or notice from the Clerk of the Legislature, forward it,



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if applicable, to:

- i. the Chair of the appropriate committee(s);
- ii. the Majority Leader;
- iii. the Minority Leader; and
- iv. other appropriate individuals.

C. Communications from Others

Upon receipt of any petition, communication, or notice from any individual other than the Clerk of the Legislature, forward it, if applicable, to:

- i. the Clerk of the Legislature;
- ii. the Chair of the appropriate committee(s);
- iii. the Majority Leader;
- iv. the Minority Leader; and
- v. other appropriate individuals.

4. Oath of Office

Within 20 days of being elected Chair, execute and file in the office of the County Clerk of Cortland County an official Oath of Office, in compliance with County

Law, § 450. The Chair will also execute and file an official undertaking in such amount as required by the Legislature.

5. Administrative Responsibilities – The Chair

- A. shall supervise the Clerk of the Legislature;
- B. shall, no later than the last session in June of each year, give a State of the County address, at which time member reports may also be given;
- C. may represent the County in all proceedings before the Public Service Commission and at all other public hearings and conferences deemed necessary to attend;
- D. shall, in case of attack or public disaster, direct the performance by agencies and public offices of the County of specific duties and implement the provisions of Article Three of the New York State Emergency Defense Act and the County Emergency Plan;
- E. shall become familiar with the property, function, and fiscal affairs of the County;



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- F. shall ensure that the statutory and local laws and resolutions of the Legislature and directions of County officials empowered to make the same are faithfully executed. Any neglect of duty shall be reported to the Legislature;
- G. shall determine which official shall perform a particular power or duty not clearly defined by law;
- H. may attend meetings of all boards, commissions, or other bodies appointed by the Legislature; those exercising County functions; or those expending County funds, in compliance with County Law, § 450;
- I. may inspect all books, accounts, records, or documents pertaining to the property, money, or assets of the County over which the County has control, in compliance with County Law, § 450;
- J. may make recommendations to the Legislature on legislation, rules, and regulations, and such other matters deemed material and advisable;
- K. may transfer employees temporarily from one department or office to another, with the approval of the appropriate department head(s) or the Legislature, in compliance with County Law, § 450;
- L. shall recommend to the Legislature persons for appointment to the Industrial Development Agency, which shall be politically balanced;
- M. shall approve the agenda for Legislative sessions prior to distribution;
- N. shall, after his/her election as Chair, assign seating for the members of the Legislature, or delegate this authority to the Clerk of the Legislature;
- O. shall appoint the members of all management teams for the negotiating of labor contracts;
- P. shall perform an annual performance evaluation, by August of each year, with the appropriate Committee Chairs and other appropriate personnel for the Clerk of the Legislature, County Attorney, Manager of Audit and Financial Projects, Public Defender, and Veterans' Services Officer;
- Q. shall perform an annual performance evaluation, by August of each year, with the Finance and Administration Committee Chair and other appropriate personnel for the Manager of Audit and Financial Projects;
- R. shall, in consultation with the Committee Chairs, Department Heads, and other appropriate individuals, perform an annual performance evaluation, by August of each year, for the County Administrator in compliance with the Administrator's current contract.

6. Temporary Chair



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In the absence of the Chair for a meeting, the Majority Leader shall serve as temporary chair. In the absence of the Chair and the Majority Leader, the Minority Leader shall serve as the temporary chair. In the absence of the Chair, the Majority Leader, and the Minority Leader, a temporary chair shall be elected by a majority vote of those members present and voting. Said vote shall be overseen by the Clerk of the Legislature.

7. Permanent Vacancy

In the event of a vacancy in the office of Chair as defined by Public Officers' Law, § 30, the Clerk of the Legislature shall, within ten calendar days of such vacancy, call a meeting of the Legislature with notice provided in accordance with these Rules. At such meeting, a member shall be elected Chair, who shall serve as Chair for the unexpired term.

In the event of the failure of the Legislature to elect a new Chair within 30 days after the vacancy, the County Clerk shall appoint a member of the Legislature to serve as Chair for the unexpired term.

ARTICLE IV
AUTHORITY OF COMMITTEE CHAIR

1. Each committee Chair shall:

- A. appoint a Vice-Chair to preside in his/her absence;
- B. schedule a special committee meeting upon receipt of a request signed by at least a majority of the committee members. Public notice of the meeting shall be given in compliance with Public Officers Law § 104. Said notice shall state the date, time, place, and subject for said meeting;
- C. prepare, or cause to be prepared by the Clerk of the Legislature an agenda for each committee meeting;
- D. upon receipt of any resolution, petition, communication, or notice, consult with each member of the committee in the manner he/she deems appropriate. Action can only be taken in an appropriately called and conducted meeting;
- E. invite appropriate individuals to a committee meeting when their resolutions are being considered;
- F. when reporting any resolution to the Legislature, provide all appropriate relative material to the Clerk of the Legislature;
- G. delegate two members of the committee, one of whom may be the committee chair, who shall participate in the selection of a Department Head in a department assigned to it in these Rules, for appointment by the Legislature.



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2. Each committee Chair may:

- A. appoint a person(s) from the standing committee membership to study any issue deemed appropriate, accountable to the full committee;
- B. add additional items not included on the agenda;
- C. schedule a special committee meeting. Public notice of the meeting shall be given in compliance with Public Officers Law § 104. Said notice shall state the date, time, place, and subject for said meeting;
- D. schedule meetings with Department Heads or heads of authorized agencies to discuss mutual objectives and problems;
- E. explain the purpose and provisions of resolutions reported from the committee before the debate begins in a Legislative session; and
- F. present a resolution not already on the agenda to the Legislature by a motion suspending the rules.

ARTICLE V

RESPONSIBILITIES AND DUTIES OF THE CLERK OF THE LEGISLATURE

The Clerk shall:

- 1. keep a record of all acts and proceedings of the Legislature and be the custodian of records and papers having to do with the Legislature's actions (See County Law, § 475);
- 2. record in the minutes whenever the Privilege of the Floor is granted, specifying the full name of the speaker;
- 3. record in the minutes the sponsor and the seconder of all resolutions and motions;
- 4. call the roll in alphabetical order by the members' surnames, with the Chair being called last, and enter it in the minutes, specifying which members were present, absent, excused, and how each member voted;
- 5. certify local laws and resolutions in the order in which they are adopted and consecutively number local laws and resolutions in separate series as they are certified, each series continuing through one calendar year;
- 6. forward copies of local laws and resolutions adopted by the Legislature to the appropriate parties;
- 7. publish all roll call votes in the Journal and maintain a record of roll calls, which shall be available for public inspection prior to publication in the Journal;



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8. maintain a general index of all local laws and resolutions of a permanent nature;
9. file all adopted Local Laws with the Secretary of State and the Cortland County Clerk and publish notice of adoption in the Newspaper of record as required;
10. file with the Cortland County Clerk all documents as directed by a majority vote of the Cortland County Legislature;
11. distribute to each member and others as deemed appropriate, or as directed by the Legislature or Chair, copies of the minutes of a Legislative session prior to and with the agenda of the next Legislative meeting;
12. upon direction of the Chair, or upon written request signed by a majority of the whole number of members of the Legislature, call a Special Legislative Meeting and serve personally, by mail, or by electronic means upon each member at least 48 hours before the date fixed for the meeting, a written notice stating the date, time, location, and purpose of the Special Meeting in the case of an emergency, the 48 hour requirement may be waived by a majority vote of the Legislators present and voting, a quorum being present and all members having been notified (see County Law, § 152);
13. in the absence of a quorum, notify all members that a recessed meeting will be held giving the date, time, and location of the recessed meeting;
14. in the absence of the Chair, the Majority Leader, and the Minority Leader for a meeting, call the Legislature to order and preside over the election of a Chair Pro tem from the membership of the Legislature, who shall exercise the powers and duties of the Chair for the duration of the Chair's absence;
15. upon receipt of any petition, communication, or notice from anyone other than the Chair, forward a copy to the Chair, the Majority Leader, the Minority Leader, and other appropriate individuals;
16. on the fourth business day prior to a regular Legislative meeting, prepare and distribute an agenda which shall include, among other things, a listing of articles received in his/her office; items not included on this agenda may be considered as Special Articles at the Legislative Session, but shall not be added to the agenda;
17. make copies of the agenda available to the public in his/her office after distributing it to the members and be responsible for posting said agenda to the Legislature's website;
18. make copies of all roll call votes available to the public one day after the conclusion of the meeting at which they were taken;
19. by noon on the business day prior to a meeting, place a copy of each resolution to be considered at the meeting on the desk of each member, or send an electronic copy and have a paper copy on the desk of each member on the day of the meeting;
20. send notices of committee meetings to all Legislators, the County Attorney, and other appropriate



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individuals at least 72 hours in advance of a committee meeting;

21. record all notices of committee meetings;
22. receive reports as requested by the Legislature;
23. receive annual reports from Department Heads, as directed by the Legislature or required by law;
24. upon receipt of a tentative budget from the Budget Officer, distribute a copy to each member;
25. prepare a list of committees and their members, and distribute to all Legislators and Department Heads and have available for the general public within 30 days of the committee appointments;
26. within 50 days after election or appointment of new members, distribute to them the last Legislative Journal, the current County budget, and if available, the tentative County budget for the next fiscal year;
27. ensure each member has a copy of the current edition of *Robert's Rules of Order Newly Revised* and the Rules of Order of the Cortland County Legislature;
28. prepare an annual budget for the Legislature;
29. report to the Legislature through the Chair;
30. within seven business days following a Committee meeting but in no event no later than the day two days prior to the next Legislative Session, have prepared and forward draft minutes of the meeting to all Legislators that shall specify, among other items, the time, date, and place of the meeting, the persons in attendance, the resolutions voted on and the vote on each;
31. shall serve as the County Historian;
32. shall serve as the Public Information Officer;
33. shall serve as the (Freedom of Information Law) FOIL Officer for Cortland County;
34. ensure that minutes of all Legislative and committee meetings are posted to the County's website in accordance with the time frames identified in Public Officers' Law §106, including video recordings of the meetings.
35. perform such additional duties as the Legislature or the Chair may direct (See County Law, § 475);
36. shall oversee the use of the Legislative Chambers and offices or shall designate an individual to oversee the use of the Legislative Chambers and offices.

ARTICLE VI
POWERS AND DUTIES OF THE COUNTY ATTORNEY, AND THE COUNTY
ADMINISTRATOR



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1. The County Attorney shall:

- A. act as the legal advisor to the Legislature and other County officials in all matters involving an official act of a civil nature (See County Law, § 501);
- B. prosecute and defend all civil actions and proceedings brought by or against the Legislature, other County officials, or Cortland County (see County Law § 501);
- C. be present at all Legislative meetings unless excused by the Chair, and committee meetings, if requested by the Committee Chair. In cases where the County Attorney cannot be present, ensure that an Assistant County Attorney shall be present; and
- D. by 10:00 a.m. on the business day prior to a meeting, approve all resolutions included on the agenda for form and legal content, indicating his/her approval on the original copy, consulting with the sponsor if necessary, before approving said resolution.
- E. Perform such additional and related duties as may be prescribed by law, or as directed by the Legislature (see County Law § 501).

2. The County Administrator shall:

- A. be directly responsible to the County Legislature, and, on behalf of the County Legislature shall perform the functions of chief administrative officer, with the County Legislature retaining the final administrative authority (see Local Law No. 7 for the of 2002, Local Law No. 3 for the year 2003;
- B. be the Budget Officer of the County, responsible for preparing the tentative budget and presenting it to the Finance and Administration Committee for approval and then to the County Legislature for final adoption (see Local Law No. 5 of 2018 and County Law §353 and §354); and
- C. any other duties as assigned by the Legislature which do not curtail, diminish, transfer or divest the Cortland County Legislature (or any elected official) of any functions, powers or duties (see Local Law No. 7 of 2002, Local Law No. 3 of 2003, Local Law 5 of 2018 and Municipal Home Rule Law §23, County Law §154(6)).

ARTICLE VII
PRESENTATION OF RESOLUTIONS

- 1. All resolutions shall be in writing and shall include a brief title summarizing the purpose of the resolution (see County Law, § 153).



