



# Government Operations Committee

## Committee Meeting

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

~ Minutes ~

Thursday, July 8, 2021

10:00 AM

Board Room

### CALL TO ORDER

The meeting was called to order at 10:00 AM by Committee Chair, Susan Wilson

| Attendee Name              | Organization        | Title                            | Status  | Arrived |
|----------------------------|---------------------|----------------------------------|---------|---------|
| Sandra Price               | Cortland County, NY | Committee Member                 | Excused |         |
| George Wagner              | Cortland County, NY | Committee Vice-Chair             | Present |         |
| Linda Jones                | Cortland County, NY | Committee Member                 | Present |         |
| Kelly L. Fairchild-Preston | Cortland County, NY | Committee Member,                | Present |         |
| Cathy Bischoff             | Cortland County, NY | Committee Member                 | Present |         |
| Susan Wilson               | Cortland County, NY | Committee Chair                  | Present |         |
| Eugene Waldbauer           | Cortland County, NY | Committee Member                 | Present |         |
| Laurie Leonard             | Cortland County, NY | Personnel Officer                | Present |         |
| Paul Heider                | Cortland County, NY | Chair, Legislature               | Present |         |
| Christopher Newell         | Cortland County, NY | Board Member                     | Present |         |
| Rob Corpora                | Cortland County, NY | County Administrator             | Present |         |
| Savannah Hempstead         | Cortland County, NY | Clerk of the Legislature         | Present |         |
| Jeri DuVall                | Cortland County, NY | Assistant County Attorney        | Present |         |
| Richard Stock              | Cortland County, NY | Board Member                     | Present |         |
| Robert Howe                | Cortland County, NY | Republican Election Commissioner | Present |         |
| Valerie Puma               | Cortland Standard   | Reporter                         | Present |         |
| Elizabeth Larkin           | Cortland County, NY | County Clerk                     | Present |         |

## MINUTES

Government Operations Committee - Committee Meeting - Jun 10, 2021 10:00 AM

|                  |                                                               |
|------------------|---------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                                   |
| <b>MOVER:</b>    | George Wagner, Committee Vice-Chair                           |
| <b>SECONDER:</b> | Kelly L. Fairchild-Preston, Committee Member,                 |
| <b>AYES:</b>     | Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer |
| <b>EXCUSED:</b>  | Sandra Price                                                  |

## RESOLUTIONS

AGENDA ITEM NO. 1 – Abolish Keyboard Specialist/Create Information Processing Clerk - Assigned Counsel

|                  |                                                               |
|------------------|---------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                   |
|                  | <b>Next: 7/13/2021 10:00 AM</b>                               |
| <b>MOVER:</b>    | Kelly L. Fairchild-Preston, Committee Member,                 |
| <b>SECONDER:</b> | Eugene Waldbauer, Committee Member                            |
| <b>AYES:</b>     | Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer |
| <b>EXCUSED:</b>  | Sandra Price                                                  |

### ON MOTION OF PRICE

### RESOLUTION NO.

#### **Abolish Keyboard Specialist/Create Information Processing Clerk - Assigned Counsel**

WHEREAS, the needs of the office will be better served by abolishing one (1) full-time Keyboard Specialist position and creating one (1) full-time Information Processing Clerk position in the Assigned Counsel Office, AND

WHEREAS, the Judiciary & Public Safety Committee recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Keyboard Specialist (Grade 5, \$14.9573-\$18.7442/hour, CSEA, competitive class, full-time 35 hours/week with benefits) be and hereby is abolished effective July 22, 2021 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Information Processing Clerk (Grade 8, \$16.3259-\$20.4594/hour, CSEA, competitive class, full-time 35 hours/week with benefits) be created with permission to fill effective July 23, 2021 at 12:01 am.

AGENDA ITEM NO. 2 – Authorize Agreement Burke Group for Department Heads, Management Employees and Management/Confidential Employees Salary Review and Analysis - Cortland County Legislature

|                  |                                                               |
|------------------|---------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                   |
|                  | <b>Next: 7/22/2021 6:00 PM</b>                                |
| <b>MOVER:</b>    | Eugene Waldbauer, Committee Member                            |
| <b>SECONDER:</b> | Susan Wilson, Committee Chair,                                |
| <b>AYES:</b>     | Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer |
| <b>EXCUSED:</b>  | Sandra Price                                                  |

### ON MOTION OF WILSON

### RESOLUTION NO.

#### **Authorize Agreement Burke Group for Department Heads, Management Employees and Management/Confidential Employees Salary Review and Analysis - Cortland County Legislature**

WHEREAS, the Cortland County Legislature wishes to review the salaries of the County's Department Heads, Management Employees and Management/Confidential Employees, AND

WHEREAS, the Cortland County Legislature's Government Operations Committee has determined that there is a need for expertise to evaluate said salaries, AND

WHEREAS, the Cortland County Legislature is desirous of entering into an agreement with the Burke Group to provide contractual services to the County to perform the above referenced analysis of the salaries of the County's Department Heads, Management Employees and Management/Confidential Employees, AND

WHEREAS, the funding for this agreement is available in account number A10105.54055, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute an agreement with the Burke Group to provide the above referenced services for an amount not to exceed \$8,250.

## **OLD BUSINESS**

AGENDA ITEM NO. 3 – Adopt of Rules of Order - Cortland County Legislature

|                  |                                                               |
|------------------|---------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                   |
|                  | <b>Next: 7/22/2021 6:00 PM</b>                                |
| <b>MOVER:</b>    | Cathy Bischoff, Committee Member                              |
| <b>SECONDER:</b> | Kelly L. Fairchild-Preston, Committee Member,                 |
| <b>AYES:</b>     | Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer |
| <b>EXCUSED:</b>  | Sandra Price                                                  |

**ON MOTION OF WILSON**

**RESOLUTION NO.**

### **Adopt of Rules of Order - Cortland County Legislature**

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 Cortland County Legislature adopted Resolution No. 391-20 revising said Rules, AND

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

RESOLVED, that the "Rules of Order for the Cortland County Legislature" are hereby adopted, AND BE IT FURTHER

RESOLVED, that all resolutions, which amend, repeal or in any manner affect these rules shall include proper reference to section, subsection or paragraph to maintain an orderly codification of these rules, AND BE IT FURTHER

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

RESOLVED, that this resolution shall take effect July 23, 2021.

## MONTHLY REPORTS

1. July Report - County Attorney

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

2. Personnel Monthly Budget Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

3. July Vacancy Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

4. Weights & Measures Monthly Reports

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

5. Board of Elections Monthly Budget Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

6. Legislature Monthly Budget Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

7. Clerk of the Legislature Monthly Budget Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

8. County Administrator June Monthly Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

9. County Clerk June 2021 Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

## DISCUSSION ITEMS

1. Review Employee Social Media Policy

Moved to August Meeting

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

2. Review County Diversity & Inclusion Statement

Moved to August Meeting

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

## ADJOURNMENT

The meeting was closed at 11:28 PM



# Government Operations Committee

## Committee Meeting

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

### ~ Minutes ~

Thursday, June 10, 2021

10:00 AM

Board Room

### CALL TO ORDER

The meeting was called to order at 10:02 AM by Committee Chair, Susan Wilson

| Attendee Name              | Organization        | Title                                             | Status  | Arrived  |
|----------------------------|---------------------|---------------------------------------------------|---------|----------|
| Sandra Price               | Cortland County, NY | Committee Member                                  | Present |          |
| George Wagner              | Cortland County, NY | Committee Vice-Chair                              | Present |          |
| Linda Jones                | Cortland County, NY | Committee Member                                  | Present |          |
| Kelly L. Fairchild-Preston | Cortland County, NY | Committee Member,                                 | Present |          |
| Cathy Bischoff             | Cortland County, NY | Committee Member                                  | Present |          |
| Susan Wilson               | Cortland County, NY | Committee Chair,                                  | Present |          |
| Eugene Waldbauer           | Cortland County, NY | Committee Member                                  | Present |          |
| Rob Corpora                | Cortland County, NY | County Administrator                              | Present |          |
| Paul Heider                | Cortland County, NY | Chair, Legislature                                | Present |          |
| Wendy Franklin             | Cortland County, NY | Assistant County Attorney                         | Present |          |
| Laurie Leonard             | Cortland County, NY | Personnel Officer                                 | Present |          |
| Valerie Puma               | Cortland Standard   | Reporter                                          | Present |          |
| Robert Howe                | Cortland County, NY | Republican Election Commissioner                  | Present |          |
| Wesley Foley               | Cortland County, NY | Director, Weights & Measures                      | Present |          |
| Savannah Hempstead         | Cortland County, NY | Deputy, Clerk of the Legislature                  | Present |          |
| Scott Roman                | Cortland County, NY | Director of Emergency Response and Communications | Present | 10:14 AM |
| Elizabeth Larkin           | Cortland County, NY | County Clerk                                      | Remote  |          |

Minutes Acceptance: Minutes of Jun 10, 2021 10:00 AM (MINUTES)

## MINUTES

Government Operations Committee - Committee Meeting - May 13, 2021 10:00 AM

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                                          |
| <b>MOVER:</b>    | Sandra Price, Committee Member                                       |
| <b>SECONDER:</b> | George Wagner, Committee Vice-Chair                                  |
| <b>AYES:</b>     | Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer |

## RESOLUTIONS

AGENDA ITEM NO. 1 – Adopt Amended Cortland County Telecommuting/Telework Guidelines and Protocols Policy

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                          |
|                  | <b>Next: 6/24/2021 6:00 PM</b>                                       |
| <b>MOVER:</b>    | George Wagner, Committee Vice-Chair                                  |
| <b>SECONDER:</b> | Cathy Bischoff, Committee Member                                     |
| <b>AYES:</b>     | Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer |

ON MOTION OF WILSON

RESOLUTION NO.

### **Adopt Amended Cortland County Telecommuting/Telework Guidelines and Protocols Policy**

WHEREAS, the Cortland County Telecommuting/Telework Guidelines and Protocols Policy has been revised and updated to include the need for County Administrator approval, AND

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

WHEREAS, the amended purchasing policy has been reviewed for content by the County Administrator, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the amended Telecommuting/Telework Guidelines and Protocols Policy, AND BE IT FURTHER

RESOLVED, that this policy will be effective June 25, 2021 for all County departments.

AGENDA ITEM NO. 2 – Adopt of Rules of Order - Cortland County Legislature

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                          |
|                  | <b>Next: 6/24/2021 6:00 PM</b>                                       |
| <b>MOVER:</b>    | Cathy Bischoff, Committee Member                                     |
| <b>SECONDER:</b> | Sandra Price, Committee Member                                       |
| <b>AYES:</b>     | Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer |

ON MOTION OF WILSON

RESOLUTION NO.

### **Adopt of Rules of Order - Cortland County Legislature**

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

Minutes Acceptance: Minutes of Jun 10, 2021 10:00 AM (MINUTES)

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

WHEREAS, the Cortland County Legislature adopted Resolution No. 391-20 revising said Rules, AND

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

RESOLVED, that the "Rules of Order for the Cortland County Legislature" are hereby adopted, AND BE IT FURTHER

RESOLVED, that all resolutions, which amend, repeal or in any manner affect these rules shall include proper reference to section, subsection or paragraph to maintain an orderly codification of these rules, AND BE IT FURTHER

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

RESOLVED, that this resolution shall take effect June 25, 2021.

Minutes Acceptance: Minutes of Jun 10, 2021 10:00 AM (MINUTES)

## ACTION ITEMS

1. Above Base Pay for Caseworker Position - Department of Social Services

|                |                                                                      |
|----------------|----------------------------------------------------------------------|
| <b>RESULT:</b> | <b>APPROVED [UNANIMOUS]</b>                                          |
| <b>AYES:</b>   | Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer |

## DISCUSSION ITEMS

1. Review Employee Social Media Policy

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

2. Review County Diversity & Inclusion Statement

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

## MONTHLY REPORTS

1. June Vacancy Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

2. June Monthly Budget Report - Personnel

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

3. June 2021 Monthly Report - County Attorney

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

4. County Clerk Monthly Report

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

5. June Monthly Budget Report - Clerk of the Legislature

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

6. Monthly Budget Report - Legislature

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

7. June Monthly Budget Report - Board of Elections

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>COMPLETED</b> |
|----------------|------------------|

## ADJOURNMENT

The meeting was closed at 11:25 AM

Minutes Acceptance: Minutes of Jun 10, 2021 10:00 AM (MINUTES)

# CORTLAND COUNTY LEGISLATURE RULES OF ORDER



## Proposed Changes May 2021



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

## Proposed Changes May 2021

### INDEX

#### ARTICLE

#### PAGE

|                                         |   |
|-----------------------------------------|---|
| I. Definition                           | 4 |
| 1. Agenda                               | 4 |
| 2. Amendment                            | 4 |
| 3. Amend Something Previously Adopted   | 4 |
| 4. Article                              | 4 |
| 5. Article Postponed Indefinitely       | 4 |
| 6. Article Postponed to Time Certain    | 4 |
| 7. Authorized Agency                    | 4 |
| 8. Chair                                | 4 |
| 9. Citizen's Advisory Committee         | 4 |
| 10. Claim                               | 4 |
| 11. Clerk                               | 4 |
| 12. Committee of the Whole              | 4 |
| 13. Conflict of Interest                | 5 |
| 14. Communication                       | 5 |
| 15. Day                                 | 5 |
| 16. Department Head                     | 5 |
| 17. Ex-officio                          | 5 |
| 18. Excused Absence                     | 5 |
| 19. Executive Session                   | 5 |
| 20. Interest                            | 6 |
| 21. Journal                             | 6 |
| 22. Legislature                         | 7 |
| 23. Majority Leader                     | 7 |
| 24. Majority Vote of County Legislature | 7 |
| 25. Meeting                             | 7 |
| 26. Member                              | 7 |
| 27. Minority Leader                     | 7 |
| 28. Minority Report                     | 7 |
| 29. Motion                              | 7 |
| 30. Motion to Discharge                 | 7 |
| 31. Motion to Reconsider                | 7 |
| 32. Motion to Rescind                   | 7 |
| 33. Motion to Suspend the Rules         | 7 |
| 34. Notice to Incoming Members          | 7 |
| 35. Petition                            | 8 |
| 36. Previous Question                   | 8 |
| 37. Privilege of the Floor              | 8 |
| 38. Quorum                              | 8 |
| 39. Recessed Meeting                    | 8 |
| 40. Receive and File                    | 8 |

Formatted: Centered

Formatted: Underline

Formatted: Centered

Formatted: Underline

Formatted: Font: 11 pt

Attachment: Rules of Order - Revised June 28 2021 (8546 : Adopt Cortland County Rules of Order)



**CORTLAND COUNTY LEGISLATURE RULES OF  
ORDER**

**Proposed Changes May 2021**

|                                                                                        |    |
|----------------------------------------------------------------------------------------|----|
| 41. Refer (motion to)                                                                  | 8  |
| 42. Regular Meeting                                                                    | 8  |
| 43. Resolution                                                                         | 8  |
| 44. Resolutions of a Permanent Nature Requiring a Two-Thirds of<br>Total Weighted Vote | 8  |
| 45. Resolutions Not of a Permanent Nature                                              | 9  |
| 46. Roll Call Vote                                                                     | 9  |
| 47. Special Article                                                                    | 9  |
| 48. Special Committee                                                                  | 9  |
| 49. Special Meeting                                                                    | 9  |
| 50. Special Order                                                                      | 9  |
| 51. Sponsor                                                                            | 10 |
| 52. Standing Committee                                                                 | 10 |
| 53. Table                                                                              | 10 |
| 54. Take from the Table                                                                | 10 |
| 55. Total Vote                                                                         | 10 |
| 56. Weighted Vote                                                                      | 10 |
| 57. Whole Number of Members                                                            | 10 |
| II. Organization                                                                       | 10 |
| 1. Biennial Organizational Meeting                                                     | 10 |
| 2. Elections and Appointments                                                          | 11 |
| III. Authority of the Chair                                                            | 14 |
| 1. Legislative Meetings                                                                | 14 |
| 2. Committee Responsibilities                                                          | 16 |
| 3. Communications                                                                      | 16 |
| 4. Oath of Office                                                                      | 17 |
| 5. Administrative Responsibilities – The Chair                                         | 17 |
| 6. Temporary Chair                                                                     | 19 |
| 7. Permanent Vacancy                                                                   | 19 |
| IV. Authority of Committee Chairman                                                    | 19 |
| 1. Each Chairman Shall                                                                 | 19 |
| 2. Each Committee Chair May                                                            | 20 |
| V. Responsibilities and Duties of the Clerk of the Legislature                         | 20 |
| VI. Powers and Duties of the County Attorney and the County Administrator              | 22 |
| 1. The County Attorney Shall                                                           | 22 |
| 2. The County Administrator Shall                                                      | 23 |
| VII. Presentation of Resolutions                                                       | 23 |