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2. All resolutions shall be filed with the Clerk of the Legislature, and whenever possible shall be written in the affirmative.
3. Resolutions to be included on the agenda shall have the majority vote of those present (a quorum being present) of the appropriate Statutory Committee and shall be filed on or before the fourth calendar day before a regular meeting, and at least 48 hours before a Special Meeting.
4. Resolutions creating a Special Committee shall specify the powers and duties of the committee, the number of members and the term of the committee. (See County Law, § 154)
5. Resolutions pertaining to bills pending before the Congress or the State Legislature shall specify the bill number and the name of the sponsor(s).
6. An amended version of a resolution on the agenda may be filed by the sponsor for consideration at any time before the Legislature convenes.
7. Upon the request of any member, an amendment to a resolution shall be in writing. Copies of the amendment shall be distributed to all members.
8. A sponsor, upon approval of a majority of the committee, may request permission to withdraw a resolution any time before a final vote is taken. The same resolution with the same intent may not be withdrawn by the sponsor more than three (3) times per calendar year.
9. A sponsor shall be given an opportunity to explain a resolution, its purpose, and his/her reason for introducing the resolution prior to the opening of debate in the Legislature.
10. The same resolution with the same intent offered by the same sponsor may be introduced as a new agenda item only three (3) times per calendar year.
11. Any resolution withdrawn from the Legislative agenda shall begin the committee approval process again and shall not be reintroduced unless the committee approval process is completed.

ARTICLE VIII MEETINGS

1. All meetings of the Legislature shall be held in the Legislative Chambers, Cortland County Office Building, 60 Central Avenue, Cortland, New York. The Legislature may, at any meeting, by resolution, change the time and place of the next regularly scheduled meeting, except that no meeting shall be held outside the City of Cortland without an affirmative vote of three-fourths of the total membership of the Legislature (see County Law, § 152).
2. All meetings of the Legislature shall be public (see County Law § 152 and Public Officers Law §103).
3. The Legislature shall, in addition to the organizational meeting, hold regular meetings at 6:00 p.m. on the fourth Thursday of each month January through June and August through October. No regular



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meeting shall be held in the month of July. November and December meeting dates will be scheduled by the Clerk.

4. Special meetings shall be held in accordance with County Law §152(2) and these Rules. Only articles included in the written notice may come before the Legislature at the special meeting.
5. When the day specified for any meeting falls on a County holiday, such meeting shall be held at the time specified on the next business day.
6. If the Legislature is inquorate (without a quorum) for any meeting, a recessed meeting shall be declared.

ARTICLE IX **ORDER OF BUSINESS**

1. The order of business at each meeting of the Legislature shall be as follows, unless modified by the Chair in accordance with Authority of the Chair:
 - A. Salute to the Flag
 - B. Roll call of members
 - C. Approval of minutes of the previous meeting
 - D. Privilege of the Floor, including Public Comment Period as authorized by these rules
 - E. Proclamations and Recognitions
 - F. Presentation of petitions, communications, presentations and notices
 - G. Reports of Standing and Special Committees
 - H. Special Orders
 - I. Articles Postponed to Day Certain
 - J. Unfinished Business
 - K. New Business/Presentation of Resolutions
 - L. Announcements
 - M. Adjournment
2. When necessary, the minutes of the previous meeting may be read if the members have not received them, or upon the request of any member. In the absence of corrections, the minutes shall stand approved without formal motion.
3. Articles Laid on the Table, except Articles Postponed to Day Certain, shall be considered Unfinished Business and shall be taken from the table upon approval of a majority vote of the total vote of the members present via the motion to Take from the Table.



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4. No more than one amendment to an amendment may be pending at any given time on any resolution.
5. The Legislature shall set aside any other business at the time stated for consideration of a Special Order.
6. The time for consideration of a Special Order shall be advanced, postponed, or rescinded only with the approval of a two-thirds vote of the total vote of the members present.

ARTICLE X**MOTIONS AND THEIR PRECEDENCE**

1. When the Legislature is considering a question, motions shall have precedence over another in the order stated below:
 - A. To adjourn
 - B. To recess
 - C. To raise a question of privilege
 - D. To lay on the table
 - E. Previous question
 - F. To postpone to day certain
 - G. To commit (refer to a committee)
 - H. To go into Committee of the Whole
 - I. To go into Executive Session
 - J. To amend
 - K. To postpone indefinitely
 - L. Main motion
2. The privileged motion to adjourn, and the motion to lay on the table are not amendable. The privileged motion to recess may be amended only as to the length or time of the recess. A motion to postpone to day certain may be amended only as to the day to which the question is postponed.
3. The privileged motions to adjourn and to recess, and the motions for the previous question, and to lay on the table are not debatable.
4. A motion to adjourn shall not be made while the Chair is putting a question, while a member has the floor, while the Clerk is taking a roll call vote, or while the Legislature is in the Committee of the



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Whole.

5. A question of privilege may be raised while another member has the floor.
6. Any question shall be laid on the table or postponed to day certain only once.
7. The Legislature, while in Committee of the Whole, shall not exercise Legislative powers and shall be presided over by a temporary Chair. The only motions that are in order under Committee of the Whole are to amend and adopt the report to be given and to “rise and report.” Any formal action must be taken in the regular Legislative body. Committee of the Whole cannot refer the issue under consideration to another committee.
8. When in Executive Session, the Legislature shall operate under these rules insofar as they are applicable. Proceedings in Executive Session shall be confidential unless the Legislature votes otherwise.
9. Any Committee may be discharged from further consideration of any matter entrusted to it by these Rules upon a majority vote of the whole number of members. The matter shall automatically be placed by the Clerk on the agenda for the next regular Legislative meeting.
10. A motion to reconsider any vote must be made on the day the vote proposed to be reconsidered was taken or at the next regular meeting of the Legislature. Such motion may be made only by a member voting on the prevailing side. Such motion may be made under any order.
11. A motion to rescind any resolution or motion shall be made only when no motion is on the floor. It shall require the affirmative vote of two-thirds of the Legislature, or a majority of the Legislature with previous notice.

ARTICLE XI **RULES OF VOTING**

1. A majority of the total vote (weighted vote) of the whole number of members of the Legislature (17) shall be necessary to adopt any question, proposition, resolution, motion, or any other matter, except where it is otherwise provided herein or by statute that another form of approval is required.
2. Every member present when a vote is taken on any matter shall vote unless he/she has a direct interest in the matter or is excused by a majority weighted vote of the members present.
3. Members must be in their designated seat when voting.
4. A roll call vote shall be called by the Clerk on any question where it is required by statute or these Rules, or on the request of any member (see County Law, § 153).
5. If a roll call vote is commenced on any question, it must be completed.
6. Members shall be called in alphabetical order according to their surnames, except that the Chair



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(permanent, temporary or Chair Pro tem) shall always be called last.

7. Any member shall have the right to have his/her vote on any question recorded and entered in the minutes upon his/her request, without explanation and without requesting a roll call vote.
8. An absent legislator cannot vote on a motion. However, mathematically, the Legislature cannot reduce the total number of weighted votes. A member recorded as absent or excused shall not have a vote. The total number of weighted votes cannot be reduced by an absence or excuse of a member, so the total vote required to adopt any motion shall be based on the total vote of the full Legislature.

ARTICLE XII **COMMITTEES**

1. Members of all Standing Committees shall be appointed for terms of two years, or until reassigned or removed by the Chair, commencing January 1 of the even-numbered year, but nothing herein contained shall be construed to allow any person to continue to serve on any Committee after ceasing to be a member of the Legislature.
2. In accordance with these Rules, the Chair shall have the authority to reassign or remove committee members.
3. Committees shall operate under these Rules as far as they are applicable, except that the previous question shall not be in order.
4. Each Standing Committee may examine the bills, accounts, and claims of the departments, boards, and councils assigned to it in these Rules.
5. Each Standing Committee may review and receive recommendations from Legislators and make recommendations to the Budget Officer and/or Finance and Administration Committee regarding department proposed budgets under the jurisdiction of that committee.
6. Each Standing Committee shall have general supervision of and receive articles relating to the departments, boards and councils assigned to it in these Rules.
7. Each Standing Committee shall initiate, sponsor, and/or review all resolutions affecting the departments, boards, and councils assigned to in it these Rules.
8. For any item to be moved from the Standing Committee to the Legislature requires a majority vote of the committee members present (a quorum being present).
9. Any item having an unbudgeted financial impact on Cortland County shall be presented to the Finance and Administration Committee before being presented to the full Legislature. Resolutions, referred to the Finance and Administration Committee from another Statutory Committee, not approved by the Finance and Administration Committee shall require a 2/3rds vote of the full legislature for adoption. The Finance and Administration Committee shall provide a report to the



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Legislature stating the reason for not approving the resolution.

10. Each Standing Committee shall fulfill the responsibilities assigned to it.
11. Special Committees shall be created by resolution for a period not to exceed the term of the Legislature adopting the resolution.
12. The following are the Standing Committees, their responsibilities, and their composition:
 - 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, Cooperative Extension, and public transportation.
 - B. **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 Finance Department, 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.
 - C. **Government Operations** – Not less than five (5) nor more than seven (7) members who shall oversee:

Personnel/Civil Service Office, County Attorney, Board of Elections, ~~Weights & Measures~~, County Clerk/Department of Motor Vehicles and the Clerk of the Legislature/Historian.

All matters concerning operation and revision of these Rules shall be referred to the Committee.
 - D. **Health & Human Services** – Shall consist of no less than five (5) and no more than seven (7) members who shall oversee:

The Health Department, Mental Health Department, Department of Social Services, Employment and Training Office and Grant Administration, Office for Aging and Veterans' Services.
 - E. **Judiciary and Public Safety** – Not less than five (5) nor more than seven (7) members who shall oversee:

The District Attorney's Office, Coroners, Assigned Counsel, Public Defender, Sheriff's Department, Probation Department, Department of Emergency Response and Communications.



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F. **Public Works** – Not less than five (5) nor more than seven (7) members who shall oversee:

~~County Highway Department, Buildings and Grounds Department~~ Public Works Department, and the Information and Technology Department.

The use of County Buildings or properties by external groups or entities shall be approved by majority vote of the Public Works Committee.

ARTICLE XIII SUSPENSION OR AMENDMENT OF RULES

1. Any Rule may be amended or rescinded by a two-thirds vote of the full Legislature.
2. Any Rule may be suspended by a two-thirds vote of the members present and voting and any suspension shall be effective only while the matter before the Legislature at the time of the suspension remains under discussion.

ARTICLE XIV INTENT OF THESE RULES AND PARLIAMENTARY QUESTIONS

1. It is the intent of this Legislature to determine the rules of its own proceedings pursuant to County Law §153 and Local Law No. 2 for year 1972 establishing the County Legislature with the power to enact local laws or rules governing the conduct of the members at such sessions and the manner of transaction business thereat.
2. Except as otherwise provided herein, the current edition of *Robert's Rules of Order Newly Revised* shall govern parliamentary procedure at all meetings.

ARTICLE XV EFFECTIVE DATE

These Rules shall take effect immediately upon adoption and shall remain in effect until amended, revised, or rescinded.

Adopted January 2010 – Revised July 28, 2011

Adopted January 4, 2012 – Revised April 26, 2012 & June 27, 2013

Adopted January 2, 2014 – Revised June 26, 2014 & September 24, 2015

Adopted October 26, 2017 – Revised December 8, 2020

Adopted December 18, 2020 – Revised August 12, 2021

Adopted August 26, 2021 – Revised November 4, 2021

Adopted November 18, 2021 – Revised October 17, 2023

Adopted October 26, 2023 – Revised August 6, 2024

Adopted August 22, 2024 – Revised February 11, 2025

Adopted February 27, 2025 – Revised April 8, 2025

Adopted April 24, 2025

ON MOTION OF JOSEPH NAUSEEF, COMMITTEE CHAIR

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

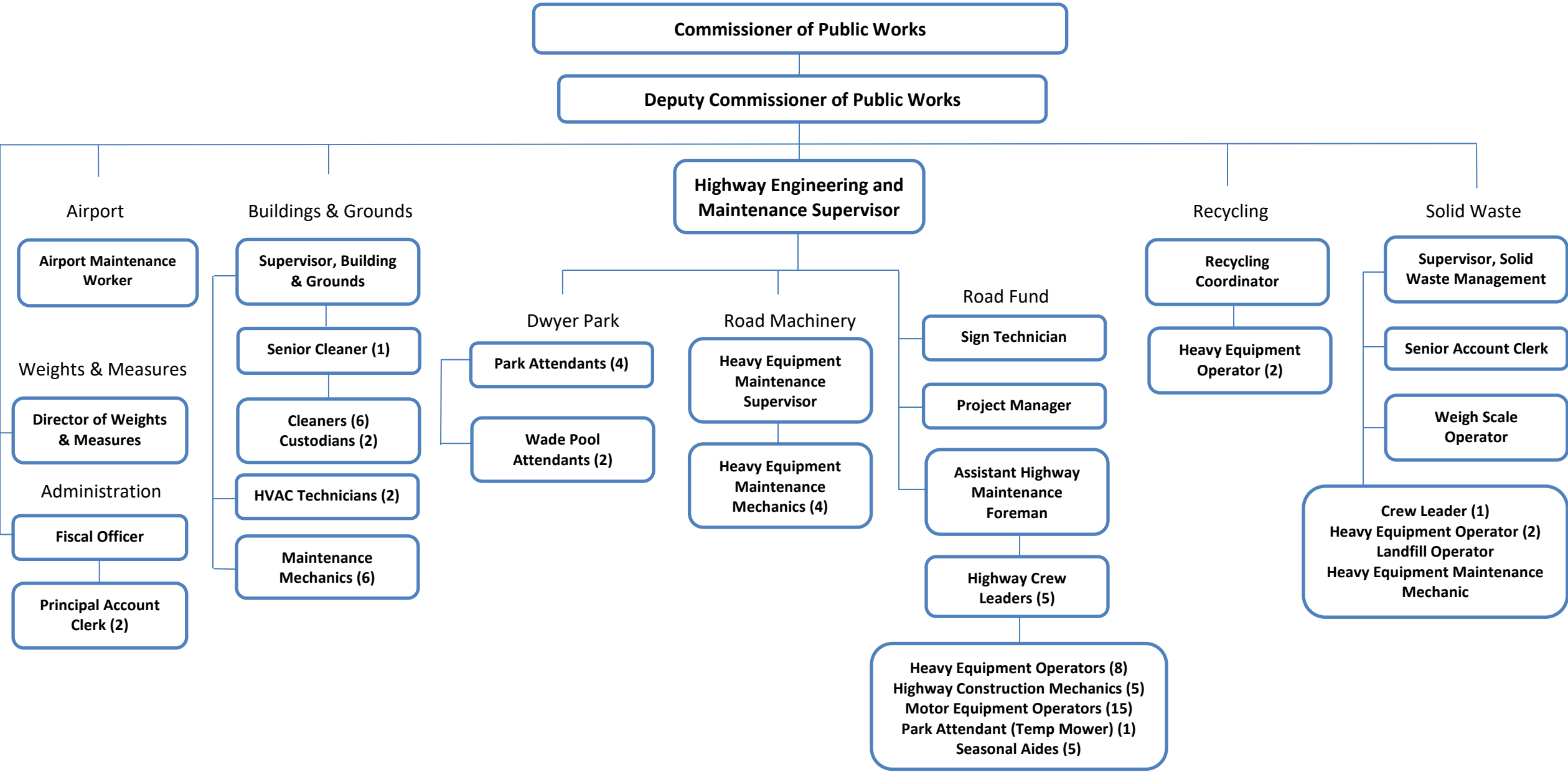
If any clause, sentence, paragraph, subdivision, section or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment, decree or order shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, 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.

Public Works Department

ORGANIZATIONAL CHART



ON MOTION OF JOSEPH NAUSEEF, COMMITTEE CHAIR**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 JOSEPH NAUSEEF, COMMITTEE CHAIR

AGENDA ITEM NO. 5

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

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.

County of Cortland

Cortland County Department Heads, Management Employees, and Management/Confidential Employees

JANUARY 1, 2025

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**Cortland County
Administrative Policy Manual**

**Employment Policy Manual for Department Heads, Management Employees and
Management/Confidential Employees**

Policy/Procedure Number: 01.001

Modified Date (s): 12/7/2005; 1/20/2012;
11/20/2012; 12/20/2012; 12/19/2013;
10/30/2014; 5/28/2015; 1/1/2016; 11/4/2016;
1/1/2017; 1/1/2018; 1/1/2019; 1/25/2019;
1/3/2020; 1/2/2021; 4/22/2021; 4/28/2022;
1/1/2023; 1/1/2024; 1/1/2025; 6/5/2025

Resolution No.: 106-21, 123-22, 182-23, 197-24

Effective Date: 4/22/2021

Next Review: 9/1/2025

Objective: The purpose of this policy manual is to provide Department Heads, Management employees, and Management/Confidential employees with a reference for the basic terms and conditions of employment with Cortland County.

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

Legislative Policy Statement:

The County Legislature is committed to providing a high quality of services to the citizens of Cortland County. The administrative employees of the County are one of the essential elements required to fulfill this commitment. Through their leadership and professionalism, the Board's philosophy and policy is manifested in the efficient and effective operation of the County departments.

The County Legislature values the dedication and service of its administrative employees. The policy and the provisions contained herein establish and provide the terms and conditions of employment for Department Heads, Management, ~~and~~ Management/Confidential, and elected personnel in the employment of Cortland County Government. This policy statement is intended to provide those employees with a better understanding of the privileges and responsibilities of their positions and to assist in the mission of the professional delivery of services in Cortland County.

Responsible Department: Personnel Department



Cortland County Administrative Policy Manual

General Information:

I. Definitions:

The term “Administrative employee” is used in this policy manual to refer to all employees who occupy positions that are exempt from the bargaining unit under the Taylor Law. For the purposes of this manual, we have defined the administrative employees by using five major categories, which are explained below. Policies or benefits that apply to all employees have been referred to as applying to Administrative employees or employees covered by this policy. Specific benefits or responsibilities that pertain to specific groups of employees, for example, Department Heads, have been noted as such. Employees under this policy are governed by the Fair Labor Standards Act (FLSA) and, as such, are subject to the terms and conditions of employment set forth by the FLSA.

Department Heads - Employees who are appointed by the County Legislature. Department Heads function in the primary leadership position in the department and are directly responsible for the development of departmental policies and the implementation of legislative initiatives. The County Administrator will complete an annual performance evaluation on department heads based on legislative policies.

Management Employees - Employees who are appointed by the Department Head to positions authorized by the County Legislature. Management employees have significant managerial responsibility in the areas of supervision and policy formation.

Management/Confidential - Employees who perform support functions for management positions and/or other assignments, which require them to be unrepresented by collective bargaining agreements.

Elected Officials - Employees who are elected by popular vote. Due to their unique status, elected officials are exempt from leave and attendance requirements and are therefore ineligible for any fringe benefits related thereto. The elected positions of Sheriff, County Clerk and Coroner are eligible for health insurance, but no other fringe benefits. They are also exempt from the probation period.

Attorneys – Employees who require a license to practice law in New York State. Attorneys are those who act as practitioners in the court of law.

Positions within each category are included in Attachment B.



Cortland County Administrative Policy Manual

II. Policy:

A. Appointments

1. Full-Time Appointments

Department Heads, Management employees, and Management/Confidential employees are for fixed or continuing terms.

- a. Fixed Term Appointments - Certain appointments are for a pre-established number of years as prescribed by the N.Y.S. Constitution, various State and County Laws, General Municipal Law, and Local Law or Rule. Included in this category are appointments which are made for the “Term of the Board”, which is four years.
- b. Continuous Term Appointment - The remainder of appointments are continuous are, in most instances afforded Civil Service Status and Protection, and are renewed contingent on satisfactory performance and authorization by the County Legislature and/or the County Administrator or Department Head. This group includes administrative employees who are appointed “at the pleasure of” the County Legislature or the Department Head, within the confines of Civil Service. Information regarding the type of appointment is provided to candidates during the recruitment and selection process. Questions concerning the term of appointment may be directed to the Personnel Department.

2. Part-time Appointments and Benefits

In certain cases, the County Legislature may establish part-time and/or temporary appointments to accommodate unique situations. Employees appointed to part-time positions and who work less than the standard work week, shall receive the approved salary for the position and the statutory benefits referenced herein, including Retirement (if eligible), Unemployment Insurance, Social Security, Worker’s Compensation and Health, Dental and Vision Insurance. There shall be no earned leave benefits unless said part-time appointment consists of a regular schedule equal to or greater than one-half (1/2) of the standard work week for the position. In this case, leave benefits shall be prorated.

Fringe benefits shall be limited to the above-referenced items unless otherwise approved by the County Legislature.

3. Probationary Period

Employees in the classified service are subject to a probationary period in accordance with Cortland County Civil Service Rules. The classified service includes the Competitive, Non-Competitive, Exempt, and Labor classes of Civil Service. Employees



Cortland County Administrative Policy Manual

who have been promoted to a position in the classified service are also subject to a probationary period.

Employees in the unclassified service or elected classification are not subject to a probationary period.

4. Promotions/Demotions/Out of Title/Rehires

Administrative positions are critical to the efficient and effective operation of County government. It is the policy of Cortland County to seek professionals with the qualifications and experience necessary to fulfill this goal. Emphasis will be placed on recruitment of current employees who possess the qualifications, experience, and employment history necessary for the quality operation of the department. Employees who are working out-of-title shall be placed at the minimum of the new grade unless the current hourly rate is above the minimum, in which case, they will be placed in the Step immediately above their current hourly rate. No one shall exceed the top of the range for the new grade. Out-of-title shall be defined as duties and responsibilities assigned beyond that of an employee's regular position for a period greater than five consecutive business days due to an absence, exclusive of annual leave.

Employees who are promoted may be placed at the step that the candidate's experience warrants with approval by the County Administrator and Personnel Officer. Demotion means movement to a lower salary grade.

Employees who are demoted shall be placed at the step that the candidate's experience warrants with approval by the County Administrator and Personnel Officer.

Employees who are reinstated /rehired after separation may be placed at the step that the candidate's experience warrants with approval by the County Administrator and Personnel Officer. They may be given the same amount of vacation and longevity time credit and shall have accrued sick leave reinstated. This may only be used for employees being rehired/reinstated to the same title from which they left. This is at the discretion of the County Administrator and the Personnel Officer.

5. Secondary Employment

Full-time Employees covered by this policy understand and agree that their employment with the County is of primary importance, and that secondary employment must not inhibit or impede the efficient and effective performance of their job duties, responsibilities, or attendance; nor shall it impair their judgment in exercising of their official duties. Department Heads, Deputy Department Heads, and Division Heads will discuss and receive written approval annually from the County Administrator prior to engaging in secondary employment. Any changes to the terms of the secondary employment approval, requires subsequent approval. Copies of all correspondence will be kept in the personnel files.



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Certain positions covered by this manual also have a prohibition on secondary employment embodied in New York State statute or local rule.

B. Compensation

1. Annual Salary

Cortland County maintains a competitive salary structure and benefit package for administrative employees. The County will review the compensation structure annually through the Management Compensation Review Committee to ensure it is competitive in current market conditions.

The Management Compensation Review Committee will be comprised of: the Chair of the Government Operations Committee, the Vice Chair of the Government Operations Committee, the County Administrator, the Personnel Officer, one additional legislator, and two department heads.

The committee will: review the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees for any changes to the language within the document. Additionally, the committee will review the compensation structure and position groupings within the salary grade plan to determine if any changes are necessary.

Attachment A outlines a four step increment system fitting each employee into the proper grade and step for Management and Management/Confidential employees. Effective January 1, 2024, there will be a separate schedule for Attorneys . All employees covered by this policy manual are placed in the graded salary schedule which has been adopted by the County Legislature. This graded salary schedule shall receive an annual adjustment equal to the increase given to CSEA unit 6550. Employees who are hired at Step 1 shall move across the step increments as follows:

Step 1: hire rate

Step 2: upon completion of two years in the position

Step 3: upon completion of four years in the position

Step 4: upon completion of eight years in the position

Employees who are hired at a step other than Step 1 shall move across the step increments as follow:

Movement to Step 3 from Step 2: after two years at Step 2

Movement to Step 4 from Step 3: after four years at Step 3

Employees shall begin employment at Step 1 for the grade unless the County Administrator and Personnel Officer determines that the need for the services or the employee's experience require that compensation be fixed at a higher step.



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2. Longevity

Employees, with the exception of elected officials and Election Commissioners, who have been continuously employed with the County shall receive a non-cumulative annual longevity incentive upon completion of continuous County service in accordance with the schedule listed below.

	<u>Full Time</u>	<u>Part-Time (halftime or less)</u>
Completion of 10 th Year	\$ 1,000	\$ 500
Completion of 15th Year	\$ 1,500	\$ 750
Completion of 20th Year	\$2,000	\$1,000
Completion of 25th Year	\$2,500	\$1,250
Completion of 30th Year	\$3,000	\$1,500
Completion of 35th Year	\$3,500	\$1,750

For the purposes of this program, continuous service shall be defined as no break in employment that exceeds one (1) year unless said break in service is the result of personal illness, accident, military service or layoff.

Employees who are less than full time but are more than half time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours. Employees who move from less than half-time to half-time or more will receive service credit for longevity purposes from the initial part time date of hire as long as the service is continuous.

If an employee has been on full pay status for less than eleven (11) working days of the calendar month, longevity will not be credited for that calendar month.

Longevity payments shall be made by the County in one lump sum payment in a separate paycheck to the employee in the payroll period after the employee's anniversary date.

Only regularly scheduled employees who are on the County payroll at the time of longevity payment will be entitled to the longevity benefit. Employees who retire prior to the longevity payment will receive a prorated amount at the time of retirement based on their date of retirement.