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### **Proposed Changes May 2021**

|       |                                                   |    |
|-------|---------------------------------------------------|----|
| VIII. | Meetings                                          | 24 |
| IX.   | Order of Business                                 | 25 |
| X.    | Motions and their Precedence                      | 26 |
| XI.   | Rules of Voting                                   | 27 |
| XII.  | Committees                                        | 28 |
| XIII. | Suspension or Amendment of Rules                  | 30 |
| XIV.  | Intent of these Rules and Parliamentary Questions | 30 |
| XV.   | Effective Date                                    | 30 |

Formatted: Centered

Attachment: Rules of Order - Revised June 28 2021 (8546 : Adopt Cortland County Rules of Order)



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### Proposed Changes May 2021

Formatted: Centered

#### 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 must be submitted in writing and distributed to all members.
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. **Authorized Agency** – is a corporation, association, institution, or agency authorized to receive and expend County money (see County Law, § 351).
8. **Chair** – is the Chair of the Cortland County Legislature, elected in accordance with Article II, Section 2-A of these Rules, Local Law No. 2 of 1972, and County Law §151.
9. **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.
10. **Claim** – is any claim, bill, or account submitted to the Legislature pursuant to County Law (see County Law, § 369).
11. **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.
12. **Committee of the Whole** – is a committee composed of the members of the Legislature for the purpose of considering a subject which the members do not wish to refer to a Standing or Special

- 1 -

Attachment: Rules of Order - Revised June 28 2021 (8546 : Adopt Cortland County Rules of Order)



**CORTLAND COUNTY LEGISLATURE RULES OF  
ORDER**

**Proposed Changes May 2021**

Committee, but which is not in proper form for their final action. Committee of the Whole is NOT an executive session.

13. **Conflict of Interest** – no municipal officer or employee shall have an interest, 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. **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 ~~or~~ and received and filed by the Legislature.
15. **Day** – a period from a certain day within which, or after, or before which, an act is a u t h o r i z e d 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).
16. **Department Head** – is the County employee or employees elected, or appointed by the Legislature, chiefly responsible for the operation of any County Department.
17. **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.
18. **Excused Absence** – Prior notification of an absence to a Committee Chair, Clerk or Chair of the Legislature.
19. **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



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### Proposed Changes May 2021

Formatted: Centered

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.

However, no action by formal vote shall be taken to appropriate public moneys during executive session.

Minutes of executive session shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. The summary need not include any matter which is not required to be made public by the Freedom of Information Law. Minutes taken in executive session shall be available to the public within one week from the date of the executive session.

Attendance at executive session shall be permitted to any members of the legislature and any other persons authorized by the Legislature.

- 20. **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.
- 21. **Journal** – is the copy of the record of proceedings of the Cortland County Legislature for a calendar year in printed bound volume, or recorded by electronic means, or both, certified by the Clerk of the



**CORTLAND COUNTY LEGISLATURE RULES OF  
ORDER**

**Proposed Changes May 2021**

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).

22. **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).
23. **Majority Leader** – is the Cortland County Legislature's Majority Leader selected in accordance with Resolution No. 170-06.
24. **Majority Vote of County Legislature** – the majority number of weighted votes of the total membership of the Legislature.
25. **Meeting** – the official convening of ~~a public body~~ a legislative body for the purpose of conducting public business. This includes any meeting of a committee and any special, organizational, or other meeting.
26. **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.
27. **Minority Leader** – is the Cortland County Legislature's Minority Leader selected in accordance with Resolution No. 170-06.
28. **Minority Report** – is the written report of ~~the a~~ minority party or a minority of any standing or special or committee.
29. **Motion** – is a formal proposal for action by a member in a meeting.
30. **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.
31. **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.
32. **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.
33. **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.
34. **Notice to Incoming Members** – the notice referenced in Article II, Section B. 1 of these Rules

- 4 -



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### **Proposed Changes May 2021**

shall be in writing and shall be served by United States mail addressed to each incoming member at his/her last known postal address at least 48 hours before the date and time of the meeting (see County Law, §151(1).)

35. **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.
36. **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.
37. **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).
38. **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).
39. **Recessed Meeting** – is a meeting called to complete unfinished business, or a meeting called because of failure to obtain a quorum at a meeting.
40. **Receive and File** – is a motion to receive a communication and have it placed on file with the Clerk of the Legislature.
41. **Refer (motion to)** – is a motion to refer a matter to a Standing or Special Committee as the Legislature deems appropriate.
42. **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.
43. **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.
44. **Resolutions of a Permanent Nature Requiring a Two-Thirds of Total Weighted Vote** – 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);

Formatted: Centered

Formatted: Font: Bold



**CORTLAND COUNTY LEGISLATURE RULES OF  
ORDER**

**Proposed Changes May 2021**

- E. regarding membership of County employees in a State Retirement System;
- 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. any other action requiring a two-thirds vote as mandated by Federal, State or County law.

**45. 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 ~~\$10,000~~\$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.

**46. 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.

**46.47. 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.

**47.48. 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]).

**48.49. 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).

Formatted: Indent: Left: 0.58", No bullets or numbering

Formatted: Font: Bold, Underline, Highlight

Formatted: Highlight



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

**Proposed Changes May 2021**

40. ~~Special Order~~ — a motion made to consider an item not included on the agenda. Requires a two-thirds vote.

Formatted: Centered

Formatted: Highlight

Attachment: Rules of Order - Revised June 28 2021 (8546 : Adopt Cortland County Rules of Order)



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### Proposed Changes May 2021

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 ~~by the Legislature for the purpose of aiding and assisting the Legislature in the transaction of its business. A resolution or local law establishing such committee shall specify the powers, duties and number of its members. Members are to be appointed by the Chair from the membership of the Legislature.~~ (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. **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. ~~(Local Law No. 2 of 2002).~~
56. **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 1<sup>st</sup>, 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.

#### B. **Notification**

- i. The Clerk of the outgoing Legislature shall serve upon each member of the incoming Legislature a notice stating:
  - a. the date, time, and location of the organizational meeting;



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### **Proposed Changes May 2021**

Formatted: Centered

- 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 outgoing Legislature 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 15<sup>th</sup> in even- numbered years.

#### **C. Business**

The business to come before the biennial organizational meeting shall be as follows:

- i. election of a Chair (County Law §151, Local Law No. 2 of 1972);
- ii. appointment of a Clerk (County Law §400(4)(a), County Law §475, and Local Law No. 2 of 1972);
- iii. receive and file the designation of the Majority Leader and Minority Leader (if available);
- iv. appointment of a County Attorney (County Law §400(4)(a), §500);
- v. appointment of a County Auditor (County Law §600);
- vi. appointment of a Public Defender (County Law §716);
- vii. appointment of a Veterans' Services Officer (County Law §800); and
- viii. any other business necessary and appropriate to come before the meeting.

## **2. Elections and Appointments**

### **A. Appointment Process Timeline**

- i. In September 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 employees shall indicate to the Chair of the Committee to which they report:
  - a. Clerk of the Legislature – Government Operations Committee
  - b. County Attorney – Government Operations Committee
  - c. County Auditor – Finance & Administration Committee
  - d. Public Defender – Judiciary & Public Safety Committee
  - e. Veterans' Services Officer – Health & Human Services Committee

\* Whether or not they shall seek another term of appointment, the notice by the current appointee shall be delivered in writing to the appropriate Committee Chair AND the Personnel Officer.



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### **Proposed Changes May 2021**

- ii. In October, 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 re-appointment, the current appointee's performance evaluation shall be reviewed in the month of October; or
  - b. In the event the appointee does NOT seek re-appointment, have the Personnel Officer post the position as vacant as of December 31<sup>st</sup> of that year, subject to appointment at the biennial organizational meeting of the Legislature as the Rules of Order provide.
- iii. In November, following the current appointee's performance evaluation, the Chair of the Committee to whom the appointee reports shall indicate the committee's:
  - a. Recommendation to re-appoint 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 re-appointment may apply for the posted position.

- iv. At the next biennial 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. 1<sup>st</sup> The current appointee recommended by the last sitting committee shall be 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. 2<sup>nd</sup> 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. 3<sup>rd</sup> 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.

#### **Procedure for Election of a Chair**

- ~~i. In accordance with Article II, Section 202, ORGANIZATION, of Local Law No. 2 for year 1972, at each biennial organizational meeting, the Clerk of the outgoing Legislature shall call the meeting to order and preside over the election of the Chair.~~
- ~~ii. 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. He/She shall call the County Legislature to order~~

- 10 -

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### Proposed Changes May 2021

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.

~~iii~~.ii. The Chair's term will be through December 31 in the next odd-numbered year.

~~iv~~.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.

~~v~~.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.

#### C. Appointment of a Clerk

- i. At each biennial 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 biennial organizational meeting following the election of the Legislature, the Legislature shall appoint a resident attorney as County Attorney, in accordance with § 500 of County Law.

Formatted: Centered

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### Proposed Changes May 2021

- 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 the County Auditor

- i. At each biennial organizational meeting following the election of the Legislature, the Legislature may appoint a County Auditor, in accordance with County Law, § 600.
- ii. The term of office of the County Auditor shall be for the term for which the membership of the Legislature appointing him/her was elected, in accordance with County Law, § 600, or for a term as may be determined by local law not to exceed four years.
- iii. The County Auditor shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

Formatted: Highlight

#### F. Appointment of a Public Defender

- i. At each biennial organizational meeting following the election of the Legislature, the Legislature shall appoint a Public Defender, in accordance with Local Law No. 26 for year 19662021. (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.

Formatted: Highlight

Formatted: Highlight

#### G. Appointment of a Veterans' Services Officer

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

Formatted: Highlight

### ARTICLE III



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

# Proposed Changes May 2021

### AUTHORITY OF THE CHAIR

#### 1. Legislative Meetings

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

- i. call the meeting to order at the set time;
- 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;
- 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; ~~all other members may speak once in debate if the question is debatable;~~
- 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:**

**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 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.

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;

Formatted: Centered

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### **Proposed Changes May 2021**

- iv. appoint a Chair pro-tem to preside over the Committee of the Whole;
- v. excuse a member from any meeting in accordance with the definition of an excused absence;
- vi. declare any meeting recessed at which a quorum cannot be obtained.

**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 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.**

Formatted: Highlight

## **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. When feasible, each political party shall be represented on each committee in its proportion to representation on the Legislature;
- B. 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;
- C. fill any vacancies in any Standing or Special Committee, in compliance with County Law § 154;
- D. reassign or remove committee Chairs or members as necessary;
- E. when deemed necessary, call a meeting of a Standing or Special Committee subject to the limitations of these rules;
- F. subject to the approval by resolution of the Legislature, assign additional duties to Standing or Special Committees;



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### **Proposed Changes May 2021**

Formatted: Centered

- G. 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, 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 by being sworn in and signing the official oath book as Chair, in compliance with County

- 15 -

Attachment: Rules of Order - Revised June 28 2021 (8546 : Adopt Cortland County Rules of Order)



**CORTLAND COUNTY LEGISLATURE RULES OF  
ORDER**

**Proposed Changes May 2021**

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 oversee the use of the Legislative Chambers and offices or shall designate an individual to oversee the use of the Legislative Chambers and offices;
- C. 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;
- D. may represent the County in all proceedings before the Public Service Commission and at all other public hearings and conferences deemed necessary to attend;
- E. 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;
- F. shall become familiar with the property, function, and fiscal affairs of the County;
- G. 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;
- H. shall determine which official shall perform a particular power or duty not clearly defined by law;
- I. 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;
- J. 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;
- K. may make recommendations to the Legislature on legislation, rules, and regulations, and such other matters deemed material and advisable;
- L. 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;
- M. shall recommend to the Legislature persons for appointment to the Industrial Development Agency, which shall be politically balanced;

- 16 -



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### **Proposed Changes May 2021**

- N. shall approve the agenda for Legislative sessions prior to distribution;
- O. 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;
- P. shall appoint the members of all management teams for the negotiating of labor contracts;
- Q. shall perform an annual performance evaluation with the appropriate Committee Chairs and other appropriate personnel for the Clerk of the Legislature, County Attorney, County Auditor, Public Defender, and Veterans' Services Officer;
- R. shall perform an annual performance evaluation for the County Administrator in compliance with the Administrator's current contract.

#### 6. **Temporary Chair**

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.

Formatted: Centered

Attachment: Rules of Order - Revised June 28 2021 (8546 : Adopt Cortland County Rules of Order)



**CORTLAND COUNTY LEGISLATURE RULES OF  
ORDER**

**Proposed Changes May 2021**

**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 CHAIRMEN**

**1. Each committee Chair shall:**

- A. appoint a Vice Chair to preside in his/her absence;
- 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. schedule a committee meeting on receipt of a request signed by at least a majority of the committee members. Said request shall state a date, time, place, and subject for said meeting;
- D. prepare, or cause to be prepared by the Clerk of the Legislature an agenda for each committee meeting;
- E. add additional items not included on the agenda upon a majority vote of those present and voting, a quorum being present;
- F. 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;
- G. invite appropriate individuals to a committee meeting when their resolutions are being considered;
- H. when reporting any resolution to the Legislature, provide all appropriate relative material to the Clerk of the Legislature;



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### **Proposed Changes May 2021**

Formatted: Centered

- I. delegate two members of the committee, who shall participate in the selection of a Department Head in a department assigned to it in these Rules, for appointment by the Legislature.

#### 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. schedule meetings with Department Heads or heads of authorized agencies to discuss mutual objectives and problems;
- C. explain the purpose and provisions of resolutions reported from the committee before the debate begins in a Legislative session; and
- D. 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 speaker and including a brief summary of what was said;
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;

- 19 -

Attachment: Rules of Order - Revised June 28 2021 (8546 : Adopt Cortland County Rules of Order)



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### Proposed Changes May 2021

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 republish 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 or 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 or by mail 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 calendar day prior to a regular meeting, prepare and distribute an agenda which shall include, among other things, a listing of articles received in his/her office;
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 10:00 a.m. 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, and 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 individuals at least 72 hours in advance of a committee meeting;

**Commented [SH1]:** Took out the language stating "most effective means"

**Formatted:** Highlight

**Formatted:** Highlight



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

**Proposed Changes May 2021**

21. record all notices of committee meetings;

Formatted: Centered

Attachment: Rules of Order - Revised June 28 2021 (8546 : Adopt Cortland County Rules of Order)



**CORTLAND COUNTY LEGISLATURE RULES OF  
ORDER**

**Proposed Changes May 2021**

22. receive reports as requested by the Legislature;
23. receive annual reports from Department Heads and heads of authorized agencies, 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 (see County Law, § 400);
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);

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

1. **The County Attorney shall:**
  - A. act as the legal advisor to the Legislature and other County officials in all matters involving

- 22 -



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

**Proposed Changes May 2021**

an official act of a civil nature (See County Law, § 501);

Formatted: Centered

Attachment: Rules of Order - Revised June 28 2021 (8546 : Adopt Cortland County Rules of Order)



**CORTLAND COUNTY LEGISLATURE RULES OF  
ORDER**

**Proposed Changes May 2021**

- B. 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
- C. 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.