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3. Health, Dental, and Vision Insurance

a. Health Insurance:

Cortland County provides group health, hospitalization, major medical insurance, and prescription drug coverage through a self-insured Participating Provider Network (PPN) for all full time and part-time employees covered by this policy and their eligible dependents. Effective January 1, 2007, both the full and part-time employee share of this coverage shall be twenty percent (20%). The County's Health Benefits Program is fully described in the Plan Booklet.

All employees hired on or after 1/1/2023 will be enrolled in the Personal Choice PPO Plan if they wish to enroll in the County's insurance.

Prescription Drug Coverage:

The County Health Insurance Plan includes a three tier formulary plan for prescription drugs. Employees may obtain prescription medications through the following providers and will pay the following co-pays:

Maintenance Medications

i Employees may obtain available brand name prescription maintenance medications through the voluntary international mail order program from CortlandMeds at \$0 co pay. Please check available medications list at the Personnel Office or CortlandMeds.com.

ii The following co-pays apply to 90-day maintenance medications through the mail order program:

Generic	\$10
Brand Name Formulary	\$40
Brand Name Non-Formulary	\$70

The co-pay for specialty medications are up to \$50 per 30-day supply.

iii Employees who fill prescriptions for maintenance medications at a retail pharmacy will pay one co-pay per 30-day supply. Only 30 day fills will be available at the retail pharmacy.

\$10 for generic
\$20 for brand name
\$35 for non-formulary

UPON THE FOURTH REFILL AT RETAIL, EMPLOYEES SHALL PAY A PENALTY CO PAY AT 50% OF THE **DRUG COST**.



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Maintenance medications that are not able to be filled through the mail order program are excluded from the fourth refill penalty and may be processed as non-maintenance medications as described below.

Non-maintenance medications

\$10 for generic
\$20 for brand name formulary
\$35 for non-formulary

Employee contributions / Eligibility:

Employee contributions for the health insurance premium shall be deducted in equal amounts from each bi-weekly paycheck. Coverage for new employees hired prior to the 16th of the month shall become effective on the first of the following month. Coverage for new employees hired on or after the 16th of the month shall become effective on the first day of the second month following employment (e.g. date of hire of May 17 would result in coverage effective July 1).

Enrollment in the health insurance plan shall take effect as described herein or during the open enrollment period held at once per year.

b. Dental Insurance:

The County provides a self-insured dental plan for full-time and part-time employees. Employees shall be responsible for 50% of the monthly premium equivalent, if coverage is elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.

c. Vision Insurance:

The County provides a self-insured vision plan for full-time and part-time employees. Employees shall be responsible for 50% of the monthly premium equivalent, if coverage is elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.

The Employer provides the I.R.S. Section 125 spending account plan for employee contributions toward Health, Dental, Vision and other authorized and applicable health care related costs, and authorized and eligible day care expenses. The plan is administered by a Third Party Administrator and conforms with I.R.S. regulations.



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4. Health Insurance coverage upon retirement

Employees shall be eligible to continue health coverage for themselves and any eligible dependents in retirement, provided they have met the following requirements:

- a. Employees hired previous to January 1, 2005 will require completion of a minimum of ten (10) years of service; Employees hired January 1, 2005 through December 31, 2023 will require ten (10) consecutive years with Cortland County; Employees hired January 1, 2024 or after will require twenty (20) consecutive years of service with Cortland County (effective 1/1/2024, exceptions to this requirement may be reviewed and approved by the County Legislature on a case by case basis).
- b. are employed by Cortland County at the time of retirement; and
- c. are enrolled in the health plan at the time of retirement; and
- d. provide the Employer with proof of retirement and otherwise meet the definition of retirement as specified by the NYS Retirement System; and
- e. be at least 55 years old.

The Retiree's share of Health Insurance costs shall be as follows:

Employees who retire and were hired prior to January 1, 2006:

<u>Employee Share</u>	<u>County Share</u>
10%	90%

Employees hired on or after January 1, 2006:

	<u>Employee Share</u>	<u>County Share</u>
10 consecutive years of service but less than 15	50%	50%
15 consecutive years of service but less than 20	35%	65%
20 consecutive years of service or more	20%	80%

For All Retirees: Upon qualification for Medicare Part B, all retirees must enroll and provide the Medicare Part B required information to the Personnel Department.

The spouse of a deceased retired employee may continue to participate in the County's Health Plan or County's Medicare Advantage Plan if Medicare eligible, upon payment of 100% of the monthly premium equivalent.

5. Retirement

The County participates in the New York State Employee's Retirement System with all rights and benefits presently provided by the Career Retirement Plan under Section



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75i and 14b of the Retirement and Social Security Law. All permanent, full-time employees are enrolled in the New York State and Local Retirement System. Due to changing legislation and regulations, you should check with the N.Y.S. and Local Retirement System directly to obtain information regarding your benefits.

In addition, Cortland County offers the following Retirement Enhancements:

* May not apply to 14b members

- a. Section 41(j) - the application of unused sick leave accruals towards additional service credit upon retirement
- b. Section 41(k) - military service credit buy back.
- c. Section 60(b) - Minimum Death Benefit of up to three times the employee's annual rate of pay depending on length of service of employee at time of death and retirement tier.
- d. New York State Defined Voluntary Contribution Program (VDC) for those who are eligible.

6. Social Security

Social Security provides income protection when an employee's earnings either cease or are reduced as a result of retirement, disability, or death. Social Security benefits are based on the employee's salary history up to the maximum Social Security taxable wage base. Each payroll period, payroll deductions made by the employee are matched by Cortland County to provide this benefit. Complete information is available from the Social Security Office.

7. Worker's Compensation

Employees who suffer an injury or illness which is directly related to their employment shall be eligible for Worker's Compensation Benefits amounting to a maximum of two-thirds of an employee's salary, depending on the degree of injury. Employees must file the required report form immediately following the job related accident.

8. Employee Assistance Program

The County will provide an Employee Assistance Program through a qualified provider of the County's choice. Employees will not be responsible for any co-payments applicable to the services provided. All records of the Employee Assistance Program are confidential between the employee and the provider. The fact that an employee utilizes such assistance shall not impact promotional opportunities or job security.



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9. Defense and Indemnification

The County of Cortland shall provide for the defense and indemnification of employees covered by this policy for actions or omissions made in the ordinary course of their employment in accordance with the procedures and policy outlined in Local Law # 3 of 2004. Employees requesting assistance under this section are advised to make a written request to their Department Head or County Administrator within three (3) business days of their receipt of any summons, complaint, process, notice, demand, or pleading that may require defense and indemnification coverage.

10. Deferred Compensation Plan (457c)

A Deferred Compensation Plan is a voluntary savings program created by federal and state law that enables public employees to save a portion of their gross pay before federal, state, and local income taxes are deducted. Currently, Cortland County participates in the NYS Deferred Compensation Program. The amount deferred accumulates tax free until the funds plus earnings are distributed, generally after retirement. Information regarding the complete details of the Deferred Compensation Program and payroll deduction forms are available in the Personnel Department.

11. Tuition Reimbursement

Employees covered by this policy are eligible for tuition, books and fees reimbursement for job related/advancement courses at the undergraduate and graduate level, subject to the approval of the Department Head and the oversight Committee. Reimbursement will be made at the four-year SUNY undergraduate or graduate rate, as applicable for approved courses upon receipt of satisfactory completion of the course. Employees who withdraw from a course after the deadline date for withdrawal without penalty may be required to reimburse the County for the cost of the course. The County will not duplicate reimbursement from any other source. Course requests are available in the Personnel Office.

The County shall reimburse the renewal cost of licenses and certifications required to perform their jobs.

An employee who resigns from County employment, excluding for reasons of disability, death or an event beyond the control of the employee, and has received tuition reimbursement shall be required to refund the County according to the following schedule:

<u># of Months Since Course Completion</u>	<u>% Refund Due the County</u>
0 - 12	100
13 - 24	50



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In the event an employee fails to make such refund by the resignation date, the employee shall forfeit payment of accrued vacation and compensatory time, not to exceed monies owed. Any remaining balance shall be deducted from the employee's final paycheck.

Professional development requests will be reviewed as part of the annual County budget process subject to procedures developed by the County Administrator.

12. Travel for County Business

Employees covered by this policy will be reimbursed for necessary and reasonable expenses incurred in the performance of County business in accordance with separate policy and upon submission of an approved claim form. Generally, mileage will be reimbursed at the rate in cents per mile that is allowed by the IRS.

Travel authorization and conference attendance shall be required in all cases involving out of County and overnight travel. Travel will be in accordance with the Cortland County Policy and Procedure Authorization to Travel.

13. Safety Equipment

The County will, at its cost through reimbursement, provide managerial-level employees with necessary safety equipment and/or uniforms to carry out job duties. Requests for reimbursement will be processed by voucher submitted to the Manager of Audit and Financial Projects.

C. Attendance and Leave Benefits

1. Office Hours

County Offices shall be open for the conduct of business and convenience of the public in strict accordance with the hours prescribed by the Cortland County Legislature and in accordance with existing State and County regulations.

(Generally, 8:30 a.m. - 4:30 p.m. 9:00 a.m. to 5:00 p.m. or 8:00a.m. to 4:00 p.m.)

2. Base Work Day/Work Week

Department Heads and Management employees are responsible for performing the duties of their office. The work day is determined by the tasks to be performed. The work week for full time employees shall be a minimum of 35 hours per week or 40 hours per week, depending on the position. Part time employees vary dependent on the position.

Most Department Heads and Management employees are not eligible for overtime compensation; however, they may accumulate one (1) week of compensatory time on a rolling bank basis to be used during their employment. Part time employees compensation



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time may not exceed 40 hours unless approved by the County Administrator. Compensatory time will be earned hour for hour. Compensatory time is to be earned only for time worked in the actual performance of the job. Examples of time worked include (but not limited to) required attendance at evening Legislative Sessions, community meetings on evenings and weekends, completion of special projects requiring a deadline (ie: grant writing) and responding after hours and /or on weekends for work issues that cannot wait until normal work days/ hours. Compensatory time is not intended to be earned for occasional work at home, reading reports, or material that will otherwise prepare you and make you successful at your job.

Management employees shall receive prior approval to earn and use compensatory time from the Department Head. Earned and used compensatory time will be reported to Personnel like all other leave accruals.

*Compensation may be provided in special circumstances at the discretion of the County Administrator and report to oversight committee.

Department Heads are not required to obtain prior approval to earn compensatory time; however, in addition to reported, earned, and used compensatory time will be reported to Personnel like all other leave accruals. An e-mail will be sent to the County Administrator recording the date, reason, and amount earned.

Unused compensatory time will not be paid at time of separation from service for Grades 1-12 Department Heads and Management Employees, or for Attorneys, Grades 0-3.

3. Emergency Management Responsibilities

It shall be the responsibility of all employees covered by this policy to report for duty at times and places designated by the Chairman of the Legislature or County Administrator, or their designee, when a natural disaster or emergency has occurred. Designated radio and television station(s) shall be considered as carrying official information. A designated phone number and County website will also be accessible.



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4. Holidays

Employees covered by this policy who, in the judgment of the Department Head, can be spared without interfering with the operation of the department, will be allowed time off with pay to observe the following holidays, provided such employee shall have worked the work day immediately preceding such holiday and provided such employee works the work day immediately following such holiday unless the employee is using paid benefit time, other than sick time, for which prior approval has been given. Employees who are required to work on a holiday will receive equal time off in lieu of the holiday.

New Year's Day

Martin Luther King's Birthday

Presidents' Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving Day

Christmas Eve

Christmas Day

An annual holiday calendar will be issued by the Personnel Department designating when holidays will be observed.

In addition, employees on payroll prior to July 1st of any year will receive one (1) floating holiday.

If an employee is absent from work due to illness on either the last regularly scheduled work day prior to the holiday or the first regularly scheduled work day following the holiday, he/she shall forfeit being paid for the holiday unless the absence is verified by a medical provider's statement, if requested by the Department Head, Personnel Director or County Administrator.



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5. Annual Leave

- a. Annual Leave will be earned and credited monthly. New employees must start on or before the 15th of a month to receive annual leave credit for that month. On the first of January of each year of employment and every year of full-time continuous service thereafter, annual leave will be credited as follows:

Years of Credit	Days of Vacation Accrued Monthly	Maximum Days Earned Annually
At Least		
1 month	0.8333	10
2 years	0.9167	11
3 years	1	12
4 years	1.0833	13
5 years	1.1667	14
6 years	1.25	15
7 years	1.3333	16
8 years	1.4167	17
9 years	1.5	18
10 years	1.5833	19
11 years	1.6667	20
15 years	1.75	21
18 years	1.8333	22
20 or more years	2.0833	25

For the first January 1 of employment, the employee shall be credited with two years of service credit for vacation. Each January 1 thereafter, the employee shall be credited with an additional year of service.

Part-time employees regularly scheduled to work greater than half the Full Time Equivalent will receive a pro-rated value of annual leave.

Employees shall not accrue vacation leave for any period during which they are off the payroll for more than half of the working days per month.

- b. Department Heads and Management Employees may carry a maximum balance of 50 days of accumulated annual leave credit.
- c. Management/Confidential employees may carry 50 days of accumulated annual leave.



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- d. Upon the termination of an employee, either by resignation or retirement, the employee works ten (10) working days (days do not need to be consecutive but must include the last day of employment) following the day written notification is given, unless the employee has a death in his/her immediate family (as defined in II. Attendance and Leave Benefits- Bereavement), is required to report for jury duty (as defined in III. Attendance and Leave Benefits- Jury Duty), or is required to be absent from work for any other unforeseen reason that, at the discretion of the County Administrator and Personnel Officer, constitutes a valid reason for absence (for this clause only, if a paid holiday falls within the ten (10) day notice period, it shall be considered a day worked if all other required days are worked by the employee). Employees will receive a lump sum payment during the last payroll period for accumulated annual leave credits.

Employees shall submit requests for approval of use of annual leave to their Department Head. Department Heads shall notify the County Administrator and Chairperson of the oversight committee, in writing, of their intent to use consecutive days of annual leave, at least one (1) week in advance of the intended leave date, unless or except in special circumstances. Department Heads shall notify the County Administrator and Chairperson of the oversight committee when expecting to not report for work for the day.

- e. Annual Leave shall be used in minimum increments of fifteen (15) minutes.
- f. After six (6) months of continuous service, once per calendar year, upon written request to the Department Head/designee, an employee may choose to be compensated at their regular straight time rate of pay for up to 50% of their vacation balance. In order for an employee to be eligible for a payout, the vacation balance may not be less than 80 hours at the time of the request. Employees being compensated under this section shall not be eligible to receive donations from the emergency pool for three (3) years after the date of receipt of vacation payout.

6. Use of Accrued Vacation to pay Health Insurance Premium

- a. Employees may convert accrued vacation days to monies to be used toward payment of their health care premium. Up to 5 days may be converted annually. A minimum of 10 days of accrued vacation must be available at the time of declaration.

Individuals will declare in writing the intent to make this conversion during the health care open enrollment period of the prior year. The dollar amount will be applied



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toward the employee's health care premium contribution for the next calendar year and spread out equally to each pay period.

- b. At the time of retirement, employees may opt to apply some or all of their accrued vacation towards payment of retiree health insurance premiums. If the retiree should die prior to exhausting all of the accrued vacation, the remainder shall be paid to the retiree's estate.

7. Sick Leave

Absence from duty by an employee of Cortland County by reason of the employee's own sickness, disability, or medical/dental appointments or that of their immediate family, shall be allowed as provided in this section. Absence from duty for such reasons, if duly granted by the Department Head, shall be considered and known as "sick leave".

- a. Sick leave shall be credited at the rate of one and one-half (1½) days per month. Half-time employees shall earn a pro-rated amount of sick leave. Employees shall be charged sick leave time for actual hours used, in a minimum increment of fifteen (15) minutes. Sick leave credits will be earned when an employee is on full and active pay status for fifty percent (50%) of the working days in the calendar month.
- b. An employee who is absent on sick leave shall report his absence, and reason therefore, to his supervisor prior to the start of their regularly scheduled work shift.
- c. Sick leave shall be granted by the Department Head. Department Heads who are absent under the provisions of this section shall notify the County Administrator if the absence is anticipated to be of an extended nature and/or will interfere with departmental operations.
- d. After 3 consecutive days of illness or after 12 cumulative days of illness during a 12 month period, a medical certificate may be required. When a pattern of abuse of sick leave is suspected, the department head may, upon advance notice, require an employee to provide proof of illness at any other time. The department head also may require the employee to be examined, at the County's expense, by a physician designated by the County Administrator.
- e. Employees may utilize sick leave during the statutory waiting period while under Workers' Compensation.
- f. Employees may accumulate unused sick leave up to a maximum of 200 days.



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- g. An employee who is employed for a full calendar year and who does not use any sick leave during a calendar year shall accrue an extra day of annual leave.
- h. At the time of retirement, employees shall use the first 165 *unused sick leave days as extra pension credit in accordance with the rules established by the New York State Employees Retirement System. Employees may convert up to 35 unused sick leave days in excess of the 165 not to exceed \$10,000 to pay for the employee's portion of retiree health insurance.*Tier 6 employees hired after 12-31-14 are limited to one hundred (100) days or as provided in the retirement legislation for Tier 6.

8. Emergency Pool

In conformance with the rules, the Personnel Officer is authorized to permit the use of hours in the pool by any current County employee who qualifies and makes a request for such hours based on a personal or family emergency. All decisions by the Personnel Officer shall be final and binding.

9. Family Sick Leave

- a. An employee shall be allowed to use up to a maximum of thirty-five (35) hours [for a seven hour per day employee] or forty (40) hours [for an eight hour per day employee] of accumulated sick leave per calendar year for absence from work necessitated by illness of the employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, son/daughter-in-law or other person who is a member of the household. The Department Head may request written documentation from the employee to verify residency of other household members.
- b. Each employee may use up to an additional thirty (30) days of sick leave for a family event which is Family Medical Leave qualified. The additional leave is not applicable for an intermittent FMLA request.

10. Personal Leave

- a. Personal leave with pay shall be granted for religious observance or personal business.
- b. Effective January 1st of each year, employees shall be credited with four days of personal leave. Employees who work at least half time shall receive prorated personal leave. Employees hired after January 1 or



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terminating service before December 31st shall receive a prorated share of personal leave credit.

- c. Whenever possible, a request for personal leave should be submitted to the department head or their designee forty-eight (48) hours prior to the requested date. Department Heads shall notify the County Administrator's Office of instances where a Department Head will not be reporting for work for the day.

Unused personal leave time shall be carried over at the end of the year credited as accumulated sick leave.

During the first year of hire, personal time shall be prorated as follows:

Date of Hire	Time Earned (40 hr/week)	Time Earned
1/10-2/14	32 hours	28 hours
2/15- 3/31	28 hours	24.5 hours
4/1-5/14	24 hours	21 hours
5/15-6/30	20 hours	17.5 hours
7/1-8/14	16 hours	14 hours
8/15-9/30	12 hours	10.5 hours
10/1-11/14	8 hours	7 hours
11/15-12/31	4 hours	3.5 hours

Upon permanent separation from County service, the time allowed for use prior to separation shall be pro-rated as follows:

Date of Resignation	Total Time Allowed to be Used (40hrs/week)	Total Time Allowed to be Used (35hrs/week)
1/10-2/14	4 hours	3.5 hours
2/15-3/31	8 hours	7 hours
4/1-5/14	12 hours	10.5
5/15-6/30	16 hours	14 hours
7/1-8/14	20 hours	17.5 hours
8/15-9/30	24 hours	21 hours
10/1-11/14	28 hours	24.5 hours
11/15-12/31	32 hours	28 ours



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11. Family Medical Leave

The County will abide by provisions and regulations of the Federal Family and Medical Leave Act (FMLA).

12. Leaves of Absence

- a. A leave of absence without pay of up to one year may be granted to employees covered by this policy. A written request for a leave of absence must be submitted to the County Administrator (for Department Heads) or to the Department Head (for Management and Management/Confidential employees) at least four (4) weeks prior to the requested date of leave stating the reason for the leave and the anticipated duration of the leave. Department Heads will confer with the County Administrator and the Personnel Director prior to granting a leave to Management and Management/Confidential employees.
- b. A leave of absence shall not be granted to accept other employment.
- c. No leave shall be authorized which may exceed the remaining period of a term appointment.
- d. Not less than thirty (30) days prior to the expiration of an employee's leave, the employee shall be required to submit written notification to the County Administrator or Department Head of their intention to return to work.
- e. When an employee is on a leave of absence for one-half of a month or longer, sick leave, longevity and vacation will be pro-rated to reflect the leave. Employees on an unpaid leave of absence will be required to contribute the full cost of health insurance and any other paid fringe benefits for the period beyond three (3) months, except as otherwise provided by law or rule.

13. Bereavement Leave

In the event of the death of an employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, or other person who is a member of the household (the Department Head may request written documentation from the employee to verify residency of other household members), the employee shall be excused from work, if the employee was scheduled to work, with pay at his/her request, for up to four (4) days. One (1) day of the four (4) may be retained for funeral later interment and/or celebration.



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The use of up to four (4) days referred to in "1" are to be used within thirty (30) days of the employee's receipt of notification of a qualifying death. The requested bereavement days must be used consecutively and cannot be spread over a 30-day period. Employees may still retain one (1) day for interment. Where special circumstances exist which prohibits use within the 30-day period, a request may be made to the County Personnel Officer for other accommodations. The Personnel Officer shall have sole authority to grant an exception.

- i. In the event of the death of any relative not outlined in Section 1 of this Article, the employee shall be excused from work at his/her request on the day of the funeral utilizing accrued personal leave, vacation leave, floating holiday or comp time.
- ii. Employees covered by this Agreement who are less than full-time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours.

14. Jury Duty

Upon receipt of proof of the necessity of jury services or appearance as a witness to subpoena or other order of the court (for job related actions only), employees shall be granted leave with pay to provide time as needed for such service. Any compensation received, less expenses, for said service shall be returned to the Finance Department within five (5) working days from the time it is received by the employee. An employee, who is dismissed for the day or from service within two (2) hours or more remaining in his/her regular scheduled work day is required to report to work.

15. Military Leave

Employees serving as a member of an organized militia or any reserve force or reserve component of the Armed Forces of the United States are entitled to paid leave not to exceed thirty (30) calendar days or twenty-two (22) work days, whichever occurs first, in accordance with Section 242 of Military Law. Requests for military leave should be presented to the Department Head or County Administrator as soon as possible upon receipt of orders.

Miscellaneous

16. Reasonable Suspicion Alcohol and Controlled Substance Policy

Cortland County intends to maintain a drug and alcohol free workplace and, as such, has adopted procedures for conducting screenings of all employees for the use of illegal drugs and improper use of prescription drugs and alcohol based upon reasonable suspicion.



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17. Personal Appearance of Employees

It is important that all County employees project a professional image to the patients, clients and/or members of the general public with whom they interact. Employees are expected to dress in a manner appropriate to their working environment and to the type of work performed. Employees who are required to wear uniforms and safety equipment are expected to wear them in their entirety.

18. Employee Evaluations

With the exception of Elected Officials, all employees under this policy shall receive an annual performance appraisal 60 days prior to their anniversary date in accordance with adopted Legislative Policy.

19. Equal Employment Opportunity

It is the policy of Cortland County to provide equal opportunity in employment for all qualified persons; to prohibit unlawful discrimination in employment; and to promote the full realization of equal opportunity on a continuing basis through a realistic Affirmative Action Plan.

This Policy of Equal Employment Opportunity:

All applicants will be considered for employment without attention to age, race, color, religion, sex, sexual orientation, gender identity, national origin, political affiliation, veteran or disability status.

Applies to all County organizational departments and governs all County employment practices, policies, and actions.

Provides that no local practice, or procedure or policy exists which serves to diminish or negate such equal opportunity.

All Department Heads, Management, and Management/Confidential employees are expected to comply with this policy directive and to insure equal opportunity in all Human Resources practices within their individual departments.

20. Code of Ethics

Employees shall be bound by Section 806 of the General Municipal Law and Resolution of the County Legislature adopting a Code of Ethics. Employees shall behave in the highest moral and ethical conduct in accordance with State and County Law. A copy of the County's Code of Ethics is provided upon hire.

21. External News Media

Employees covered by this policy are to interact with external new media (ie: broadcast, electronic print) as prescribed below to provide an effective and efficient



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framework to facilitate the timely, accurate, comprehensive, authoritative and relevant to all aspects of Cortland County.

Refer all media inquiries to your respective department head. Please do not say you are not allowed to talk to the media. Instead, state that all media inquiries are to be directed to department heads. In some instances department heads may want to involve and/or refer to the County Attorney/County Administrator.

A department head may designate a deputy or an employee covered by this policy to speak in their absence. A written designation letter shall be filed with Personnel, County Attorney and the Clerk of the Legislature. Said designation may be revoked at any time.

22. Questions of Intent or Application of this Policy

Questions regarding the intent of proper application of any provision of this policy shall be directed to the Director of Personnel. The Director of Personnel shall meet with the County Administrator and Chairman of the Legislature to determine the proper course of action to take on any question.