**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 Budget and Finance Committee for approval and then to the County Legislature for final adoption (see Local Law No. 3 of 2003 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 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).
- 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. Resolutions voted down by the Finance and Administration Committee shall be so noted when presented to the Legislature.
- 4. Resolutions creating a Special Committee shall specify the powers and duties of the committee and the number of members. (See County Law, § 154)



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### **Proposed Changes May 2021**

Formatted: Centered

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 re-introduced 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 October. 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.

- 25 -

Attachment: Rules of Order - Revised June 28 2021 (8546 : Adopt Cortland County Rules of Order)



**CORTLAND COUNTY LEGISLATURE RULES OF  
ORDER**

**Proposed Changes May 2021**

**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. Proclamations and Recognitions
  - E. Privilege of the Floor, including Public Comment Period as authorized by these rules
  - F. Presentation of petitions, communications, and notices
  - G. Reports of Standing and Special Committees
  - H. Special Orders
  - I. Articles Postponed to Day Certain
  - J. Unfinished Business
  - K. 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.
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.



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### Proposed Changes May 2021

Formatted: Centered

#### 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 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.

- 27 -

Attachment: Rules of Order - Revised June 28 2021 (8546 : Adopt Cortland County Rules of Order)



**CORTLAND COUNTY LEGISLATURE RULES OF  
ORDER**

**Proposed Changes May 2021**

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 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 ~~assigned~~ 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 (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.



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### Proposed Changes May 2021

#### **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, councils, and authorized agencies 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, councils, and authorized agencies assigned to it in these Rules.
7. Each Standing Committee shall initiate, sponsor, and/or review all resolutions affecting the departments, boards, councils, and authorized agencies assigned to it in these Rules.
8. For any item to be moved from the Standing Committee to the Legislature requires a majority vote of the 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 not approved by the ~~Budget and Finance~~Finance and Administration Committee shall be so noted when presented to the Legislature.
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:

Formatted: Centered

Attachment: Rules of Order - Revised June 28 2021 (8546 : Adopt Cortland County Rules of Order)



**CORTLAND COUNTY LEGISLATURE RULES OF  
ORDER**

**Proposed Changes May 2021**

- A. **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 Treasurer's Office, the Finance Office, 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.

- B. **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.

- 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. **Highway/Solid Waste** – Not less than five (5) nor more than seven (7) members who shall oversee:

County Highway Department

- E. **Buildings and Grounds** – Not less than five (5) nor more than seven (7) members who shall oversee:

Buildings and Grounds Department, the Safety Office and Information and Technology Department.

- F. **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, Area Agency on Aging and Veterans' Services.



## CORTLAND COUNTY LEGISLATURE RULES OF ORDER

### **Proposed Changes May 2021**

Formatted: Centered

- G. **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, public transportation, SPCA, and including but not limited to any associated agency.

#### **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 7-28-11

Adopted January 4, 2012 – Revised 4-26-12, 6-27-13

Adopted January 2, 2014 – Amended 6-26-14, 9-24-15

Adopted October 26, 2017 – Revised 12-8-20

Adopted December 18, 2020

- 31 -

Attachment: Rules of Order - Revised June 28 2021 (8546 : Adopt Cortland County Rules of Order)

**PUBLIC OFFICERS LAW, ARTICLE 7****OPEN MEETINGS LAW****§100. Legislative declaration.**

It is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the citizens of this state be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. The people must be able to remain informed if they are to retain control over those who are their public servants. It is the only climate under which the commonweal will prosper and enable the governmental process to operate for the benefit of those who created it.

**§101. Short title.** This article shall be known and may be cited as "Open Meetings Law".

**§102. Definitions.** As used in this article:

1. "Meeting" means the official convening of a public body for the purpose of conducting public business, including the use of videoconferencing for attendance and participation by the members of the public body.
2. "Public body" means any entity, for which a quorum is required in order to conduct public business and which consists of two or more members, performing a governmental function for the state or for an agency or department thereof, or for a public corporation as defined in section sixty-six of the general construction law, or committee or subcommittee or other similar body of such public body.
3. "Executive session" means that portion of a meeting not open to the general public.

**§103. Open meetings and executive sessions.**

- (a) Every meeting of a public body shall be open to the general public, except that an executive session of such body may be called and business transacted thereat in accordance with section one hundred five of this article.
- (b) Public bodies shall make or cause to be made all reasonable efforts to ensure that meetings are held in facilities that permit barrier-free physical access to the physically handicapped, as defined in subdivision five of section fifty of the public buildings law.
- (c) A public body that uses videoconferencing to conduct its meetings shall provide an opportunity for the public to attend, listen and observe at any site at which a member participates.
- (d) Public bodies shall make or cause to be made all reasonable efforts to ensure that meetings are held in an appropriate facility which can adequately accommodate members of the public who wish to attend such meetings.
  1. Any meeting of a public body that is open to the public shall be open to being photographed, broadcast, webcast, or otherwise recorded and/or transmitted by audio or video means. As used herein the term "broadcast" shall also include the transmission of signals by cable.
  2. A public body may adopt rules, consistent with recommendations from the committee on open government, reasonably governing the location of equipment and personnel used to photograph, broadcast, webcast, or otherwise record a meeting so as to conduct its proceedings in an orderly manner. Such rules shall be conspicuously posted during meetings and written copies shall be provided upon request to those in attendance.
- (e) Agency records available to the public pursuant to article six of this chapter, as well as any proposed resolution, law, rule, regulation, policy or any amendment thereto, that is scheduled to be the subject of discussion by a public body during an open meeting shall be made available, upon request therefor, to the extent practicable as determined by the agency or the department, prior to or at the meeting during which the records will be discussed. Copies of such records may be made available for a reasonable fee, determined in the same manner as provided therefor in article six of this chapter. If the agency in which a public body functions maintains a regularly and routinely updated website and utilizes a high speed internet connection, such records shall be posted on the website to the extent practicable as determined by the agency or the department, prior to the meeting. An agency may, but shall not be required to, expend additional moneys to implement the provisions of this subdivision.
- (f) Open meetings of an agency or authority shall be, to the extent practicable and within available funds, broadcast to the public and maintained as records of the agency or authority. If the agency or authority maintains a website and utilizes a high speed internet connection, such open meeting shall be, to the extent practicable and within available funds, streamed on such website in real-time, and posted on such website within and for a reasonable time after the meeting. For the purposes of this subdivision, the term "agency"

shall mean only a state department, board, bureau, division, council or office and any public corporation the majority of whose members are appointed by the governor. For purposes of this subdivision, the term "authority" shall mean a public authority or public benefit corporation created by or existing under any state law, at least one of whose members is appointed by the governor (including any subsidiaries of such public authority or public benefit corporation), other than an interstate or international authority or public benefit corporation.

#### **§104. Public notice.**

1. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given or electronically transmitted to the news media and shall be conspicuously posted in one or more designated public locations at least seventy-two hours before such meeting.
2. Public notice of the time and place of every other meeting shall be given or electronically transmitted, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior thereto.
3. The public notice provided for by this section shall not be construed to require publication as a legal notice.
4. If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.
5. If a meeting will be streamed live over the internet, the public notice for the meeting shall inform the public of the internet address of the website streaming such meeting.
6. When a public body has the ability to do so, notice of the time and place of a meeting given in accordance with subdivision one or two of this section, shall also be conspicuously posted on the public body's internet website.

#### **§105. Conduct of executive sessions.**

1. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:
  - 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.
2. Attendance at an executive session shall be permitted to any member of the public body and any other persons authorized by the public body.

#### **§106. Minutes.**

1. Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.
2. Minutes shall be taken at executive sessions of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the freedom of information law as added by article six of this chapter.
3. Minutes of meetings of all public bodies shall be available to the public in accordance with the provisions of the freedom of information law within two weeks from the date of such meeting except that minutes taken pursuant to subdivision two hereof shall be available to the public within one week from the date of the executive session.

#### **§107. Enforcement.**

1. Any aggrieved person shall have standing to enforce the provisions of this article against a public body by the commencement of a proceeding pursuant to article seventy-eight of the civil practice law and rules, or an action for declaratory judgment and injunctive

relief. In any such action or proceeding, if a court determines that a public body failed to comply with this article, the court shall have the power, in its discretion, upon good cause shown, to declare that the public body violated this article and/or declare the action taken in relation to such violation void, in whole or in part, without prejudice to reconsideration in compliance with this article. If the court determines that a public body has violated this article, the court may require the members of the public body to participate in a training session concerning the obligations imposed by this article conducted by the staff of the committee on open government. An unintentional failure to fully comply with the notice provisions required by this article shall not alone be grounds for invalidating any action taken at a meeting of a public body. The provisions of this article shall not affect the validity of the authorization, acquisition, execution or disposition of a bond issue or notes.

2. In any proceeding brought pursuant to this section, costs and reasonable attorney fees may be awarded by the court, in its discretion, to the successful party. If a court determines that a vote was taken in material violation of this article, or that substantial deliberations relating thereto occurred in private prior to such vote, the court shall award costs and reasonable attorney's fees to the successful petitioner, unless there was a reasonable basis for a public body to believe that a closed session could properly have been held.

**§108. Exemptions.** Nothing contained in this article shall be construed as extending the provisions hereof to:

1. judicial or quasi-judicial proceedings, except proceedings of the public service commission and zoning boards of appeals;
2. a. deliberations of political committees, conferences and caucuses.
- b. for purposes of this section, the deliberations of political committees, conferences and caucuses means a private meeting of members of the senate or assembly of the state of New York, or of the legislative body of a county, city, town or village, who are members or adherents of the same political party, without regard to
  - (i) the subject matter under discussion, including discussions of public business,
  - (ii) the majority or minority status of such political committees, conferences and caucuses or
  - (iii) whether such political committees, conferences and caucuses invite staff or guests to participate in their deliberations; and
3. any matter made confidential by federal or state law.

**§109. Committee on open government.** The committee on open government, created by paragraph

(a) of subdivision one of section eighty-nine of this chapter, shall issue advisory opinions from time to time as, in its discretion, may be required to inform public bodies and persons of the interpretations of the provisions of the open meetings law.

**§110. Construction with other laws.**

1. Any provision of a charter, administrative code, local law, ordinance, or rule or regulation affecting a public body which is more restrictive with respect to public access than this article shall be deemed superseded hereby to the extent that such provision is more restrictive than this article.
2. Any provision of general, special or local law or charter, administrative code, ordinance, or rule or regulation less restrictive with respect to public access than this article shall not be deemed superseded hereby.
3. Notwithstanding any provision of this article to the contrary, a public body may adopt provisions less restrictive with respect to public access than this article

**§111. Severability.** If any provision of this article or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction such judgment shall not affect or impair the validity of the other provisions of the article or the application thereof to other persons and circumstances.



**CORTLAND COUNTY  
OFFICE OF THE COUNTY ATTORNEY**

CORTLAND COUNTY OFFICE BUILDING  
60 CENTRAL AVENUE, CORTLAND NY 13045

TEL 607-753-5095

FAX: 607-756-3489

**June 30, 2021**

Contracts & Agreements referred to County Attorney's Office for review:

|                                                   |     |
|---------------------------------------------------|-----|
| <b><u>January 1, 2016 – December 31, 2016</u></b> | 327 |
| <b><u>January 1, 2017 – December 31, 2017</u></b> | 374 |
| <b><u>January 1, 2018 – December 31, 2018</u></b> | 338 |
| <b><u>January 1, 2019 – December 31, 2019</u></b> | 360 |
| <b><u>January 1, 2020 – December 31, 2020</u></b> | 358 |
| <b><u>January 1, 2021 – June 30, 2021</u></b>     | 141 |

Attachment: JULY Committee Report (9701 : July Report - County Attorney)



**CORTLAND COUNTY ATTORNEY  
WENDY L. FRANKLIN  
CHIEF ASSISTANT COUNTY ATTORNEY**

CORTLAND COUNTY OFFICE BUILDING  
60 CENTRAL AVENUE, CORTLAND NY 13045  
TEL 607-753-5095  
FAX: 607-756-3489

**June 30, 2021**

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:

**January 1, 2018 – December 31, 2018**

|        |                           |           |            |
|--------|---------------------------|-----------|------------|
| 2018 - | JD referred for petition: | 20        | (**01 RTA) |
|        | PINS petitions:           | 12        |            |
|        | Vio. Probation/Support:   | <u>09</u> |            |
|        |                           | <b>41</b> |            |

**January 1, 2019 – December 31, 2019**

|        |                           |           |            |
|--------|---------------------------|-----------|------------|
| 2019 - | JD referred for petition: | 35*       | (**13 RTA) |
|        | PINS petitions:           | 15        |            |
|        | Vio. Probation/Support:   | <u>06</u> |            |
|        |                           | <b>56</b> |            |

**January 1, 2020 – December 31, 2020**

|        |                           |           |           |
|--------|---------------------------|-----------|-----------|
| 2020 - | JD referred for petition: | 29*       | (**8 RTA) |
|        | PINS petitions:           | 04        |           |
|        | Vio. Probation/Support:   | <u>05</u> |           |
|        |                           | <b>38</b> |           |

**January 1, 2021 – May 26, 2021**

|       |                           |          |
|-------|---------------------------|----------|
| 2021- | JD referred for petition: | 6        |
|       | PINS petitions:           | 1        |
|       | Vio. Probation/Support:   | <u>0</u> |
|       |                           | <b>0</b> |

**JD referrals for petition by classification of offense:**

|                              |           |                              |           |
|------------------------------|-----------|------------------------------|-----------|
| <b>2020</b> Property crimes: | 24        | <b>2021</b> Property crimes: |           |
| Crimes against persons:      | 04        | Crimes against persons:      | 03        |
| Sex offenses:                | <u>01</u> | Sex offenses:                | <u>03</u> |
|                              | <b>29</b> |                              | <b>06</b> |

**\*\*RTA (Raise the Age) JD petitions included above:**

(respondent 16 years old at date of offense(s), committed 10/1/18-9/30/19  
17 years old at date of offense(s), committed after 10/1/19)



**CORTLAND COUNTY ATTORNEY  
WENDY L. FRANKLIN**

**Chief Assistant County Attorney**

CORTLAND COUNTY OFFICE BUILDING  
60 CENTRAL AVENUE, CORTLAND NY 13045

TEL 607-753-5095

FAX: 607-756-3489

**June 30, 2021**

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:

(Note: Orders are prepared by County Attorney's Office, sent to Attorney for the Child/Respondent for review, held for 10 days, then submitted to the Family Court Judge for signature and entry)

**January 1, 2017 – December 31, 2017:** 72 orders

**January 1, 2018 – December 11, 2018:** 97 orders

**January 1, 2019 – December 31, 2019:** 87 orders

**January 1, 2020 – December 31, 2020:** 65 orders

**January 1, 2021 – June 30, 2021:** 10 orders

Attachment: JULY Committee Report (9701 : July Report - County Attorney)



**CORTLAND COUNTY  
OFFICE OF THE COUNTY ATTORNEY**

CORTLAND COUNTY OFFICE BUILDING  
60 CENTRAL AVENUE, CORTLAND NY 13045  
TEL: 607-753-5095  
FAX: 607-756-3489

Wendy Franklin  
Chief Assistant County Attorney

M. Tabitha Palladino  
Legal Associate

Jeri DuVall  
Assistant County Attorney

Maria Adsit  
Confidential Secretary

**DEBT COLLECTION**

*722(d), Landfill, W&M, Personnel, etc.*

| June 2021 | YTD 2021 | 2020   | 2019       | 2018       |
|-----------|----------|--------|------------|------------|
| \$0.00    | \$0.00   | \$0.00 | \$4,348.13 | \$4,178.03 |

**INSURANCE RECOVERIES**

*Related to Vehicle & Property Damage (road signs, guide rails, vehicles, etc.)*

| June 2021 | YTD 2021 | 2020        | 2019         | 2018        |
|-----------|----------|-------------|--------------|-------------|
| \$0.00    | \$726.81 | \$20,129.69 | \$122,477.76 | \$19,524.26 |

|                |                 |                    |                     |                    |
|----------------|-----------------|--------------------|---------------------|--------------------|
| <b>TOTALS:</b> | <b>\$726.81</b> | <b>\$20,129.69</b> | <b>\$126,825.89</b> | <b>\$23,702.29</b> |
|----------------|-----------------|--------------------|---------------------|--------------------|

**CURRENT YEAR COLLECTIONS**

| MONTH<br>REC'D | ORIGIN<br>DATE | TYPE OF COLLECTION        | COUNTY<br>DEPARTMENT | AMOUNT  |
|----------------|----------------|---------------------------|----------------------|---------|
| January        |                |                           |                      | \$ 0.00 |
| February       | 12/17/20       | Property Damage - Vehicle | Sheriff              | 726.81  |
| March          |                |                           |                      | 0.00    |

*Continued on next page*

Attachment: JULY Committee Report (9701 : July Report - County Attorney)

**CURRENT YEAR COLLECTIONS CONTINUED**

| <b>MONTH<br/>REC'D</b> | <b>ORIGIN<br/>DATE</b> | <b>TYPE OF COLLECTION</b> | <b>COUNTY<br/>DEPARTMENT</b> | <b>AMOUNT</b>    |
|------------------------|------------------------|---------------------------|------------------------------|------------------|
| April                  |                        |                           |                              | 0.00             |
| May                    |                        |                           |                              | 0.00             |
| June                   |                        |                           |                              | 0.00             |
| July                   |                        |                           |                              | 0.00             |
| August                 |                        |                           |                              | 0.00             |
| September              |                        |                           |                              | 0.00             |
| October                |                        |                           |                              | 0.00             |
| November               |                        |                           |                              | 0.00             |
| December               |                        |                           |                              | 0.00             |
|                        |                        |                           |                              | <b>\$ 726.81</b> |

- The **2018** numbers jumped up by \$18,854.00 based on review and closing out a file from July 2018 in which the office assisted with recovery from the boiler issue at the County Court House.

CORTLAND COUNTY ATTORNEY  
2021 BUDGET SPENDING REPORT  
REPORT DATE: 6/30/2021, 1:42 PM

1.1.a

| OBJ CODE                   | ACCOUNT TITLE                   | 2021 BUDGET          | SPENDING TO DATE     | BUDGET BALANCE       | % OF BUDGET REMAINING |
|----------------------------|---------------------------------|----------------------|----------------------|----------------------|-----------------------|
|                            | Legal Associate                 | 36,913.00            | 17,747.77            | \$ 19,165.23         | 51.92%                |
|                            | Sec. to County Attorney         | 38,389.00            | 17,061.74            | \$ 21,327.26         | 55.56%                |
| 51005                      | PERSONAL SERVICES               | 75,302.00            | 34,809.51            | \$ 40,492.49         | 53.77%                |
|                            | County Attorney                 | 95,560.00            | 37,757.26            | \$ 57,802.74         | 60.49%                |
|                            | Chief Assistant County Attorney | 38,483.00            | 19,644.47            | \$ 18,838.53         | 48.95%                |
|                            | Assistant County Attorney       | 34,421.00            | 14,893.14            | \$ 19,527.86         | 56.73%                |
|                            | Keyboard Specialist             | -                    | -                    | \$ -                 | --                    |
| 51010                      | PART-TIME PAY:                  | 168,464.00           | 72,294.87            | \$ 96,169.13         | 57.09%                |
| 51020                      | OVERTIME PAY                    | -                    | 595.37               | \$ (595.37)          | --                    |
| 51035                      | OTHER COMPENSATION              | -                    | 18,029.34            | \$ (18,029.34)       | --                    |
| 54000                      | TELEPHONE (USAGE)               | 792.00               | 61.94                | \$ 730.06            | 92.18%                |
| 54001                      | COPYING/PRINTING                | 60.00                | -                    | \$ 60.00             | 100.00%               |
| 54005                      | SUPPLIES                        | 500.00               | 222.33               | \$ 277.67            | 55.53%                |
| 54020                      | POSTAGE                         | 192.00               | 24.20                | \$ 167.80            | 87.40%                |
| 54035                      | EDUCATION & TRAINING            | 4,250.00             | -                    | \$ 4,250.00          | 100.00%               |
| 54040                      | ASSOC/MEMBERSHIP DUES           | 845.00               | 565.00               | \$ 280.00            | 33.14%                |
| 54041                      | PUBLICATIONS                    | 1,220.00             | (4.29)               | \$ 1,224.29          | 100.35%               |
| 54045                      | TRAVEL & SUBSISTENCE            | 2,200.00             | -                    | \$ 2,200.00          | 100.00%               |
| 54047                      | MILEAGE REIMBURSEMENT           | -                    | -                    | \$ -                 | --                    |
| 54055                      | PROFESSIONAL SERVICES           | 10,225.00            | 225.00               | \$ 10,000.00         | 97.80%                |
| 54060                      | CLASSIFIED ADVERTISING          | 500.00               | -                    | \$ 500.00            | 100.00%               |
| 54070                      | INSURANCE                       | 2,033.00             | 1,682.04             | \$ 350.96            | 17.26%                |
| 54212                      | I/D PHONE (BASE FEES)           | -                    | 270.00               | \$ (270.00)          | --                    |
| 54213                      | I/D COPIER                      | 1,513.00             | 630.25               | \$ 882.75            | 58.34%                |
| 54215                      | I/D INT COUNTY DEPT (LEXIS)     | 2,406.00             | 1,002.40             | \$ 1,403.60          | 58.34%                |
| 54444                      | NOTARY FEES                     | 120.00               | -                    | \$ 120.00            | 100.00%               |
| 58020                      | RETIREMENT                      | 34,127.00            | 17,063.52            | \$ 17,063.48         | 50.00%                |
| 58030                      | FICA                            | 18,648.00            | 7,499.59             | \$ 9,349.43          | 50.14%                |
| 58031                      | MEDICARE                        | -                    | 1,798.98             |                      |                       |
| 58040                      | WORKERS COMP                    | 6,975.00             | 3,487.50             | \$ 3,487.50          | 50.00%                |
| 58060                      | HEALTH INS                      | 44,064.00            | 17,249.28            | \$ 26,814.72         | 60.85%                |
| 58062                      | DENTAL INS                      | 271.00               | 124.92               | \$ 146.08            | 53.90%                |
| 58065                      | VISION CARE BENEFITS            | 59.00                | 18.00                | \$ 41.00             | 69.49%                |
|                            | <b>TOTAL \$</b>                 | <b>\$ 374,766.00</b> | <b>\$ 177,649.75</b> | <b>\$ 197,116.25</b> | <b>52.60%</b>         |
| <b>% of Year Remaining</b> |                                 |                      |                      |                      | <b>50.41%</b>         |

Attachment: JULY Committee Report (9701 : July Report - County Attorney)

CORTLAND COUNTY ATTORNEY  
2021 BUDGET SPENDING REPORT  
REPORT DATE: 6/30/2021, 1:42 PM

1.1.a

**Revenue & Income**

Previous Years:

A141001-CA Accounts Receivable

2021 Opening Balance 1,779.00

Payments Received -

New Receivables -

Current A/R Balance: \$ 1,779.00

Current Year:

A142042-41289 Program Fees Collected - 722d Orders -

---

**Liability - Awards & Claims #A17115.54920**

| CK# |        | Ck. Amount | Spending YTD | Balance | Department |
|-----|--------|------------|--------------|---------|------------|
|     | BUDGET |            |              | \$0.00  | BUDGET     |

Attachment: JULY Committee Report (9701 : July Report - County Attorney)

MUNIS RECONCILIATION  
County Attorney Spending  
6/30/2021, 1:43 PM

| OBJ CODE | ACCOUNT TITLE                   | SPENDING TO DATE | MUNIS         | DIFFERENCE    | EXPLANATION                                                                                        |
|----------|---------------------------------|------------------|---------------|---------------|----------------------------------------------------------------------------------------------------|
|          | Paralegal                       | \$ 17,747.77     |               |               |                                                                                                    |
|          | Sec. to County Attorney         | \$ 17,061.74     |               |               |                                                                                                    |
| 51005    | PERSONAL SERVICES               | \$ 34,809.51     | \$ 36,000.34  | \$ (1,190.83) | CA Longivity posted here in error. Requested correction to 51010                                   |
|          | County Attorney                 | \$ 37,757.26     |               |               |                                                                                                    |
|          | Chief Assistant County Attorney | \$ 19,644.47     |               |               |                                                                                                    |
|          | Assistant County Attorney       | \$ 14,893.14     |               |               |                                                                                                    |
|          | Keyboard Specialist             | \$ -             |               |               |                                                                                                    |
| 51010    | PART-TIME PAY:                  | \$ 72,294.87     | \$ 71,104.04  | \$ 1,190.83   | See 51005                                                                                          |
| 51020    | OVERTIME PAY                    | \$ 595.37        | \$ 595.37     | \$ -          |                                                                                                    |
| 51035    | OTHER COMPENSATION              | \$ 18,029.34     | \$ 18,029.34  | \$ -          |                                                                                                    |
| 54000    | TELEPHONE (USAGE)               | \$ 61.94         | \$ 331.94     | \$ (270.00)   | See 54212                                                                                          |
| 54001    | COPYING/PRINTING                | \$ -             | \$ -          | \$ -          |                                                                                                    |
| 54005    | SUPPLIES                        | \$ 222.33        | \$ 166.47     | \$ 55.86      | PO#20212056 not paid yet.                                                                          |
| 54020    | POSTAGE                         | \$ 24.20         | \$ 24.20      | \$ -          |                                                                                                    |
| 54035    | EDUCATION & TRAINING            | \$ -             | \$ -          | \$ -          |                                                                                                    |
| 54040    | ASSOC/MEMBERSHIP DUES           | \$ 565.00        | \$ 565.00     | \$ -          |                                                                                                    |
| 54041    | PUBLICATIONS                    | \$ (4.29)        | \$ (74.49)    | \$ 70.20      | PO#20211924 & 20212057 not paid yet.                                                               |
| 54045    | TRAVEL & SUBSISTENCE            | \$ -             | \$ -          | \$ -          |                                                                                                    |
| 54047    | MILEAGE REIMBURSEMENT           | \$ -             | \$ -          | \$ -          |                                                                                                    |
| 54055    | PROFESSIONAL SERVICES           | \$ 225.00        | \$ 225.00     | \$ -          |                                                                                                    |
| 54060    | CLASSIFIED ADVERTISING          | \$ -             | \$ -          | \$ -          |                                                                                                    |
| 54070    | INSURANCE                       | \$ 1,682.04      | \$ 1,682.04   | \$ -          |                                                                                                    |
| 54212    | I/D PHONE (BASE FEES)           | \$ 270.00        | \$ -          | \$ 270.00     | See 54000                                                                                          |
| 54213    | I/D COPIER                      | \$ 630.25        | \$ 630.25     | \$ -          |                                                                                                    |
| 54215    | I/D INT COUNTY DEPT (LEXIS)     | \$ 1,002.40      | \$ 1,002.40   | \$ -          |                                                                                                    |
| 54500    | MEDICAL FEES                    | \$ -             | \$ -          | \$ -          |                                                                                                    |
| 58020    | RETIREMENT                      | \$ 17,063.52     | \$ -          | \$ 17,063.52  | Jan-June Retirement not posted yet in MUNIS                                                        |
| 58030    | FICA                            | \$ 7,499.59      | \$ 9,306.13   | \$ (7.56)     | Additional Adjustment may be needed for Health Dept. Salary related fringe - inquiry has been made |
| 58031    | MEDICARE                        | \$ 1,798.98      |               |               |                                                                                                    |
| 58040    | WORKERS COMP                    | \$ 3,487.50      | \$ 7,067.71   | \$ (3,580.21) | WC Posted in Advance                                                                               |
| 58060    | HEALTH INS                      | \$ 17,249.28     | \$ 14,812.77  | \$ 2,436.51   | Adjustment Pending - working with Personnel to correct                                             |
| 58062    | DENTAL INS                      | \$ 124.92        | \$ 120.45     | \$ 4.47       | Adjustment Pending - working with Personnel to correct                                             |
| 58065    | VISION CARE BENEFITS            | \$ 18.00         | \$ 16.96      | \$ 1.04       | Adjustment Pending - working with Personnel to correct                                             |
|          | <b>TOTAL \$</b>                 | \$ 177,649.75    | \$ 161,605.92 | \$ 16,043.83  |                                                                                                    |

**OTHER MUNIS RECONCILIATIONS:**

|               |                     | BALANCE TO DATE | MUNIS       | DIFFERENCE | EXPLANATION |
|---------------|---------------------|-----------------|-------------|------------|-------------|
| A141001-CA    | ACCOUNTS RECEIVABLE | \$ 1,779.00     | \$ 1,779.00 | \$ -       |             |
| A142042-41289 | PROGRAM FEES        | \$ -            | \$ -        | \$ -       |             |
| A17115-54920  | AWARDS & CLAIMS     | \$ -            | \$ -        | \$ -       |             |

Attachment: JULY Committee Report (9701 : July Report - County Attorney)

06/30/2021 12:27  
madsitCortland County  
YEAR-TO-DATE BUDGET REPORTP  
glytdbud 1