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1.5.a

Attachment A – Graded Salary Schedule for 2025

2025 Management Salary Table

Grade	Step 1 1	Step 2 2	Step 3 3	Step 4 4
1	\$113,603	\$124,964	\$137,460	\$151,206
2	\$105,677	\$116,245	\$127,869	\$140,657
3	\$98,304	\$108,136	\$118,949	\$130,843
4	\$91,446	\$100,591	\$110,650	\$121,715
5	\$85,067	\$93,572	\$102,930	\$113,223
6	\$79,132	\$87,044	\$95,749	\$105,324
7	\$73,611	\$80,971	\$89,069	\$97,976
8	\$68,475	\$75,323	\$82,854	\$91,141
9	\$63,697	\$70,068	\$77,074	\$84,781
10	\$59,254	\$65,179	\$71,697	\$78,866
11	\$55,119	\$60,632	\$66,696	\$73,364
12	\$51,274	\$56,402	\$62,042	\$68,246

2025 Management Confidential Table

Hourly

Grade	Step 1 1	Step 2 2	Step 3 3	Step 4 4
1H	\$17.5248	\$19.2773	\$21.2050	\$23.3256
2H	\$18.8392	\$20.7231	\$22.7954	\$25.0749
3H	\$20.2522	\$22.2774	\$24.5050	\$26.9556
4H	\$21.7710	\$23.9481	\$26.3430	\$28.9773
5H	\$23.4039	\$25.7442	\$28.3187	\$31.1506
6H	\$25.1590	\$27.6751	\$30.4426	\$33.4868
7H	\$27.0460	\$29.7507	\$32.7258	\$35.9984

2025 Management Attorney Table

Grade	Step 1 1	Step 2 2	Step 3 3	Step 4 4
0	n/a	n/a	n/a	\$146,802
1	n/a	n/a	n/a	\$125,000
2	\$100,000	\$105,000	\$110,000	\$115,000
3	n/a	n/a	n/a	\$74,160

Attachment: 01.001_ManagementComp_2025-06-05 (13084 : Authorize Amendments to Management Comp Plan)



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Attachment B – Positions within Grade

Department Heads/Management Employees

Grade 1

Commissioner of Public Works

Grade 2

Commissioner of DSS

Director of Finance

Grade 3

Director of Community Mental Health Services

Public Health Director

Director of Information Technology

Sheriff

Director of Planning

Personnel Officer

Grade 4

Deputy County Administrator

Undersheriff

Deputy Commissioner of Public Works

Grade 5

Deputy Director of Information Technology

Director of Emergency Response and Communications

Deputy Commissioner of DSS

Grade 6

Deputy Director of Finance

Deputy Public Health Director

Clinical Director of Mental Health

Director of Administrative Services/DSS

County Clerk

Director of Area Agency on Aging

Deputy Director of Community Mental Health
Services

Director of Real Property Tax Services

Manager of Audit and Financial Projects

Deputy Personnel Officer

Probation Director

Grade 7

Clerk of the Legislature

Director of Social Services

Compliance and Privacy Officer

Highway Engineering and Maintenance Supervisor

Deputy Director of Emergency Response &
Communications

Workforce Development Director

Human Resources Manager

Director of Environmental Health

Grade 8

Deputy Director, Area Agency on Aging - Aging
Services

Epidemiology Manager



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Grade 9

Assistant Director of Emergency Response and
Communication
Safety Director
Nutrition Program Manager/RD

Family Support Services Director
Employment and Training Director
Supervisor, Solid Waste Management
Supervisor of Buildings & Grounds

Grade 10

Benefits Manager
Child Advocacy Director
Deputy County Clerk
Mobility Manager
Director of Veterans Services
Deputy Workforce Development Director

Director of Weights and Measures
Assistant Director of Administrative Services
Public Health Programs Manager
Grants Administrator
Motor Vehicle Director
Community Mental Health Manager

Grade 11

Executive Administrative Officer
Executive Assistant to the District Attorney
Executive Assistant to County Administrator
Executive Assistant to the County Attorney

Fiscal Manager
Recycling Coordinator
Assistant Landfill Supervisor

Grade 12

Coroners
Deputy Clerk of County Legislature

Deputy Election Commissioner

Off Scale Management Employees

The following positions' salaries are off scale and receive the same annual increases as positions above:

County Administrator
Medical Advisor
Medical Director/Psychiatrist
Mental Health Practitioner

Election Commissioners

These positions are eligible for health insurance and leave accruals, but not longevity

Salaries set by the Legislature annually



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Management/Confidential Employees

Grade 1H

Grade 2H

Grade 3H

Grade 4H

Human Resources Assistant

Grade 5H

Administrative Assistant

Administrative Assistant to the Commissioner of Social
Services

Administrative Assistant to the Plan Administrator

Secretary to the District Attorney

Secretary to the Sheriff

Administrative Assistant to the Mental Health
Director

Grade 6H

Payroll Coordinator

Paralegal

Human Resources Generalist

Data Officer

Grade 7H

Investigator



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Management/Attorney Employees

Grade 0

County Attorney
Public Defender

Grade 1

Chief Assistant County Attorney
Chief Assistant District Attorney
Chief Assistant Public Defender
Chief DSS Attorney
Plan Administrator

Grade 2

Assistant County Attorney
Assistant District Attorney
Assistant Public Defender
Social Services Attorney

Grade 3

Associate Assistant County Attorney
Associate Assistant District Attorney
Associate Assistant Public Defender
Associate Social Services Attorney



CORTLAND COUNTY SAFETY DIRECTOR

JASON E. DeRAICHE

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, SUITE 312
CORTLAND, NY 13045
TEL: 607-753-5081

Safety Director's Monthly Update – Dated May 30, 2025

May Highlights:

- Third week of State of New York Department of State 6-week training course for Code Enforcement Officer completed 5/8/2025 – approx. 32 hours training / 2 hours testing
- First Aid/CPR/AED Training:
 - Training completed for Misc. County Employees 5/9/2025
 - Basic Life Support Course completed for 4 nurses 5/22/2025
 - 4 Additional trainings scheduled – 2 additional to be scheduled
- Attended Annual PERMA Conference May 15th & 16th
 - “Front Desk Safety & Security”
 - “Re-engineering Ergonomics”
 - “Learning by Doing: Methods to Improve Behavioral Change”
 - “Workers Comp Simplified: Claims 101”
 - “Mastering Workers Comp: Beyond the Basics”
 - “Creating a Culture that Drives Employee Engagement and Retention”
 - Annual Member Meeting
- County Confined Space training scheduled for May 21st at Cortlandville Training center
 - 7 Employees attended
- Quarterly Workplace Violence Advisory Meeting held 5/22/2025
- COB Security Evaluation continues
- ESSA Safety Briefs forwarded to Department Heads:
 - “Tick and Lyme Disease”
 - “Trenching Safety”
 - “Flagger Safety”
 - “Driving Safely Through Work Zones”
 - “Work Zone Safety”

Upcoming:

- June 1st Touch a Truck (COB parking lot)
- Spill kit training landfill
- CPR/AED/First aid June 5 & 25
- Local Emergency Preparedness Committee
- Fourth week of State of New York Department of State 6-week training course for Code Enforcement Officer



CORTLAND COUNTY CLERK

Courthouse – 46 Greenbush Street
Cortland, New York 13045-3702
P: 607-753-5021
countyclerk@cortlandcountyny.gov

TAMMY L. BARRIGER
MARCIA L. FORD
Deputy County Clerks

BROOKE KEMAK
County Clerk
bkemak@cortlandcountyny.gov

SONIA GANOUNG
Motor Vehicle Director
P: 607-753-5023

May 2025 Activities

- Meetings: LEPC, Department Head
- Hosted Homer High Schools “The Law and You” class to speak with a panel of court employees ranging from security to Judges. They also observed various criminal appearances.
- Attended Cortland County Treatment Court graduation and 20th Anniversary celebration.
- Completed CPR/First-Aid training.
- IT has been working to resolve connectivity issues in the new office. Rewiring was the most recent task and it appears the phones and computers now maintain a connection. Working to troubleshoot issues with one machine and it is not clear if it is an internal IT issue or not. Currently identifying computers that require a Windows 11 upgrade and the most feasible plan for this. All County Clerk computer equipment is provided by contract with our software provider.
- Buildings and Grounds is considering all possible options to make the office accessible to everyone. The lift does not function. There is a temporary space for staff to meet with individuals if they are unable to do stairs.
- County Clerk and Deputy attended the annual Summer County Clerk Conference.
 - Key components included Judicial Privacy Act, Clean Slate Law, transition to DRIVES (new DMV software), real estate fraud, best practices, legislative topics and court updates.

Department of Motor Vehicles

Online vs. In-Office Transactions & Revenue

	<u>Online</u>	<u>In-Office</u>	<u>Total</u>	<u>County Revenue</u>
<u>2022</u>	15,462	42,410	57,872	\$611,229.21
<u>2023</u>	15,898	43,329	59,227	\$662,642.09
<u>2024</u>	14,866	44,762	59,628	\$677,655.54
<u>2025</u>	6,308	17,997	24,305	\$268,169.15
January - April				

	Description	Jan	Feb	Mar	1st Quarter	Apr	YTD
Revenue County	Clerk	\$32,640.82	\$43,040.02	\$42,159.84	\$117,840.68	\$ 44,176.97	\$162,017.65
	Local Mtg. Tax	\$13,692.16	\$19,771.23	\$49,461.50	\$82,924.89	\$ 16,697.79	\$99,622.68
	Transfer Tax	\$17,788.00	\$18,605.00	\$24,973.00	\$61,366.00	\$ 17,846.00	\$79,212.00
	DMV (In Office)	\$ 26,573.75	\$ 28,012.34	\$ 35,821.09	\$ 90,407.18	\$ 41,271.10	\$ 131,678.28
	*DMV (Online)	\$ 10,171.87	\$ 8,375.24	\$ 11,223.16	\$ 29,770.27	\$ 12,143.94	\$ 41,914.21
	*DMV (Use Tax)	\$ 16,900.33	\$ 20,886.81	\$ 28,262.49	\$ 66,049.63	\$ 28,527.03	\$ 94,576.66
	Total	\$ 117,766.93	\$ 138,690.64	\$ 191,901.08	\$ 448,358.65	\$ 160,662.83	\$ 609,021.48

Revenue Pass through funds	Basic Mtg. Tax	\$ 27,384.32	\$ 39,542.46	\$ 98,958.79	\$ 165,885.57	\$ 33,395.55	\$ 199,281.12
	DWI Fines	\$ -	\$ -	\$ 1,220.00	\$ 1,220.00	\$ -	\$ 1,220.00
	Court & Trust	\$ 1,001.00	\$ 11,000.00	\$ 25.00	\$ 12,026.00	\$ 0.94	\$ 12,026.94
	Additional Mtg. Tax	\$ 12,596.60	\$ 18,956.47	\$ 47,304.09	\$ 78,857.16	\$ 15,606.21	\$ 94,463.37
	Passports	\$ 5,017.72	\$ 3,477.72	\$ 4,701.36	\$ 13,196.80	\$ 4,855.00	\$ 18,051.80
	Total	\$ 45,999.64	\$ 72,976.65	\$ 152,209.24	\$ 271,185.53	\$ 53,857.70	\$ 325,043.23

Revenue Paid to NYS	Special Mtg. Tax	\$ 9,304.72	\$ 17,297.89	\$ 44,698.20	\$ 71,300.81	\$ 12,571.64	\$ 71,300.81
	Court	\$ 17,014.52	\$ 17,517.24	\$ 17,591.74	\$ 52,123.50	\$ 19,778.73	\$ 52,123.50
	State Education	\$ 6,902.89	\$ 6,084.25	\$ 7,510.01	\$ 20,497.15	\$ 6,943.32	\$ 20,497.15
	Transfer Tax	\$ 34,529.47	\$ 36,315.37	\$ 52,888.31	\$ 123,733.15	\$ 34,833.79	\$ 123,733.15
	Real Property	\$ 12,797.00	\$ 11,057.00	\$ 13,127.00	\$ 36,981.00	\$ 11,146.00	\$ 36,981.00
	DMV	\$ 334,467.94	\$ 295,839.75	\$ 411,016.53	\$ 1,041,324.22	\$ 350,538.05	\$ 1,041,324.22
	Total	\$ 415,016.54	\$ 384,111.50	\$ 546,831.79	\$ 1,345,959.83	\$ 435,811.53	\$ 1,345,959.83

Revenue Generated	\$ 578,783.11	\$ 595,778.79	\$ 890,942.11	\$ 2,065,504.01	\$ 650,332.06	\$ 2,280,024.54
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*Once a month NYS electronically transmits funds to Cortland County for the previous month's transactions accounting for the Use Tax collected and revenue generated from online transactions.