FOR 2021 06

| ACCOUNTS FOR:<br>A GENERAL FUND | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|---------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| A14205 COUNTY ATTORNEY          |                    |                      |                   |            |              |                     |             |
| A14205 51005 PERSONAL SERVICES  | 75,302             | 0                    | 75,302            | 36,000.34  | .00          | 39,301.66           | 47.8%       |
| A14205 51010 PART-TIME PAY      | 168,464            | 0                    | 168,464           | 71,104.04  | .00          | 97,359.96           | 42.2%       |
| A14205 51020 OVERTIME PAY       | 0                  | 0                    | 0                 | 595.37     | .00          | -595.37             | 100.0%*     |
| A14205 51035 OTHER COMPENSATION | 0                  | 0                    | 0                 | 18,029.34  | .00          | -18,029.34          | 100.0%*     |
| A14205 54000 TELEPHONE          | 792                | 0                    | 792               | 331.94     | .00          | 460.06              | 41.9%       |
| A14205 54001 COPYING/PRINTING   | 60                 | 0                    | 60                | .00        | .00          | 60.00               | .0%         |
| A14205 54005 Office Materials & | 500                | 0                    | 500               | 166.47     | 55.86        | 277.67              | 44.5%       |
| A14205 54020 POSTAGE            | 192                | 0                    | 192               | 24.20      | .00          | 167.80              | 12.6%       |
| A14205 54035 EDUCATION & TRAINI | 4,250              | 0                    | 4,250             | .00        | .00          | 4,250.00            | .0%         |
| A14205 54040 ASSOC/MEMBERSHIP D | 845                | 0                    | 845               | 565.00     | .00          | 280.00              | 66.9%       |
| A14205 54041 PUBLICATIONS       | 1,220              | 0                    | 1,220             | -74.49     | 70.20        | 1,224.29            | -.4%        |
| A14205 54045 Travel & Sustenanc | 1,000              | 1,200                | 2,200             | .00        | .00          | 2,200.00            | .0%         |
| A14205 54047 MILEAGE REIMBURSEM | 1,200              | -1,200               | 0                 | .00        | .00          | .00                 | .0%         |
| A14205 54055 PROFESSIONAL SERVI | 8,000              | 2,225                | 10,225            | 225.00     | 2,000.00     | 8,000.00            | 21.8%       |
| A14205 54060 LEGAL NOTICES / AD | 500                | 0                    | 500               | .00        | .00          | 500.00              | .0%         |
| A14205 54070 INSURANCE          | 2,033              | 0                    | 2,033             | 1,682.04   | .00          | 350.96              | 82.7%       |
| A14205 54213 I/D COPIER         | 1,513              | 0                    | 1,513             | 630.25     | .00          | 882.75              | 41.7%       |
| A14205 54215 I/D LEXIS NEXIS    | 2,406              | 0                    | 2,406             | 1,002.40   | .00          | 1,403.60            | 41.7%       |
| A14205 54444 FEES & PERMITS     | 120                | 0                    | 120               | .00        | .00          | 120.00              | .0%         |
| A14205 58020 RETIREMENT         | 34,127             | 0                    | 34,127            | .00        | .00          | 34,127.24           | .0%         |
| A14205 58030 FICA               | 18,648             | 0                    | 18,648            | 9,306.13   | .00          | 9,341.98            | 49.9%       |
| A14205 58040 WORKERS COMP       | 6,975              | 0                    | 6,975             | 7,067.71   | .00          | -92.71              | 101.3%*     |
| A14205 58060 HEALTH INS         | 44,064             | 0                    | 44,064            | 14,812.77  | .00          | 29,251.14           | 33.6%       |
| A14205 58062 DENTAL INS         | 271                | 0                    | 271               | 120.45     | .00          | 150.55              | 44.4%       |
| A14205 58065 VISION CARE BENEFI | 59                 | 0                    | 59                | 16.96      | .00          | 42.04               | 28.7%       |
| TOTAL COUNTY ATTORNEY           | 372,541            | 2,225                | 374,766           | 161,605.92 | 2,126.06     | 211,034.28          | 43.7%       |
| TOTAL GENERAL FUND              | 372,541            | 2,225                | 374,766           | 161,605.92 | 2,126.06     | 211,034.28          | 43.7%       |
| TOTAL EXPENSES                  | 372,541            | 2,225                | 374,766           | 161,605.92 | 2,126.06     | 211,034.28          |             |

Attachment: 2021 MUNIS YTD 6-30-21 (9701 : July Report - County Attorney)

06/30/2021 12:27  
 madsit

**Cortland County**  
**YEAR-TO-DATE BUDGET REPORT**
**P**  
**glytdbud** <sup>2</sup>
**FOR 2021 06**

|             | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| GRAND TOTAL | 372,541            | 2,225                | 374,766           | 161,605.92 | 2,126.06     | 211,034.28          | 43.7%       |

\*\* END OF REPORT - Generated by Maria Adsit \*\*

Attachment: 2021 MUNIS YTD 6-30-21 (9701 : July Report - County Attorney)

06/29/2021 09:32  
vstaves

Cortland County  
YEAR-TO-DATE BUDGET REPORT

P 1  
glytdbud

FOR 2021 12

ACCOUNTS FOR:  
A GENERAL FUND

|                                         | ORIGINAL<br>APPROP | TRANSFRS/<br>ADJUSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-----------------------------------------|--------------------|------------------------|-------------------|------------|--------------|---------------------|-------------|
| A14305 PERSONNEL - CIVIL SERVICE        |                    |                        |                   |            |              |                     |             |
| A14305 51005 PERSONAL SERVICES          | 314,405            | 0                      | 314,405           | 119,213.82 | .00          | 195,191.49          | 37.9%       |
| A14305 51020 OVERTIME PAY               | 1,000              | 0                      | 1,000             | 616.12     | .00          | 383.88              | 61.6%       |
| A14305 51035 OTHER COMPENSATION         | 0                  | 0                      | 0                 | 17,248.46  | .00          | -17,248.46          | 100.0%*     |
| A14305 54000 TELEPHONE                  | 1,264              | 0                      | 1,264             | 699.02     | .00          | 564.98              | 55.3%       |
| A14305 54001 PRINTING/COPYING           | 400                | 0                      | 400               | .00        | .00          | 400.00              | 0%          |
| A14305 54005 Office Materials & POSTAGE | 2,000              | 200                    | 2,200             | 607.01     | 560.95       | 1,032.04            | 53.1%       |
| A14305 54020 EDUCATION & TRAINING       | 3,500              | 0                      | 3,500             | 1,200.70   | .00          | 2,299.30            | 34.3%       |
| A14305 54035 ASSOC/MEMBERSHIP D         | 500                | 0                      | 500               | .00        | .00          | 500.00              | 0%          |
| A14305 54040 PUBLICATIONS               | 1,300              | 0                      | 1,300             | 100.00     | .00          | 1,200.00            | 7.7%        |
| A14305 54041 Travel & Sustenanc         | 1,400              | 0                      | 1,400             | 536.99     | .00          | 863.01              | 38.4%       |
| A14305 54045 PROFESSIONAL SERVI         | 500                | 8,000                  | 8,500             | 17.92      | .00          | 482.08              | 3.6%        |
| A14305 54055 LEGAL NOTICES / AD         | 4,500              | 0                      | 4,500             | 5,420.00   | .00          | 2,580.00            | 67.8%       |
| A14305 54060 LEGAL FEES                 | 60,000             | -8,000                 | 52,000            | 1,976.87   | 2,092.35     | 430.78              | 90.4%       |
| A14305 54063 INSURANCE                  | 2,401              | 0                      | 2,401             | 27,356.85  | 14,755.25    | 9,887.90            | 81.0%       |
| A14305 54070 OFFICE EQUIPMENT           | 200                | -200                   | 0                 | 2,493.20   | .00          | -91.85              | 103.8%*     |
| A14305 54075 I/D COPIER                 | 1,678              | 0                      | 1,678             | 710.97     | .00          | 967.03              | 42.4%       |
| A14305 54213 EMPLOYEES EXPENSES         | 25,168             | -25,168                | 0                 | .00        | .00          | .00                 | 0%          |
| A14305 54444 FEES & PERMITS             | 5,523              | 0                      | 5,523             | .00        | .00          | 5,522.50            | 0%          |
| A14305 54615 CONTRACTED MEDICAL         | 5,000              | 25,168                 | 30,168            | 12,455.60  | 2,854.40     | 14,858.00           | 50.7%       |
| A14305 58020 RETIREMENT                 | 44,056             | 0                      | 44,056            | .00        | .00          | 44,056.07           | 0%          |
| A14305 58030 FICA                       | 24,074             | 0                      | 24,074            | 9,788.81   | .00          | 14,284.70           | 40.7%       |
| A14305 58040 WORKERS COMP               | 11,970             | 0                      | 11,970            | 12,129.10  | .00          | -159.10             | 101.3%*     |
| A14305 58060 HEALTH INS                 | 88,128             | 0                      | 88,128            | 30,626.24  | .00          | 57,501.58           | 34.8%       |
| A14305 58062 DENTAL INS                 | 541                | 0                      | 541               | 154.09     | .00          | 387.35              | 28.5%       |
| A14305 58065 VISION CARE BENEFIT        | 118                | 0                      | 118               | 33.20      | .00          | 84.40               | 28.2%       |
| TOTAL PERSONNEL - CIVIL SERVICE         | 599,626            | 0                      | 599,626           | 243,384.97 | 20,262.95    | 335,977.68          | 44.0%       |
| TOTAL GENERAL FUND                      | 599,626            | 0                      | 599,626           | 243,384.97 | 20,262.95    | 335,977.68          | 44.0%       |
| TOTAL EXPENSES                          | 599,626            | 0                      | 599,626           | 243,384.97 | 20,262.95    | 335,977.68          |             |

# POSITION VACANCY REPORT

As of July 1, 2021

| Position<br>(Title, Grade, Salary)                                  | Department            | Reason for<br>Vacancy | Date of<br>Vacancy | Date of Request<br>to Take Action | Date forms sent<br>to County<br>Admin. | Date of<br>Approval of<br>Action | Date Filled | Filled By              | Funding      |
|---------------------------------------------------------------------|-----------------------|-----------------------|--------------------|-----------------------------------|----------------------------------------|----------------------------------|-------------|------------------------|--------------|
| Nutrition Program Manager<br>Grade 10 \$44,607-\$54,272/yr          | Aging                 | Resignation           | 5/28/2021          | 5/27/2021                         | 5/27/2021                              | 5/27/2021                        | 6/14/2021   | Jacqueline<br>Gilispie | *            |
| Aging Services Specialist<br>Grade 15 \$20.4342-\$25.6078/hr        | Aging                 | Resignation           | 6/14/2021          | 6/11/2021                         | 6/11/2021                              | 6/14/2021                        | Posted      |                        | *            |
| Driver<br>Grade 2 \$13.0996-\$16.4161/hr                            | Aging                 | Resignation           | 6/30/2021          | 4/30/2021                         | 4/30/2021                              | 4/30/2021                        | 7/1/2021    | Paul O'Neill           | *            |
| Aging Services Specialist<br>Grade 15 \$20.4342-\$25.6078/hr        | Aging                 | New                   | 7/1/2021           | 6/24/2021                         | Approved by<br>resolution              | 6/24/2021                        | 7/1/2021    | Cindy Stout            | Grant Funded |
| Case Mgr for Indigent Defendants<br>Grade 14 \$19.7556-\$24.7574/hr | Assigned Counsel      | New                   | 4/12/2021          | 4/12/2021                         | 4/12/2021                              | 4/14/2021                        | 6/28/2021   | Casey Neville          | Grant Funded |
| Custodian<br>Grade 3 \$13.8805-\$17.3948/hr                         | Building &<br>Grounds | Resignation           | 4/16/2021          | 5/17/2021                         | 5/19/2021                              | 5/19/2021                        | Posted      |                        | *            |
| Custodian<br>Grade 3 \$13.8805-\$17.3948/hr                         | Building &<br>Grounds | Removal               | 5/17/2021          | 5/17/2021                         | 5/19/2021                              | 5/19/2021                        | Posted      |                        | *            |
| Keyboard Specialist<br>Grade 5 \$14.9573-\$18.7442/hr               | County Attorney       | Resignation           | 4/30/2020          | 3/25/2020                         | 3/25/2020                              |                                  |             |                        | *            |
| County Attorney<br>Grade 1 \$83,683-\$101,813/yr                    | County Attorney       | Retirement            | 5/22/2021          | 4/28/2021                         | 4/28/2021                              | 4/29/2021                        | 7/12/2021   | Fran Casullo           | *            |
| Family Advocate<br>Grade 12 \$18.4991-\$23.1828/hr                  | District Attorney     | Resignation           | 5/10/2021          | 5/3/2021                          | 5/3/2021                               | 5/3/2021                         | Posted      |                        | Grant Funded |
| Case Aide<br>Grade 7 \$15.8497-\$19.8626/hr                         | DSS                   | Resignation           | 1/15/2021          | 12/23/2020                        | 12/28/2020                             | 12/28/2020                       | 6/7/2021    | Kelly Case             | *            |
| Caseworker<br>Grade 17 \$21.8852-\$27.4262/hr                       | DSS                   | Promotion             | 3/22/2021          | 2/24/2021                         | 2/25/2021                              | 2/25/2021                        | 6/14/2021   | Amber Crapo            | *            |
| Caseworker<br>Grade 17 \$21.8852-\$27.4262/hr                       | DSS                   | Resignation           | 4/30/2021          | 4/16/2021                         | 4/16/2021                              | 4/16/2021                        | 6/28/2021   | Kelsey<br>McMullen     | *            |

Attachment: July 2021 (9702 : July Vacancy Report)

\* Funded in 2021 Budget

\*\* Will Discuss

# POSITION VACANCY REPORT

As of July 1, 2021

| Position<br>(Title, Grade, Salary)                                | Department | Reason for<br>Vacancy     | Date of<br>Vacancy | Date of Request<br>to Take Action | Date forms sent<br>to County<br>Admin. | Date of<br>Approval of<br>Action | Date Filled                   | Filled By            | Funding |
|-------------------------------------------------------------------|------------|---------------------------|--------------------|-----------------------------------|----------------------------------------|----------------------------------|-------------------------------|----------------------|---------|
| Social Welfare Examiner Trainee<br>Grade 9 \$16.8308-\$21.0920/hr | DSS        | Promotion                 | 5/3/2021           | 12/15/2020                        | 12/17/2020                             | 12/17/2020                       | Cert/Exam File Apps           |                      | *       |
| Caseworker<br>Grade 17 \$21.8852-\$27.4262/hr                     | DSS        | Unfunded Extra            | 5/3/2021           | 4/16/2021                         | 4/16/2021                              | 4/16/2021                        | 6/28/2021                     | Katherine<br>Couture | *       |
| Caseworker<br>Grade 17 \$21.8852-\$27.4262/hr                     | DSS        | Unfunded Extra            | 5/3/2021           | 4/16/2021                         | 4/16/2021                              | 4/16/2021                        | Cert/Posted/Exam File<br>Apps |                      | *       |
| Case Aide<br>Grade 7 \$15.8497-\$19.8626/hr                       | DSS        | Promotion                 | 5/17/2021          | 4/28/2021                         | 4/29/2021                              | 4/30/2021                        | Posted                        |                      | *       |
| Caseworker<br>Grade 17 \$21.8852-\$27.4262/hr                     | DSS        | Resignation               | 5/21/2021          | 5/10/2021                         | 5/11/2021                              | 5/11/2021                        | Post/Exam File apps           |                      | *       |
| Case Aide<br>Grade 7 \$15.8497-\$19.8626/hr                       | DSS        | Removal from<br>probation | 5/28/2021          | 6/1/2021                          | 6/1/2021                               | 6/1/2021                         | Posted                        |                      | *       |
| Caseworker<br>Grade 17 \$21.8852-\$27.4262/hr                     | DSS        | Resignation               | 6/2/2021           | 4/9/2021                          | 4/9/2021                               | 4/12/2021                        | Cert/Posted/Exam File<br>Apps |                      | *       |
| Social Welfare Examiner Trainee<br>Grade 9 \$16.8308-\$21.0920/hr | DSS        | Resignation               | 6/4/2021           | 6/15/2021                         | 6/15/2021                              | 6/15/2021                        | Exam file apps/post           |                      | *       |
| Case Aide<br>Grade 7 \$15.8497-\$19.8626/hr                       | DSS        | Promotion                 | 6/14/2021          | 5/25/2021                         | 5/25/2021                              | 5/25/2021                        | 6/21/2021                     | Danielle<br>Shuback  | *       |
| Social Welfare Examiner Trainee<br>Grade 9 \$16.8308-\$21.0920/hr | DSS        | Promotion                 | 6/25/2021          | 5/11/2021                         | 5/12/2021                              | 5/12/2021                        | Canvass/Post                  |                      | *       |
| Sr Social Welfare Exam Trainee<br>Grade 12 \$18.4991-\$23.1828/hr | DSS        | Resignation               | 6/25/2021          | 5/11/2021                         | 5/12/2021                              | 5/12/2021                        | Exam file<br>apps/Cert/Post   |                      | *       |
| Grade B Case Supervisor<br>Grade 21 \$25.2540-\$31.6478/hr        | DSS        | Retirement                | 6/30/2021          | 6/1/2021                          | 6/2/2021                               | 6/2/2021                         | Cert                          |                      | *       |
| Senior Caseworker<br>Grade 19 \$23.4884-\$29.4353                 | DSS        | Promotion                 | 7/1/2021           | 6/1/2021                          | 6/2/2021                               | 6/2/2021                         | Cert                          |                      | *       |

Attachment: July 2021 (9702 : July Vacancy Report)

\* Funded in 2021 Budget

\*\* Will Discuss

# POSITION VACANCY REPORT

As of July 1, 2021

| Position<br>(Title, Grade, Salary)                                  | Department | Reason for<br>Vacancy     | Date of<br>Vacancy | Date of Request<br>to Take Action | Date forms sent<br>to County<br>Admin. | Date of<br>Approval of<br>Action | Date Filled                  | Filled By                                      | Funding      |
|---------------------------------------------------------------------|------------|---------------------------|--------------------|-----------------------------------|----------------------------------------|----------------------------------|------------------------------|------------------------------------------------|--------------|
| Caseworker<br>Grade 17 \$21.8852-\$27.4262/hr                       | DSS        | Promotion                 | 7/1/2021           | 6/1/2021                          | 6/2/2021                               | 6/2/2021                         | exam file apps               |                                                | *            |
| Employment & Training Specialist<br>Grade 12 \$18.4991-\$23.1828/hr | E&T        | New                       | 6/15/2020          | 5/14/2020                         | Approved by<br>resolution              | 5/14/2020                        |                              |                                                | Grant Funded |
| E&T Special Program Counselor<br>Grade 9 \$16.8308-\$21.0920/hr     | E&T        | Temporary                 | 6/1/2021           | 4/30/2021                         | 4/30/2021                              | 4/30/2021                        | 6/14/2021                    | Jaclyn Pittsley                                | Grant Funded |
| Dispatcher<br>Grade 6 \$20.5973-\$30.6286/hr                        | ERAC       | Removal from<br>probation | 2/19/2021          | 2/22/2021                         | 2/23/2021                              | 2/24/2021                        | 6/14/2021                    | David Hoxie                                    | *            |
| Dispatcher<br>Grade 6 \$20.5973-\$30.6286/hr                        | ERAC       | Resignation               | 7/4/2021           | 6/21/2021                         | 6/21/2021                              | 6/21/2021                        | Canvass                      |                                                | *            |
| Public Health Educator<br>Grade 16 \$21.1408-\$26.4932/hr           | Health     | Resignation               | 9/6/2019           | 9/9/2019                          | 9/10/2019                              |                                  |                              |                                                | Grant Funded |
| SPHN<br>\$33.0390-\$38.6999/hr                                      | Health     | Retirement                | 3/12/2021          | 6/21/2021                         | 6/21/2021                              | 6/22/2021                        | Posted                       |                                                | *            |
| Public Health Director<br>Grade 1 \$85,522-\$104,050/YR             | Health     | Temporary                 |                    | 2/8/2020                          | 2/18/2020                              | 2/18/2020                        | Posted                       |                                                | *            |
| Highway Construction Mechanic<br>Grade 13 \$19.1113-\$23.9499/hr    | Highway    | Promotion                 | 6/16/2020          | 6/11/2021                         | 6/11/2021                              | 6/22/2021                        | Post                         |                                                | *            |
| Motor Equipment Operator<br>Grade 11 \$17.9178-\$22.4542/hr         | Highway    | Resignation               | 12/17/2020         | 6/10/2021                         | 6/10/2021                              | 6/22/2021                        | Post                         |                                                | *            |
| Seasonal Aides<br>\$13.50/hr                                        | Highway    | 5 Temporary<br>Positions  | May-21             | 3/8/2021                          | 3/9/2021                               | 3/9/2021                         | Posted                       |                                                | *            |
| Wade Pool Attendants<br>\$13.50/hr                                  | Highway    | 2 Temporary<br>Positions  | May-21             | 3/8/2021                          | 3/9/2021                               | 3/9/2021                         | Posted<br>(1 remaining open) | 6/7/21: Sophia<br>Reyngodt                     | *            |
| Park Attendants<br>\$13.50/hr                                       | Highway    | 5 Temporary<br>Positions  | May-21             | 3/8/2021                          | 3/9/2021                               | 3/9/2021                         | Posted<br>(2 remaining open) | 6/7/21: Paul O'ree<br>6/21/21: Joshua<br>Alger | *            |

Attachment: July 2021 (9702 : July Vacancy Report)

\* Funded in 2021 Budget

\*\* Will Discuss

# POSITION VACANCY REPORT

As of July 1, 2021

| Position<br>(Title, Grade, Salary)                               | Department      | Reason for<br>Vacancy           | Date of<br>Vacancy | Date of Request<br>to Take Action | Date forms sent<br>to County<br>Admin. | Date of<br>Approval of<br>Action | Date Filled           | Filled By             | Funding      |
|------------------------------------------------------------------|-----------------|---------------------------------|--------------------|-----------------------------------|----------------------------------------|----------------------------------|-----------------------|-----------------------|--------------|
| Clerk of the Legislature<br>Grade 7 \$55,414-\$67,421/yr         | Legislature     | Resignation                     | 5/29/2021          | 4/30/2021                         | 4/30/2021                              | 4/30/2021                        | 6/17/2021             | Savannah<br>Hempstead | *            |
| Staff Psychiatrist (Part-time)<br>\$112/hour                     | Mental Health   | Resignation                     | 5/1/2011           | 3/28/2011                         | 3/31/2011                              | 3/31/2011                        | Posted/<br>Advertised |                       | 1 **         |
| Licensed Master Social Worker<br>Grade 24 \$28.2496-\$35.4019/hr | Mental Health   | New-Temp, PT<br>up to 17.5hr/wk | 2/1/2021           | N/A                               | Approved by<br>resolution              | 1/28/2021                        | Posted                | Not Filled            | *            |
| Mental Health Program Aide<br>Grade 8 \$16.3259-\$20.4594/hr     | Mental Health   | Resignation                     | 5/21/2021          | 4/16/2021                         | 4/16/2021                              | 4/20/2021                        | Posted                |                       | *            |
| Medical Services Clerk<br>Grade 8 \$16.3259-\$20.4594/hr         | Mental Health   | Removal                         | 6/23/2021          | 6/22/2021                         | 6/23/2021                              | 6/23/2021                        | Posted                |                       | *            |
| LCSW<br>Grade 26 \$30.5057-\$38.2292/hr                          | Mental Health   | New                             | 6/25/2021          | 6/24/2021                         | Approved by<br>resolution              | 6/24/2021                        | Posted                |                       | *            |
| Staff Psychiatrist<br>Offscale \$112/hour                        | Mental Health   | Resignation                     | 6/30/2021          | 4/30/2021                         | 4/30/2021                              | 4/30/2021                        | Posted                |                       | *            |
| Licensed Master Social Worker<br>Grade 24 \$28.2496-\$35.4019/hr | Mental Health   | Resignation                     | 8/2/2021           | 6/15/2021                         | 6/15/2021                              | 6/14/2021                        | Posted exam           |                       | *            |
| Driver, per diem (1)<br>Grade 2 \$13.0996-\$16.4161/hr           | Nutrition       | New Position                    | 7/25/2013          | 7/26/2013                         | 7/29/2013                              | 7/31/2013                        | Posted                |                       | *            |
| Planner<br>Grade 16 \$21.1408-\$26.4932/hr                       | Planning        | Resignation                     | 4/19/2021          | 4/1/2021                          | 4/1/2021                               | 4/1/2021                         | Posted                |                       | *            |
| Chief Assistant Public Defender<br>Grade 3 \$74,005-\$90,037/yr  | Public Defender | Resignation                     | 4/3/2021           | 5/6/2021                          | 5/7/2021                               | 5/10/2021                        | 6/1/2021              | Anita Ribiero         | Grant Funded |
| Assistant Public Defender<br>Grade 4 \$68,842-\$83,755/yr        | Public Defender | Promotion                       | 6/1/2021           | 6/16/2021                         | 6/17/2021                              | 6/21/2021                        | Posted                |                       | Grant Funded |
| Secretary II<br>Grade 2 \$18.6797-\$22.7267/hr                   | Public Defender | Went to<br>Assigned Counsel     | 6/28/2021          | 6/17/2021                         | 6/17/2021                              | 6/21/2021                        | Exam file apps        |                       | Grant Funded |

Attachment: July 2021 (9702 : July Vacancy Report)

\* Funded in 2021 Budget

\*\* Will Discuss

# POSITION VACANCY REPORT

As of July 1, 2021

| Position<br>(Title, Grade, Salary)                      | Department | Reason for<br>Vacancy      | Date of<br>Vacancy | Date of Request<br>to Take Action | Date forms sent<br>to County<br>Admin. | Date of<br>Approval of<br>Action | Date Filled  | Filled By      | Funding |
|---------------------------------------------------------|------------|----------------------------|--------------------|-----------------------------------|----------------------------------------|----------------------------------|--------------|----------------|---------|
| PT Jail Cook (12 hrs)<br>Grade 2 \$16.7329-\$22.2396/hr | Sheriff    | Filled 32hr<br>vacancy     | 10/20/2017         | 10/10/2017                        | 10/13/2017                             | 11/2/2017                        | Posted       |                | *       |
| Jail Cook-Per Diem<br>Grade 2 \$16.7329-\$22.2396/hr    | Sheriff    | Took 32hr Cook<br>position | 5/23/2018          | 6/5/2018                          | 6/11/2018                              | 6/20/2018                        | Posted       |                | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr    | Sheriff    | Took CPO<br>position       | 2/4/2019           | 2/4/2019                          | 2/5/2019                               | 2/19/2019                        | 6/7/2021     | Leigha Haskins | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr    | Sheriff    | Resignation                | 6/20/2019          | 6/20/2019                         | 6/21/2019                              | 6/24/2019                        | Canvass/Cert |                | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr    | Sheriff    | Retirement                 | 10/31/2019         | 10/16/2019                        | 10/17/2019                             | 10/18/2019                       | Canvass/Cert |                | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr    | Sheriff    | Resignation                | 3/29/2020          | 4/20/2020                         | 4/20/2020                              | 4/21/2020                        | Canvass/Cert |                | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr    | Sheriff    | Resignation                | 4/1/2020           | 4/20/2020                         | 4/20/2020                              | 4/21/2020                        | Canvass/Cert |                | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr    | Sheriff    | Promotion                  | 6/5/2020           | 6/5/2020                          | 6/5/2020                               | 6/15/2020                        | Canvass/Cert |                | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr    | Sheriff    | Transfer to Road<br>Patrol | 8/7/2020           | 8/19/2020                         | 8/19/2020                              | 8/19/2020                        | Cert         |                | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr    | Sheriff    | Resignation                | 8/19/2020          | 9/11/2020                         | 9/11/2020                              | 9/14/2020                        | Cert         |                | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr    | Sheriff    | Retirement                 | 9/15/2020          | 9/15/2020                         | 9/16/2020                              | 9/17/2020                        | Cert         |                | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr    | Sheriff    | Retirement                 | 10/14/2020         | 10/9/2020                         | 10/9/2020                              | 10/9/2020                        | Cert         |                | *       |
| Correction Officer<br>Grade 1 \$21.2069-\$35.0063/hr    | Sheriff    | Retirement                 | 2/27/2021          | 2/24/2021                         | 2/25/2021                              | 2/25/2021                        | Cert         |                | *       |

Attachment: July 2021 (9702 : July Vacancy Report)

\* Funded in 2021 Budget

\*\* Will Discuss

# POSITION VACANCY REPORT

As of July 1, 2021

| Position<br>(Title, Grade, Salary)                               | Department | Reason for<br>Vacancy | Date of<br>Vacancy | Date of Request<br>to Take Action | Date forms sent<br>to County<br>Admin. | Date of<br>Approval of<br>Action | Date Filled | Filled By | Funding |
|------------------------------------------------------------------|------------|-----------------------|--------------------|-----------------------------------|----------------------------------------|----------------------------------|-------------|-----------|---------|
| Co Police Captain (Deputy Sheriff)<br>CAPT \$44.2233/hr          | Sheriff    | Retirement            | TBD                | 6/21/2021                         | 6/22/2021                              | 6/23/2021                        | Cert/Post   |           | *       |
| Co Police LT (Deputy Sheriff)<br>LT \$41.1910/hr                 | Sheriff    | Promotion             | TBD                | 6/21/2021                         | 6/22/2021                              | 6/29/2021                        | Cert/Post   |           | *       |
| Co Police SGT (Deputy Sheriff)<br>SGT \$38.1825/hr               | Sheriff    | Promotion             | TBD                | 6/21/2021                         | 6/22/2021                              | 6/29/2021                        | Cert        |           | *       |
| Co Police Officer (Deputy Sheriff)<br>CPO \$20.1069-\$32.1663/hr | Sheriff    | Promotion             | TBD                | 6/21/2021                         | 6/22/2021                              | 6/29/2021                        | Cert        |           | *       |
|                                                                  |            |                       |                    |                                   |                                        |                                  |             |           |         |
|                                                                  |            |                       |                    |                                   |                                        |                                  |             |           |         |
|                                                                  |            |                       |                    |                                   |                                        |                                  |             |           |         |
|                                                                  |            |                       |                    |                                   |                                        |                                  |             |           |         |
|                                                                  |            |                       |                    |                                   |                                        |                                  |             |           |         |
|                                                                  |            |                       |                    |                                   |                                        |                                  |             |           |         |
|                                                                  |            |                       |                    |                                   |                                        |                                  |             |           |         |
|                                                                  |            |                       |                    |                                   |                                        |                                  |             |           |         |
|                                                                  |            |                       |                    |                                   |                                        |                                  |             |           |         |
|                                                                  |            |                       |                    |                                   |                                        |                                  |             |           |         |
|                                                                  |            |                       |                    |                                   |                                        |                                  |             |           |         |

Attachment: July 2021 (9702 : July Vacancy Report)

\* Funded in 2021 Budget

\*\* Will Discuss

06/23/2021 15:10  
wfoleyCortland County  
YEAR-TO-DATE BUDGET REPORTP  
glytdbud 1

FOR 2021 06

| ACCOUNTS FOR:<br>A GENERAL FUND     | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| A66105 SEALER OF WEIGHTS & MEASURES |                    |                      |                   |            |              |                     |             |
| A66105 51005 PERSONAL SERVICES      | 51,046             | 0                    | 51,046            | 22,469.41  | .00          | 28,576.59           | 44.0%       |
| A66105 54000 TELEPHONE              | 700                | 0                    | 700               | 270.74     | 327.72       | 101.54              | 85.5%       |
| A66105 54002 COMPUTER MTN/AGREE     | 185                | -185                 | 0                 | .00        | .00          | .00                 | .0%         |
| A66105 54005 Office Materials &     | 100                | 0                    | 100               | .00        | 100.00       | .00                 | 100.0%      |
| A66105 54012 SPECIAL SUPPLIES &     | 100                | -100                 | 0                 | .00        | .00          | .00                 | .0%         |
| A66105 54015 Maintenance Agreeem    | 0                  | 185                  | 185               | .00        | .00          | 185.00              | .0%         |
| A66105 54020 POSTAGE                | 150                | 0                    | 150               | 4.71       | .00          | 145.29              | 3.1%        |
| A66105 54040 ASSOC/MEMBERSHIP D     | 125                | 0                    | 125               | 25.00      | .00          | 100.00              | 20.0%       |
| A66105 54048 Prog Spec Material     | 0                  | 100                  | 100               | .00        | .00          | 100.00              | .0%         |
| A66105 54050 Equip. Repairs & M     | 200                | 0                    | 200               | .00        | .00          | 200.00              | .0%         |
| A66105 54070 INSURANCE              | 245                | 0                    | 245               | 253.40     | .00          | -8.40               | 103.4%*     |
| A66105 54074 VEHICLE INSURANCE      | 290                | 0                    | 290               | 308.74     | .00          | -18.74              | 106.5%*     |
| A66105 54078 Fuel                   | 1,000              | 0                    | 1,000             | 228.85     | .00          | 771.15              | 22.9%       |
| A66105 54300 Vehicle Repairs &      | 500                | 0                    | 500               | 497.98     | .00          | 2.02                | 99.6%       |
| A66105 54605 LAB TESTING            | 150                | -150                 | 0                 | .00        | .00          | .00                 | .0%         |
| A66105 54615 CONTRACTED MEDICAL     | 0                  | 150                  | 150               | .00        | .00          | 150.00              | .0%         |
| A66105 58020 RETIREMENT             | 7,147              | 0                    | 7,147             | .00        | .00          | 7,147.00            | .0%         |
| A66105 58030 FICA                   | 3,906              | 0                    | 3,906             | 1,553.74   | .00          | 2,352.26            | 39.8%       |
| A66105 58040 WORKERS COMP           | 1,995              | 0                    | 1,995             | 2,021.52   | .00          | -26.52              | 101.3%*     |
| A66105 58060 HEALTH INS             | 18,275             | 0                    | 18,275            | 8,434.92   | .00          | 9,840.32            | 46.2%       |
| A66105 58062 DENTAL INS             | 90                 | 0                    | 90                | 41.76      | .00          | 48.48               | 46.3%       |
| A66105 58065 VISION CARE BENEFI     | 20                 | 0                    | 20                | 9.00       | .00          | 10.60               | 45.9%       |
| TOTAL SEALER OF WEIGHTS & MEASURES  | 86,224             | 0                    | 86,224            | 36,119.77  | 427.72       | 49,676.59           | 42.4%       |
| TOTAL GENERAL FUND                  | 86,224             | 0                    | 86,224            | 36,119.77  | 427.72       | 49,676.59           | 42.4%       |
| TOTAL EXPENSES                      | 86,224             | 0                    | 86,224            | 36,119.77  | 427.72       | 49,676.59           |             |