CORTLAND COUNTY ATTORNEY

VICTORIA J. MONTY

CORTLAND COUNTY OFFICE BUILDING

60 CENTRAL AVENUE, SUITE 312

CORTLAND, NY 13045

PHONE: (607) 753-5095

Jeri A. DuVall

Chief Assistant County Attorney

Nicole M. Compton

Executive Assistant

MAY MONTHLY REPORT – Dated May 30, 2025

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2025	2024	2023	2022	2021
\$0.00	\$322.50	\$25,775.94	\$151,289.00	\$0.00

FINES COLLECTED:

YTD 2025	2024	2023	2022	2021
\$0.00	\$153,000	\$400.00	\$400.00	(data unknown)

CONTRACTS & AGREEMENTS (YTD) to County Attorney's Office for review:

	2025	2024	2023	2022	2021
JAN	52	42	24	29	19
FEB	67	73	43	48	34
MAR	120	87	82	80	81
APR	146	121	108	112	102
MAY	164	171	150	142	110
JUN		189	177	172	141
JUL		218	202	188	158
AUG		244	229	236	172
SEP		260	253	267	195
OCT		295	283	286	215
NOV		319	336	323	256
DEC		364	391	371	307

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

NEW Since last report	YTD 2025	2024	2023	2022	2021
11	58	126	99	92	126

Attachment: May_CAO_Report_20250530 (13058 : County Attorney Monthly Report)

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 2025	2024	2023	2022	2021
JD	9	21	17	12	17
JD - RTA*	1	7	7	4	3
PINS	3	7	12	9	4
Probation Violations - Support	0	3	7	10	3

* 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 2025	2024	2023	2022	2021
Property Crimes	4	11	14	11	9
Crimes Against Persons	5	11	7	2	7
Sex Offenses	2	5	2	1	6
Other (e.g., Violation of Probation, Criminal Possession of Controlled Substance)	0	1	1	3	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 2025	2024	2023	2022	2021
2	16	71	64	49	21

CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

www.cortlandcountyny.gov/182/elections

Democratic Commissioner

Thomas H. Brown

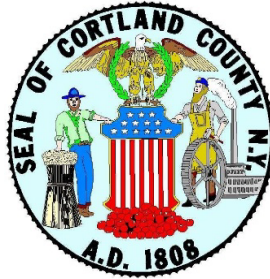
607-753-5033

tbrown@cortlandcountyny.gov

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortlandcountyny.gov



Republican Commissioner

Michelle S. Brown

607-753-5125

mbrown@cortlandcountyny.gov

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortlandcountyny.gov

MONTHLY REPORT – May 2025

Voter Registrations/Records:

New	Address	Party	Name	Purge/Incomplete	Duplicates	Status Change	DOH	OCA	TOTAL
143	271	6	21	115	8	359	38	3	964

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
147	313	361	1	65	48	935

FOIL Requests:

Received	In process	Completed
10	0	10

- Mailed 28,740 Mailcheck cards to the registered voters in the County. The Mailcheck is an annual process(EL§4-117) that checks the address of the voter and also gives them information on where, when and how to vote for the upcoming year.
- 15 Independent nominating petitions have been filed for the upcoming Town/Village elections.
- Caucus packets have been created and will be given to the Towns and Villages so that they can nominate candidates for the upcoming election



CORTLAND COUNTY WEIGHTS AND MEASURES
60 Central Ave., Cortland NY 13045 - (607)753-5025
choll@cortlandcountyny.gov
Monthly Report

2.5.a

Chris Holl
Director

May 2025

May was a good month to stay indoors, but we were still able to get some fuel pumps checked.

We had another complaint that resulted in a passing price accuracy audit.

I will be absent from the June meeting for the NYSWM annual training conference. See you in August.

Test Type	Qty
Computing Scale	46
Pre-Pack Scale	5
Customer Scale	1
Vehicle Scale	1
Prescription Scale	7
Petroleum Pump	16
Price Audit	50
Milk Bulk Tank	1

Attachment: 202505_Weights and Measures (13052 : Weights and Measures Monthly Report)

5/28/2025

Number of Civil Service Transactions by Agency

From: 05/01/2025 to 05/31/2025

Agency	Count
CININNATUS SCHOOL	1
CITY OF CORTLAND	42
CORTLAND COUNTY	64
DERUYTER SCHOOL	1
HOMER SCHOOL	1
MARATHON SCHOOL	7
MCGRAW SCHOOL	1
SOIL & WATER	4
TOWN OF C'VILLE	2
TOWN OF HARFORD	11
TOWN OF LAPEER	1
TOWN OF SOLON	4
TOWN OF WILLET	5
TULLY SCHOOL	1
VILLAGE OF MARATHON	1
VILLAGE OF MCGRAW	8
Total:	154

Attachment: May 2025 CS Transactions (13045 : Personnel Monthly Reports)

* END OF REPORT *

Wednesday, May 28, 2025

Page No. 1

Packet Pg. 94

[illegible]

POSITION VACANCY REPORT

As of June 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
Driver Grade 6/\$17.8832-\$22.6355	Aging	2/5/2025	2/7/2025	2/7/2025	2/11/2025- rescinded		Posted	100% Nutrition Contracts
Food Service Helper Grade 3/\$16.1276-\$20.4136	Aging	4/11/2025	4/11/2025	4/11/2025	rescinded			100% State
Deputy Director, Area Agency Aging Grade 8/\$68,475-\$91,141	Aging	4/25/2025	4/28/2025	4/28/2025	4/29/2025		5/20/2025	61% Federal 39% State
Case Manager for Indigent Defendants Grade 14/\$22.9539-\$29.0539	Assigned Counsel	12/6/2024	11/26/2024	11/27/2024	12/2/2024- rescinded		Posted	Grant Funded - 100% NYS
Assistant District Attorney Grade 2/\$100,000-\$115,000	District Attorney	3/20/2024	3/21/2024	3/21/2024	3/21/2024- rescinded		Posted	Local
Paralegal Grade 6H/\$25.1590-\$33.4868	District Attorney	6/2/2025	2/4/2025	2/4/2025	2/4/2025	Offer before 4/24/25	5/21/2025	Grant
Case Aide (PT) Grade 8/\$18.9690-\$24.0100	DSS	4/1/2024	9/26/2024	9/27/2024	10/4/2024 - rescinded		Posted	35% Local
Social Services Attorney Gr 2/\$100,000-\$115,000	DSS	1/15/2025	12/19/2024	12/20/2024	12/20/2024- rescinded		Posted	25% Local
Senior Support Investigator Grade 15/\$23.7424-\$30.0519	DSS	2/14/2025	1/25/2024	1/28/2025	1/28/2025- rescinded		Posted	35% Local
Housing Coordinator Grade 16/\$24.5633-\$31.0910	DSS	3/17/2025	3/12/2025	3/13/2025	3/13/2025- rescinded		Exam List	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	3/21/2025	3/14/2025	3/17/2025	3/17/2025- rescinded		Posted	35% Local
Caseworker Gr 18/26.3374-33.3363	DSS	4/11/2025	4/9/2025	4/9/2025	4/9/2025- rescinded	5/6/2025	Posted	35% local
Case Aide Grade 8/\$18.9690-\$24.0100	DSS	4/11/2025	4/9/2025	4/9/2025	4/9/2025- rescinded		Posted	25% local
Caseworker Gr 18/26.3374-33.3363	DSS	5/2/2025	4/28/2025	4/28/2025	5/6/2025		Posted	35% local
Caseworker Gr 18/26.3374-33.3364	DSS	5/23/2025	5/14/2025	5/14/2025	5/28/2025		Posted	35% local
Asst. Director of Admin Services Grade 10/\$59,254-\$78,866	DSS	7/11/2025	4/28/2025	4/28/2025	5/6/2025		Posted	45% local
Fiscal Officer Grade 17/\$25.4283-\$32.1859	DSS	7/14/2025	4/28/2025	4/28/2025	5/6/2025		Posted	45% local

Attachment: June 2025 [Revision 3] (13045 : Personnel Monthly Reports)

POSITION VACANCY REPORT

As of June 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
Safe Harbour Coordinator Gr 13/\$22.2053-\$28.1062	DSS-CAC	1/1/2025	11/22/2024	11/22/2024	11/22/2024- rescinded		Posted	Grant Funded - 100% NYS OCFS-Safe Harbour
E&T Specialist Special Programs Counselor Grade 9/\$19.5557-\$24.7524	Employment & Training	6/2/2025	5/22/2025	5/22/2025				Grant
E&T Specialist Grade 13/\$22.2053-\$28.1062	Employment & Training	7/1/2025	3/26/2025	3/26/2025				100% Grant
Public Health Educator Grade 18/\$26.3374-\$33.3363	Health	3/28/2025	3/27/2025	Approved by Resolution	3/27/2025- rescinded		Posted	100% Grant
Motor Equipment Operator Grade 13/\$22.2053-\$28.1062	Highway	3/8/2024	2/29/2024	2/29/2024	2/29/2024- rescinded	5/28/2025	Posted	Local
Motor Equipment Operator Grade 13/\$22.2053-\$28.1063	Highway	5/23/2024	6/19/2024	6/20/2024	6/20/2024- rescinded		Posted	Local
Highway Construction Mechanic Grade 15/\$23.7424-\$30.0519	Highway	10/2/2024	9/26/2024	9/26/2024	10/4/2024- rescinded	5/28/2025	Posted	Local
Heavy Equip Maintenance Mechanic Grade 17/\$25.4283-\$32.1859	Highway	1/24/2025	1/29/2025	1/29/2025	1/30/2025- rescinded		Posted	Local
Heavy Equipment Operator Grade 15/\$23.7424-\$30.0518	Highway	2/24/2025	1/25/2025	1/25/2025	1/26/2024	Offer before 4/24/25	5/5/2025	Local
Wade Pool Attendant (3 FT positions) \$16.50/hr	Highway	5/1/2025	3/13/2025	3/13/2025	3/13/2025		Posted	Local
Park Attendant (1 FT Positions) \$16.50/hr	Highway	5/1/2025	3/13/2025	3/13/2025	3/13/2025		5/12/25 5/19/25	Local
Seasonal Aide (4 FT positions) \$16.50/hr	Highway	5/1/2025	3/13/2025	3/13/2025	3/13/2025		5/27/2025	Local
Heavy Equipment Operator Grade 15/\$23.7424-\$30.0519	Highway-Solid Waste	2/14/2025	2/13/2025	2/13/2025	2/13/2025- rescinded		Posted	Local
Network Technican Grade 18/\$26.3374-\$33.3363	IT	11/18/2024	11/5/2024	11/5/2024	11/5/2024-rescinded		Posted	Local
Director of Information Technology Gr 3/\$98,304-\$130,843	IT	1/18/2025	12/17/2024	12/17/2024	12/17/2024- rescinded		Posted	Local
Mental Health Practitioner \$72.3381/hr	Mental Health	9/30/2024	9/11/2024	9/13/2024	9/13/2024- rescinded		Posted	Billing Revenue

Attachment: June 2025 [Revision 3] (13045 : Personnel Monthly Reports)

POSITION VACANCY REPORT

As of June 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
Mental Health Clinician Grade 26/\$35.4445-\$44.8637	Mental Health	2/10/2025	2/11/2025	2/11/2025	2/12/2025	Offer before 4/24/25	5/5/2025	Local
Mental Health Rehab Specialist Grade 16/\$24.5633-\$31.0910	Mental Health	3/12/2025	3/10/2025	3/11/2025	3/11/2025- rescinded	5/22/2025	Posted	Billing Revenue
Mental Health Rehab Specialist Grade 16/\$24.5633-\$31.0910	Mental Health	4/14/2025	4/9/2025	4/9/2025	4/9/2025- rescinded		Posted	Grant
Mobility Coordinator Grade 17/\$25.4283-\$32.1859	Planning	9/6/2024	10/28/2024	10/28/2024	11/4/2024	Offer before 4/24/25	5/5/2025	90% State, 10% Local
GIS Planner Grade 19/\$27.2911-\$34.5436	Planning	3/18/2025	3/5/2025	3/5/2025	3/5/2025	Offer before 4/24/25		Local
Assistant Public Defender Grade 2/\$100,000-\$115,000	Public Defender	4/2/2025	4/3/2025	4/4/2025	4/7/2025- rescinded		Posted	100% Grant
Associate Assistant Public Defender/Assistant Public Defender Grade 3/\$74,160-Grade 2/\$100,000	Public Defender	5/15/2025	5/7/2025	5/8/2025	5/16/2025		Posted	50% Local
PT Jail Cook (12 hrs) Grade 2/\$17.7571-\$26.6009	Sheriff	10/20/2017	10/10/2017	10/13/2017	11/2/2017- rescinded			Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	6/22/2023	6/26/2023	6/26/2023	6/26/2023	Offer before 4/24/25	5/27/2025	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	7/10/2023	7/6/2023	7/7/2023	7/25/2023	Offer before 4/24/25	5/27/2025	Local
County Police Sergeant (Deputy Sheriff) SGT \$44.5458/hr	Sheriff	7/23/2024	7/9/2024	7/10/2024	7/11/2024 - rescinded		Cert	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	12/30/2024	12/12/2024	12/12/2024	12/12/2024	Offer before 4/24/25	5/27/2025	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	1/31/2025	1/24/2024	1/28/2025	1/29/2025	Offer before 4/24/25	5/27/2025	Local
Correction Officer Grade 1/\$29.2384-\$41.3702	Sheriff	2/21/2025	2/24/2025	2/25/2025	2/27/2025		Offer before 4/24	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	3/9/2025	2/24/2025	2/25/2025	2/27/2025- rescinded		Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	3/24/2025	3/25/2025	3/25/2025	3/25/2025- rescinded		Cert	Local
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	3/26/2025	3/26/2025	3/26/2025	3/26/2025-rescinded		Cert	Local