Attachment: Weights &amp; Measures June ytd budget (8666 : Weights &amp; Measures Monthly Reports)

Weights and Measures Report  
For June  
Government Operations Committee

The month of June I collected petroleum samples for the New York State Petroleum Quality Program. This program is funded by New York State and ensures that our Petroleum dealers maintain proper inventory records, test for water in storage tanks, post correct price on dispensers and have proper labels to identify type of petroleum being dispensed. Samples are sent to a lab to be tested. I reported last month that I take sample 4 times a year. This was incorrect, That number should have been 5 times a year. The June samples will be the last samples for the year. The samples are passed off to a currier who transports them to a lab in New Jersey. The lab test for Octane, Reid Vapor pressure which is a DEC requirement that changes depending on the time of the year, % Benzene, Drivability Index, % Ethanol, Total Oxygen as well as components which are not allowed in Gasoline like: Methanol, MTBE, ETBE, and TAME. Diesel test for Cetane, Flash Point, and Sulfur content.

At the time of this writing I have completed 17 of the 22 gas stations. Once all the gas stations are complete I will start the Fuel Oil trucks. I have tested several scales for farmers market, berry farms as well as scales at a local distillery and two more large vehicle scales and 1 milk bulk tank.

Wesley Foley  
Director of Weights and Measures  
Office phone 607-753-5025

07/01/2021 08:58  
shempsteadCortland County  
YEAR-TO-DATE BUDGET REPORTP  
glytdbud 1

## FOR 2021 13

| ACCOUNTS FOR:<br>A GENERAL FUND  | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|----------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| A145042 ELECTIONS                |                    |                      |                   |            |              |                     |             |
| A145042 41289 ELECTIONS FEES     | -300               | 0                    | -300              | -148.60    | .00          | -151.40             | 49.5%*      |
| A145042 41289 SCH DEPARTMENTAL F | -3,000             | 0                    | -3,000            | -3,000.00  | .00          | .00                 | 100.0%      |
| TOTAL ELECTIONS                  | -3,300             | 0                    | -3,300            | -3,148.60  | .00          | -151.40             | 95.4%       |
| A145043 ELECTIONS                |                    |                      |                   |            |              |                     |             |
| A145043 43145 SHOE BD ELECTIONS  | 0                  | 0                    | 0                 | -22,220.00 | .00          | 22,220.00           | 100.0%      |
| TOTAL ELECTIONS                  | 0                  | 0                    | 0                 | -22,220.00 | .00          | 22,220.00           | 100.0%      |
| A14505 ELECTIONS                 |                    |                      |                   |            |              |                     |             |
| A14505 51005 PERSONAL SERVICES   | 83,226             | 0                    | 83,226            | 39,034.27  | .00          | 44,191.73           | 46.9%       |
| A14505 51010 PART-TIME PAY       | 63,688             | 0                    | 63,688            | 31,557.18  | .00          | 32,130.82           | 49.5%       |
| A14505 51015 TEMP PAY            | 35,000             | 0                    | 35,000            | 2,650.00   | .00          | 32,350.00           | 7.6%        |
| A14505 51020 OVERTIME PAY        | 0                  | 0                    | 0                 | 693.14     | .00          | -693.14             | 100.0%*     |
| A14505 54000 TELEPHONE           | 8,000              | 0                    | 8,000             | 1,167.25   | 582.28       | 6,250.47            | 21.9%       |
| A14505 54001 COPYING/PRINTING    | 54,000             | 0                    | 54,000            | 8,323.18   | .00          | 45,676.82           | 15.4%       |
| A14505 54004 COMPUTER SOFTWARE   | 32,620             | 7,250                | 39,870            | 33,728.00  | .00          | 6,142.00            | 84.6%       |
| A14505 54005 Office Materials &  | 1,500              | 0                    | 1,500             | 123.09     | .00          | 1,376.91            | 8.2%        |
| A14505 54020 POSTAGE             | 42,000             | 0                    | 42,000            | 5,548.05   | 245.00       | 36,206.95           | 13.8%       |
| A14505 54035 EDUCATION & TRAINI  | 1,500              | 0                    | 1,500             | .00        | .00          | 1,500.00            | .0%         |
| A14505 54040 ASSOC/MEMBERSHIP D  | 140                | 0                    | 140               | 140.00     | .00          | .00                 | 100.0%      |
| A14505 54041 PUBLICATIONS        | 350                | 0                    | 350               | .00        | .00          | 350.00              | .0%         |
| A14505 54045 Travel & Sustenanc  | 0                  | 250                  | 250               | 85.12      | .00          | 164.88              | 34.0%       |
| A14505 54047 MILEAGE REIMBURSEM  | 250                | -250                 | 0                 | .00        | .00          | .00                 | .0%         |
| A14505 54050 Equip. Repairs & M  | 300                | 0                    | 300               | .00        | .00          | 300.00              | .0%         |
| A14505 54055 PROFESSIONAL SERVI  | 75,000             | -8,250               | 66,750            | .00        | .00          | 66,750.00           | .0%         |
| A14505 54060 LEGAL NOTICES / AD  | 3,000              | 0                    | 3,000             | .00        | .00          | 3,000.00            | .0%         |
| A14505 54065 EQUIP RENT / LEASE  | 63,295             | 1,000                | 64,295            | 498.87     | .00          | 63,796.13           | .8%         |
| A14505 54070 INSURANCE           | 5,713              | 0                    | 5,713             | 6,072.30   | .00          | -359.80             | 106.3%*     |
| A14505 54078 Fuel                | 500                | 0                    | 500               | 47.00      | .00          | 453.00              | 9.4%        |
| A14505 54213 I/D COPIER          | 1,240              | 0                    | 1,240             | 416.45     | .00          | 823.55              | 33.6%       |
| A14505 58020 RETIREMENT          | 16,110             | 0                    | 16,110            | .00        | .00          | 16,110.00           | .0%         |
| A14505 58030 FICA                | 11,239             | 0                    | 11,239            | 5,467.19   | .00          | 5,771.81            | 48.6%       |

Attachment: Board of Elections Budget Report - July (9707 : Board of Elections Monthly Budget Report)

07/01/2021 08:58  
 shempstead

**Cortland County**  
**YEAR-TO-DATE BUDGET REPORT**
**P**  
**glytdbud** **2**
**FOR 2021 13**

| ACCOUNTS<br>A      | FOR:<br>GENERAL FUND |                    | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|--------------------|----------------------|--------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| A14505             | 58040                | WORKERS COMP       | 5,980              | 0                    | 5,980             | 6,059.48   | .00          | -79.48              | 101.3%*     |
| A14505             | 58060                | HEALTH INS         | 22,540             | 0                    | 22,540            | 7,513.22   | .00          | 15,027.07           | 33.3%       |
| A14505             | 58062                | DENTAL INS         | 271                | 0                    | 271               | 135.72     | .00          | 135.00              | 50.1%       |
| A14505             | 58065                | VISION CARE BENEFI | 59                 | 0                    | 59                | 29.25      | .00          | 29.55               | 49.7%       |
| TOTAL ELECTIONS    |                      |                    | 527,520            | 0                    | 527,520           | 149,288.76 | 827.28       | 377,404.27          | 28.5%       |
| TOTAL GENERAL FUND |                      |                    | 524,220            | 0                    | 524,220           | 123,920.16 | 827.28       | 399,472.87          | 23.8%       |
| TOTAL REVENUES     |                      |                    | -3,300             | 0                    | -3,300            | -25,368.60 | .00          | 22,068.60           |             |
| TOTAL EXPENSES     |                      |                    | 527,520            | 0                    | 527,520           | 149,288.76 | 827.28       | 377,404.27          |             |

07/01/2021 08:59  
shempsteadCortland County  
YEAR-TO-DATE BUDGET REPORTP  
glytdbud 1

## FOR 2021 13

| ACCOUNTS FOR:<br>A GENERAL FUND  | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|----------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| A101042 COUNTY LEGISLATURE       |                    |                      |                   |            |              |                     |             |
| A101042 41289 1011 DEPARTMENTAL  | -10,000            | 0                    | -10,000           | -10,000.00 | .00          | .00                 | 100.0%      |
| TOTAL COUNTY LEGISLATURE         | -10,000            | 0                    | -10,000           | -10,000.00 | .00          | .00                 | 100.0%      |
| A10105 COUNTY LEGISLATURE        |                    |                      |                   |            |              |                     |             |
| A10105 51010 PART-TIME PAY       | 182,550            | 0                    | 182,550           | 87,790.49  | .00          | 94,759.51           | 48.1%       |
| A10105 54000 TELEPHONE           | 450                | 0                    | 450               | 116.76     | .00          | 333.24              | 25.9%       |
| A10105 54005 Office Materials &  | 0                  | 1,500                | 1,500             | 25.07      | .00          | 1,474.93            | 1.7%        |
| A10105 54040 ASSOC/MEMBERSHIP D  | 31,486             | 0                    | 31,486            | 20,473.00  | .00          | 11,013.00           | 65.0%       |
| A10105 54045 Travel & Sustenanc  | 3,000              | 11,032               | 14,032            | 1,217.31   | .00          | 12,814.79           | 8.7%        |
| A10105 54047 MILEAGE REIMBURSEM  | 11,032             | -11,032              | 0                 | .00        | .00          | .00                 | .0%         |
| A10105 54055 PROFESSIONAL SERVI  | 0                  | 55,527               | 55,527            | .00        | 2,000.00     | 53,527.00           | 3.6%        |
| A10105 54055 1011 PROFESSIONAL S | 10,000             | 2,160                | 12,160            | 2,160.00   | .00          | 10,000.00           | 17.8%       |
| A10105 54060 LEGAL NOTICES / AD  | 1,000              | 0                    | 1,000             | 423.56     | 398.49       | 177.95              | 82.2%       |
| A10105 54070 INSURANCE           | 5,386              | 0                    | 5,386             | 4,773.79   | .00          | 612.42              | 88.6%       |
| A10105 54075 OFFICE EQUIPMENT    | 1,500              | -1,500               | 0                 | .00        | .00          | .00                 | .0%         |
| A10105 58020 RETIREMENT          | 558                | 0                    | 558               | .00        | .00          | 557.72              | .0%         |
| A10105 58030 FICA                | 14,541             | 0                    | 14,541            | 6,712.35   | .00          | 7,828.86            | 46.2%       |
| A10105 58040 WORKERS COMP        | 16,915             | 0                    | 16,915            | 17,139.83  | .00          | -224.83             | 101.3%*     |
| A10105 58062 DENTAL INS          | 90                 | 0                    | 90                | 45.24      | .00          | 45.00               | 50.1%       |
| A10105 58065 VISION CARE BENEFI  | 20                 | 0                    | 20                | 9.75       | .00          | 9.85                | 49.7%       |
| TOTAL COUNTY LEGISLATURE         | 278,528            | 57,687               | 336,215           | 140,887.15 | 2,398.49     | 192,929.44          | 42.6%       |
| TOTAL GENERAL FUND               | 268,528            | 57,687               | 326,215           | 130,887.15 | 2,398.49     | 192,929.44          | 40.9%       |
| TOTAL REVENUES                   | -10,000            | 0                    | -10,000           | -10,000.00 | .00          | .00                 |             |
| TOTAL EXPENSES                   | 278,528            | 57,687               | 336,215           | 140,887.15 | 2,398.49     | 192,929.44          |             |

Attachment: Legislature July Budget Report (9708 : Legislature Monthly Budget Report)

07/01/2021 09:00  
shempsteadCortland County  
YEAR-TO-DATE BUDGET REPORTP  
glytdbud 1

FOR 2021 13

| ACCOUNTS FOR:<br>A GENERAL FUND       | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|---------------------------------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| A10405 CLERK OF THE LEGISLATIVE BOARD |                    |                      |                   |            |              |                     |             |
| A10405 51005 PERSONAL SERVICES        | 101,431            | 0                    | 101,431           | 45,336.80  | .00          | 56,094.23           | 44.7%       |
| A10405 51035 OTHER COMPENSATION       | 0                  | 0                    | 0                 | 9,505.45   | .00          | -9,505.45           | 100.0%*     |
| A10405 54000 TELEPHONE                | 696                | 0                    | 696               | 384.12     | .00          | 311.88              | 55.2%       |
| A10405 54001 COPYING/PRINTING         | 1,100              | -18                  | 1,082             | .00        | .00          | 1,082.00            | .0%         |
| A10405 54002 COMPUTER MTN/AGREE       | 16,002             | -16,002              | 0                 | .00        | .00          | .00                 | .0%         |
| A10405 54005 Office Materials &       | 1,000              | 520                  | 1,520             | 515.26     | 85.77        | 918.92              | 39.5%       |
| A10405 54015 Maintenance Agreem       | 0                  | 16,002               | 16,002            | 8,918.34   | 7,083.66     | .04                 | 100.0%      |
| A10405 54020 POSTAGE                  | 500                | 0                    | 500               | 71.69      | .00          | 428.31              | 14.3%       |
| A10405 54035 EDUCATION & TRAINI       | 200                | 0                    | 200               | .00        | .00          | 200.00              | .0%         |
| A10405 54040 ASSOC/MEMBERSHIP D       | 375                | 0                    | 375               | 100.00     | .00          | 275.00              | 26.7%       |
| A10405 54041 PUBLICATIONS             | 234                | 18                   | 252               | 252.00     | .00          | .00                 | 100.0%      |
| A10405 54045 Travel & Sustenanc       | 400                | 100                  | 500               | .00        | .00          | 500.00              | .0%         |
| A10405 54047 MILEAGE REIMBURSEM       | 100                | -100                 | 0                 | .00        | .00          | .00                 | .0%         |
| A10405 54055 PROFESSIONAL SERVI       | 500                | 0                    | 500               | .00        | .00          | 500.00              | .0%         |
| A10405 54070 LIABILITY INSURANC       | 258                | 0                    | 258               | 429.61     | .00          | -171.51             | 166.5%*     |
| A10405 54075 OFFICE EQUIPMENT         | 500                | -500                 | 0                 | .00        | .00          | .00                 | .0%         |
| A10405 54076 DWYPK Building Repa      | 0                  | 17,555               | 17,555            | 8,315.15   | 720.46       | 8,518.92            | 51.5%       |
| A10405 54213 I/D COPIER               | 1,600              | 0                    | 1,600             | 686.20     | .00          | 913.80              | 42.9%       |
| A10405 54400 Food Materials & S       | 700                | 0                    | 700               | 254.23     | .00          | 445.77              | 36.3%       |
| A10405 58020 RETIREMENT               | 14,200             | 0                    | 14,200            | .00        | .00          | 14,200.35           | .0%         |
| A10405 58030 FICA                     | 7,759              | 0                    | 7,759             | 4,133.98   | .00          | 3,625.50            | 53.3%       |
| A10405 58040 WORKERS COMP             | 3,990              | 0                    | 3,990             | 4,043.03   | .00          | -53.03              | 101.3%*     |
| A10405 58060 HEALTH INS               | 7,513              | 0                    | 7,513             | 2,889.70   | .00          | 4,623.73            | 38.5%       |
| A10405 58062 DENTAL INS               | 180                | 0                    | 180               | 80.04      | .00          | 100.44              | 44.3%       |
| TOTAL CLERK OF THE LEGISLATIVE BOARD  | 159,240            | 17,574               | 176,814           | 85,915.60  | 7,889.89     | 83,008.90           | 53.1%       |
| TOTAL GENERAL FUND                    | 159,240            | 17,574               | 176,814           | 85,915.60  | 7,889.89     | 83,008.90           | 53.1%       |
| TOTAL EXPENSES                        | 159,240            | 17,574               | 176,814           | 85,915.60  | 7,889.89     | 83,008.90           |             |