Attachment: June 2025 [Revision 3] (13045 : Personnel Monthly Reports)

POSITION VACANCY REPORT

As of June 1, 2025

Position (Title, Grade, Salary)	Department	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Original Date of Approval of Action	Subsequent Date of Approval of Action	Date Filled	Funding
County Police Officer (Deputy Sheriff) CPO \$29.9206-\$38.4793	Sheriff	unknown	7/9/2024	7/24/2024	7/25/2024-rescinded		Cert	Local

Attachment: June 2025 [Revision 3] (13045 : Personnel Monthly Reports)

[illegible]

Civil Service Exams Administered

Title	Exam No.	Date
ADMINISTRATIVE ASSISTANT	60004-660	5/3/2025
COUNTY POLICE OFFICER (DEPUTY SHERIFF)	60022-680	5/3/2025
POLICE OFFICER	60022-670	5/3/2025
PRINCIPAL MEDICAL SERVICES CLERK	70004-570	5/3/2025
PRINCIPAL MEDICAL SERVICES CLERK	60009-880	5/3/2025
NUTRITION PROGRAM MANAGER	60025-460	5/17/2025

Attachment: May 2025 Exams (13045 : Personnel Monthly Reports)

Total Number of Exams 6

* END OF REPORT *

Wednesday, May 28, 2025



CORTLAND COUNTY

60 Central Avenue
Cortland NY 13045

Savannah M. Hempstead
Clerk, Cortland County Legislature
County Historian
Records Access Officer
Public Information Officer

shempstead@cortlandcountyny.gov
(607) 753-5048

Monthly Report Office of the Clerk of the Legislature

Committee Meeting Date: June 10, 2025

The following report highlights the activities conducted and meetings attended by the Clerk of the Legislature for the month of May 2025. As the liaison between the legislature and the public, it is our responsibility to ensure transparency, efficiency, and professionalism in all endeavors.

Meetings/Trainings Attended:

- All standing committees of the Cortland County Legislature and Legislative Session for the month of May
- Special Meetings of the Legislature – Special Government Operations Meeting & Special Public Works Meeting
- Meeting to transfer JP Morgan to Finance Department
- Occupancy Tax Meeting
- IT Meeting
- LEPC Meeting
- TASC Meeting
- Recruiting Interviews
- Medicaid Meeting with Federal Staff members
- Department Head meeting
- Bid Openings – multiple
- CPR Training
- SPCA Meeting
- CVB Meetings – multiple
- Many internal meetings
- Broadband meetings – multiple
- Clerk's Association Training School & Conference
- Your Town Meeting – Channel 3 News
- Dome Bid Interviews
- Civic Plus Meeting
- Code Blue Meeting
- More internal meetings
- WXHC Interview



CORTLAND COUNTY

60 Central Avenue
Cortland NY 13045

Savannah M. Hempstead
Clerk, Cortland County Legislature
County Historian
Records Access Officer
Public Information Officer

shempstead@cortlandcountyny.gov
(607) 753-5048

Activities Completed:

1. **Meeting Preparation & Follow Up:** Prepared all legislative meeting agendas, with the approval of the Committee Chairs and Chairman. Preparation of all committee minutes for approval.
2. **Public Inquiries Handling:** Addressing public inquiries promptly remained a priority. We responded to requests for information, clarified legislative processes, and provided assistance as required.
3. **Public Information Officer Duties:**
 - As the designated Public Information Officer, responsibilities included disseminating public notices, press releases, and other official communications. Scheduled many social media posts and sent out press releases. The office is working on more modern approaches to reaching out to the public. Social media engagement is continuing to increase, which was a goal of the office for 2024. Pushing things out on both Facebook and Instagram – Instagram has had more engagement as of recently.
 - Working on updates to the communications policy.
 - **Started new “Cortland County” Facebook and Instagram pages to spread more “general news” (not from the legislature) following the closure of the Cortland Standard – please like, follow, and share.**
<https://www.facebook.com/profile.php?id=61573732018903>
<https://www.instagram.com/cortlandcounty/>
4. **Legislative Research:** Conducted and tracked various legislative matters, including proposed bills, amendments, and local policies. Prepare local law for legislative approval. Preparing home rule requests needed this session. Reviewing NYSAC adopted resolutions for adoption by Cortland County Legislature. Tracking the bills that are going through State Legislative Session.
5. **Freedom of Information Law (FOIL) Activities:** The office processed FOIL requests in accordance with legal requirements, ensuring timely responses and compliance with applicable regulations. Requests were reviewed, redacted where necessary, and fulfilled within the designated timeframe.
6. **Historian Duties:** Currently working on a project for the Convention and Visitors Bureau for a historical story for their marketing. – Currently placed on hold.
 - Attended County Historians meeting – April 5, 2025



CORTLAND COUNTY

60 Central Avenue
Cortland NY 13045

Savannah M. Hempstead
Clerk, Cortland County Legislature
County Historian
Records Access Officer
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shempstead@cortlandcountyny.gov
(607) 753-5048

7. **Grants:** Continued work on grants for the Cortland County Courthouse and CDBG Microenterprise Assistance Program. Research and tracking of grant cycles for historical grants. Putting together information for possible grant submissions for historical sites, MAP, and others.
 - Microenterprise Grant:
 1. Awarded the renewal for an additional \$200,000 for CDBG Microenterprise Assistance Program.
 - Special Finance & Administration Committee Meeting scheduled to review applications – the legislature awarded five (5) business. There is still \$35,000 is funding left to award. The funding must be completely used and the grant closed out by March 30, 2026.
 - Rewrote the Commitment Letters provided by Thoma Development for submission to the awardees, to be in line with the program requirements.
 - 3 more applicants coming forward to the Finance & Administration Committee in June for the final \$35,000.
 - Finalizing all contracts with Thoma.
 - Courthouse Grant
 1. Received initial funding letter from the Speaker of the House. ~~Corrections are needed to the letter. Currently working with Anna Kelles to get the necessary corrections completed.~~ – Received okay to move ahead; resolutions approved in March of 2025. Charlie and Al R. are the project managers on this. We are waiting for the feasibility study to complete the preliminary CREST application.
 - Correspondence with Senator Schumer and Senator Gillibrand's offices regarding the CDS funding application. Continued follow-up with appropriations staff and Morgan Spaulding.
 - Submitted final closeout paperwork for 2022 CDBG CARES Grant in the amount of \$1,750,000, which was administered by my office.
8. **Misc.:** Sales Tax Home Rule Request approved – waiting on Governor's signature. Mortgage Tax Home Rule is currently on the Senate Floor and in the Rules Committee of the Assembly (6/4/25).

Respectfully submitted,

Savannah Hempstead, CLBC
Clerk of the Legislature

Requests by Month

Run Date: 06/03/2025 1:24 PM

Create Date	Reference No	Request Status	Completed/Closed	Close Date
5/1/2025	R000154-050125	Full Release	Yes	5/29/2025
5/1/2025	S000319-050125	Full Release	Yes	5/2/2025
5/2/2025	R000155-050225	No Records Exist	Yes	5/2/2025
5/2/2025	S000320-050225	Full Release	Yes	5/5/2025
5/4/2025	R000156-050425	New Request	No	
5/5/2025	S000321-050525	Full Release	Yes	5/5/2025
5/5/2025	S000322-050525	Full Release	Yes	5/5/2025
5/5/2025	S000323-050525	Full Release	Yes	5/5/2025
5/6/2025	R000157-050625	Waiting for Clarification	No	
5/6/2025	S000324-050625	No Records Exist	Yes	5/13/2025
5/6/2025	S000325-050625	Full Release	Yes	5/13/2025
5/6/2025	S000326-050625	Full Release	Yes	5/13/2025
5/6/2025	S000327-050625	No Records Exist	Yes	5/13/2025
5/6/2025	S000328-050625	No Records Exist	Yes	5/13/2025
5/6/2025	S000329-050625	No Records Exist	Yes	5/13/2025
5/6/2025	S000330-050625	No Records Exist	Yes	5/13/2025
5/6/2025	R000158-050625	Update from Requester	Yes	5/7/2025
5/7/2025	R000159-050725	Full Release	Yes	5/7/2025
5/7/2025	R000160-050725	No Records Exist	Yes	6/2/2025
5/7/2025	R000161-050725	New Request	No	
5/7/2025	S000331-050725	No Records Exist	Yes	5/13/2025
5/7/2025	S000332-050725	Full Release	Yes	5/13/2025
5/7/2025	S000333-050725	Full Release	Yes	5/13/2025
5/7/2025	R000162-050725	New Request	No	
5/7/2025	R000163-050725	Full Release	Yes	5/23/2025
5/8/2025	S000334-050825	Full Release	Yes	5/13/2025
5/9/2025	S000335-050925	Exemption Denial	Yes	5/21/2025
5/12/2025	S000336-051225	Full Release	Yes	5/13/2025
5/12/2025	S000337-051225	Full Release	Yes	5/13/2025
5/13/2025	S000338-051325	No Records Exist	Yes	5/13/2025
5/13/2025	S000339-051325	Full Release	Yes	5/13/2025
5/13/2025	S000340-051325	Full Release	Yes	5/16/2025
5/13/2025	S000341-051325	No Records Exist	Yes	5/16/2025
5/14/2025	R000164-051425	Full Release	Yes	5/19/2025
5/14/2025	R000165-051425	Waiting for Clarification	No	
5/14/2025	R000166-051425	Update from Requester	No	
5/15/2025	S000342-051525	No Records Exist	Yes	5/16/2025
5/15/2025	S000343-051525	No Records Exist	Yes	5/16/2025
5/17/2025	S000344-051725	Update from Requester	Yes	5/21/2025
5/19/2025	S000345-051925	No Records Exist	Yes	5/19/2025
5/19/2025	R000167-051925	New Request	No	
5/19/2025	R000168-051925	New Request	No	
5/19/2025	S000346-051925	No Records Exist	Yes	5/19/2025
5/19/2025	S000347-051925	Full Release	Yes	5/19/2025
5/19/2025	S000348-051925	No Records Exist	Yes	5/19/2025

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Create Date	Reference No	Request Status	Completed/Closed	Close Date
5/19/2025	S000349-051925	No Records Exist	Yes	5/19/2025
5/19/2025	S000350-051925	Full Release	Yes	5/20/2025
5/21/2025	R000169-052125	No Records Exist	Yes	5/28/2025
5/21/2025	S000351-052125	No Records Exist	Yes	5/22/2025
5/21/2025	S000352-052125	No Records Exist	Yes	5/22/2025
5/21/2025	S000353-052125	No Records Exist	Yes	5/22/2025
5/21/2025	S000354-052125	No Records Exist	Yes	5/22/2025
5/22/2025	R000170-052225	Waiting for Clarification	No	
5/24/2025	R000171-052425	Waiting for Clarification	No	
5/25/2025	S000355-052525	New Request	No	
5/27/2025	S000356-052725	Full Release	Yes	5/29/2025
5/27/2025	S000357-052725	No Records Exist	Yes	5/28/2025
5/27/2025	S000358-052725	Full Release	Yes	5/28/2025
5/27/2025	R000172-052725	Full Release	Yes	5/28/2025
5/27/2025	R000173-052725	New Request	No	
5/27/2025	R000174-052725	Not Custodian of Records	Yes	5/28/2025
5/28/2025	S000359-052825	No Records Exist	Yes	5/28/2025
5/28/2025	R000175-052825	Full Release	Yes	5/28/2025
5/28/2025	S000360-052825	No Records Exist	Yes	5/29/2025
5/28/2025	R000176-052825	New Request	No	
5/29/2025	S000361-052925	No Records Exist	Yes	5/29/2025
5/29/2025	S000362-052925	No Records Exist	Yes	5/29/2025
5/29/2025	S000363-052925	No Records Exist	Yes	5/29/2025
5/29/2025	U002378-052925	Not Public Records Request	Yes	5/29/2025
5/29/2025	S000364-052925	No Records Exist	Yes	5/29/2025
5/29/2025	S000365-052925	No Records Exist	Yes	5/29/2025
5/30/2025	S000366-053025	Full Release	Yes	6/2/2025
5/30/2025	R000177-053025	New Request	No	
5/30/2025	S000367-053025	New Request	No	

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