## YEAR-TO-DATE BUDGET REPORT

FOR 2021 13

| ACCOUNTS FOR:<br>A GENERAL FUND    | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|------------------------------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| <b>A12305 COUNTY ADMINISTRATOR</b> |                    |                      |                   |              |              |                     |             |
| A12305 51005 PERSONAL SERVICES     | 161,313            | 0                    | 161,313           | 78,542.67    | .00          | 82,770.33           | 48.7%       |
| A12305 54000 CELL & LONG/DISTAN    | 416                | 0                    | 416               | 284.68       | .00          | 131.32              | 68.4%       |
| A12305 54001 COPYING/PRINTING      | 2,000              | 0                    | 2,000             | 301.63       | .00          | 1,698.37            | 15.1%       |
| A12305 54005 Office Materials &    | 200                | 0                    | 200               | 161.56       | .00          | 38.44               | 80.8%       |
| A12305 54020 POSTAGE               | 50                 | 0                    | 50                | 39.97        | .00          | 10.03               | 79.9%       |
| A12305 54040 ASSOC/MEMBERSHIP D    | 1,000              | 0                    | 1,000             | 400.00       | .00          | 600.00              | 40.0%       |
| A12305 54045 Travel & Sustenanc    | 1,000              | 0                    | 1,000             | .00          | 66.08        | 933.92              | 6.6%        |
| A12305 54070 LIABILITY INSURANC    | 419                | 0                    | 419               | 656.80       | .00          | -237.60             | 156.7%*     |
| A12305 54213 I/D COPIER            | 0                  | 0                    | 0                 | 214.00       | .00          | -214.00             | 100.0%*     |
| A12305 58020 RETIREMENT            | 22,584             | 0                    | 22,584            | .00          | .00          | 22,583.77           | .0%         |
| A12305 58030 FICA                  | 12,340             | 0                    | 12,340            | 5,678.76     | .00          | 6,661.66            | 46.0%       |
| A12305 58040 WORKERS COMP          | 3,990              | 0                    | 3,990             | 4,043.03     | .00          | -53.03              | 101.3%*     |
| A12305 58060 HEALTH INS            | 36,550             | 0                    | 36,550            | 17,363.77    | .00          | 19,186.71           | 47.5%       |
| A12305 58062 DENTAL INS            | 180                | 0                    | 180               | 85.96        | .00          | 94.52               | 47.6%       |
| A12305 58065 VISION CARE BENEFI    | 39                 | 0                    | 39                | 18.52        | .00          | 20.68               | 47.2%       |
| TOTAL COUNTY ADMINISTRATOR         | 242,083            | 0                    | 242,083           | 107,791.35   | 66.08        | 134,225.12          | 44.6%       |
| TOTAL GENERAL FUND                 | 242,083            | 0                    | 242,083           | 107,791.35   | 66.08        | 134,225.12          | 44.6%       |
| TOTAL EXPENSES                     | 242,083            | 0                    | 242,083           | 107,791.35   | 66.08        | 134,225.12          |             |

## YEAR-TO-DATE BUDGET REPORT

FOR 2021 13

|             | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------|--------------------|----------------------|-------------------|--------------|--------------|---------------------|-------------|
| GRAND TOTAL | 242,083            | 0                    | 242,083           | 107,791.35   | 66.08        | 134,225.12          | 44.6%       |

\*\* END OF REPORT - Generated by Robert J Corpora \*\*

## YEAR-TO-DATE BUDGET REPORT

## REPORT OPTIONS

|            | Field # | Total | Page Break |
|------------|---------|-------|------------|
| Sequence 1 | 1       | Y     | Y          |
| Sequence 2 | 9       | Y     | N          |
| Sequence 3 | 0       | N     | N          |
| Sequence 4 | 0       | N     | N          |

Report title:  
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2019/ 1

To Yr/Per: 2019/ 1

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2021/13

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

## Find Criteria

| Field Name | Field Value |
|------------|-------------|
|------------|-------------|

|     |        |
|-----|--------|
| Org | A1230* |
|-----|--------|

|        |  |
|--------|--|
| Object |  |
|--------|--|

|         |  |
|---------|--|
| Project |  |
|---------|--|

|             |  |
|-------------|--|
| Rollup code |  |
|-------------|--|

|              |  |
|--------------|--|
| Account type |  |
|--------------|--|

|                |  |
|----------------|--|
| Account status |  |
|----------------|--|

**OFFICE OF THE COUNTY ADMINISTRATOR**

CORTLAND COUNTY  
60 CENTRAL AVENUE, SUITE 316  
CORTLAND, NEW YORK 13045  
607-753-5083 (phone)  
607-756-3489 (fax)

Robert J. Corpora  
County Administrator  
rcorpora@cortland-co.org

Brooke S. Cummings  
Confidential Secretary  
bscummings@cortland-co.org

**County Administrators**  
**Monthly Report for June 2021**  
*July 1, 2021*

**1. COVID-19 Responses**

- a. FEMA
  - i. Several projects open and gathering information - lead by Andrea Herzog
    - 1. Clinics
    - 2. County wide COVID expenses
  - ii. Submitted project – COVID testing. Waiting for final approval from FEMA
- b. PODS/Clinics – Clinics are done for the most part. Health Department is still holding Pop-Up clinics in rural areas of the county.
- c. Reopening County buildings to the public
  - i. Tentative date is July 12, 2021
  - ii. Front entrance- interview room

**2. Budget**

- a. 2021 Budget
  - i. As of this time we are doing well.
  - ii. Sales Tax- to date 21.8% higher than 2020, 18.7% greater than 2019
- b. 2022 Budget Process
  - i. Budget documents being sent out to Departments at the time of writing this report

**3. ARP Stimulus**

- a. Subcommittee formed by Chairmen Heider
  - i. Members- Heider, Corpora, Wagner, Price, Fitch, Wilson, Newell, Bischoff and Harbin
- b. Interim Report due 8/31/2021

**4. Personnel**

- a. County Attorney retirement – Appointed Francis Casullo-start date 7/12/2021
- b. Legislative Clerk resignation – Appointed Savannah Hempstead
- c. Problems recruiting people
  - i. We are having problems recruiting people at all levels of employment
  - ii. Other positions take much longer than expected to even get applications.
  - iii. Burke Group-Management Comp- Resolution for Compensation Analysis Services

**5. Workers Compensation**

- a. Revision to Local Law will be on the July Meeting Agenda
- b. Settlement meetings with PERMA

- i. Personnel Officer, County Attorney and County Administrator along with representatives from PERMA meet at least monthly to discuss possibility and status of settling cases.
- ii. Working toward the ability for the Plan to purchase an Assumption of Loss Policy to reduce all municipalities' liabilities moving forward.

**6. AAA Senior Centers**

- a. Determining location of HUB site- there have been visits to several potential sites
- b. Starting to roll out to the municipalities and/or other agencies in the community that would like to participate.
- c. A Resolution for Grant opportunities to municipalities and community organizations who wish to run their own senior centers will be on the July HHS meeting agenda.

**7. Administration Policies**

- a. Reviewing current policy manuals and indexing
- b. Converting to new format
- c. Reviewing for updating and obsolete policies

**8. CAP**

- a. Opening of Central Arraignment Part
  - i. COVID still a factor
  - ii. Jail capacity
  - iii. Working with Sheriff to accommodate arraignments at the CAP in the jail

**County Clerk Monthly**      507.00%

|                     | <b><u>YTD 2019</u></b> | <b><u>YTD 2020</u></b> | <b><u>YTD 2021</u></b> |
|---------------------|------------------------|------------------------|------------------------|
| Clerk Fees          | 187,545.00             | 186,258.00             | 240,970.42             |
| DMV Fees            | 244,193.00             | 156,735.00             | 210,107.27             |
| User Fee            | 132,255.00             | 111,990.00             | 140,231.90             |
| Internet Fee        | 1,720.00               | 3,472.00               | 9,460.17               |
| Local Mtg Tax       | 121,184.00             | 179,721.00             | 199,724.23             |
| DWI Fines           | 6,327.00               | 2,523.00               | 4,200.00               |
| Mtg Tax Exp         | 31,158.00              | 31,158.00              | 31,158.00              |
| <b>TOTAL</b>        | <b>724,382.00</b>      | <b>671,857.00</b>      | <b>835,851.99</b>      |
| <b>% OF Est Rev</b> | <b>46.87%</b>          | <b>44.68%</b>          | <b>56.70%</b>          |
| <b>Est Rev</b>      | <b>1,545,616.00</b>    | <b>1,503,816.00</b>    | <b>1,474,216.00</b>    |
| <b>Actual Rev</b>   | <b>1,523,808.39</b>    | <b>1,555,190.64</b>    | <b>TBD</b>             |

Met with state court clerks concerning different duties

Attended NYALGRO Conference (NYS Assoc of Local Government Records Officers)

Met with DMV staff and Donate Life Coordinatore for CNY

Attended 7th JD Regional Clerk Meeting

Met with vendor to discuss next imaging grant

:

06/30/2021 16:25  
elarkinCortland County  
YEAR-TO-DATE BUDGET REPORTP  
g1ytdbud

FOR 2021 06

ACCOUNTS FOR:  
GENERAL FUNDORIGINAL  
APPROPTRANSFERS/  
ADJUSTMENTSREVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGETPCT  
USED

A14115 COUNTY CLERK - MOTOR VEHICLES

|                                     |                     |         |   |         |            |        |            |         |
|-------------------------------------|---------------------|---------|---|---------|------------|--------|------------|---------|
| A14115 51005                        | PERSONAL SERVICES   | 300,412 | 0 | 300,412 | 133,192.87 | .00    | 167,218.85 | 44.3%   |
| A14115 54000                        | CELL & LONG/DISTAN  | 2,140   | 0 | 2,140   | 1,022.78   | 212.24 | 904.98     | 57.7%   |
| A14115 54005                        | Office Materials &  | 1,300   | 0 | 1,300   | 192.88     | .00    | 1,107.12   | 14.8%   |
| A14115 54020                        | POSTAGE             | 2,500   | 0 | 2,500   | 1,438.95   | 51.18  | 1,009.87   | 59.6%   |
| A14115 54055                        | PROFESSIONAL SERVI  | 500     | 0 | 500     | .00        | .00    | 500.00     | .0%     |
| A14115 54060                        | LEGAL NOTICES / AD  | 100     | 0 | 100     | .00        | .00    | 100.00     | .0%     |
| A14115 54070                        | LIABILITY INSURANC  | 5,713   | 0 | 5,713   | 6,072.30   | .00    | -359.30    | 106.3%* |
| A14115 54213                        | I/D COPIER          | 849     | 0 | 849     | 353.80     | .00    | 495.20     | 41.7%   |
| A14115 58020                        | RETIREMENT          | 42,058  | 0 | 42,058  | .00        | .00    | 42,058.00  | .0%     |
| A14115 58030                        | FICA                | 22,982  | 0 | 22,982  | 9,447.33   | .00    | 13,534.67  | 41.1%   |
| A14115 58040                        | WORKERS COMP        | 16,459  | 0 | 16,459  | 16,677.77  | .00    | -218.77    | 101.3%* |
| A14115 58060                        | HEALTH INS          | 78,686  | 0 | 78,686  | 35,893.31  | .00    | 42,793.13  | 45.6%   |
| A14115 58062                        | DENTAL INS          | 654     | 0 | 654     | 260.74     | .00    | 393.26     | 39.9%   |
| A14115 58065                        | VISION CARE BENEFIT | 123     | 0 | 123     | 47.22      | .00    | 75.78      | 38.4%   |
| TOTAL COUNTY CLERK - MOTOR VEHICLES |                     | 474,476 | 0 | 474,476 | 204,599.95 | 263.42 | 269,612.79 | 43.2%   |
| TOTAL GENERAL FUND                  |                     | 474,476 | 0 | 474,476 | 204,599.95 | 263.42 | 269,612.79 | 43.2%   |
| TOTAL EXPENSES                      |                     | 474,476 | 0 | 474,476 | 204,599.95 | 263.42 | 269,612.79 |         |

06/30/2021 16:25  
elarkin

Cortland County  
YEAR-TO-DATE BUDGET REPORT

P  
g1ytdbud  
2

FOR 2021 06

|             | ORIGINAL<br>APPROP | TRANSFRS/<br>ADJSTMTS | REVISED<br>BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------|--------------------|-----------------------|-------------------|--------------|--------------|---------------------|-------------|
| GRAND TOTAL | 474,476            | 0                     | 474,476           | 204,599.95   | 263.42       | 269,612.79          | 43.2%       |

\*\* END OF REPORT - Generated by Elizabeth Iarkin \*\*

07/01/2021 15:29  
elarkin

Cortland County  
YEAR-TO-DATE BUDGET REPORT

P  
glytdbu

FOR 2021 06

| ACCOUNTS FOR:      |                           | ORIGINAL | TRANSFERS/ | REVISED | YTD ACTUAL | ENCUMBRANCES | AVAILABLE  | PCT     |
|--------------------|---------------------------|----------|------------|---------|------------|--------------|------------|---------|
| A                  | GENERAL FUND              | APPROP   | ADJUSTMTS  | BUDGET  |            |              | BUDGET     | USED    |
| -----              |                           |          |            |         |            |              |            |         |
| A14105             | COUNTY CLERK              |          |            |         |            |              |            |         |
| -----              |                           |          |            |         |            |              |            |         |
| A14105             | 43060 191GG RECORDS MANAG | 0        | -28,572    | -28,572 | -28,572.00 | .00          | .00        | 100.0%  |
| A14105             | 51005 PERSONAL SERVICES   | 224,057  | 0          | 224,057 | 98,847.69  | .00          | 125,209.09 | 44.1%   |
| A14105             | 51035 OTHER COMPENSATION  | 0        | 0          | 0       | 111.32     | .00          | -111.32    | 100.0%* |
| A14105             | 54000 TELEPHONE           | 981      | 0          | 981     | 383.32     | .00          | 597.68     | 39.1%   |
| A14105             | 54001 PRINTING/COPYING    | 1,000    | 0          | 1,000   | 900.00     | .00          | 100.00     | 90.0%   |
| A14105             | 54005 Office Materials &  | 5,200    | 0          | 5,200   | 2,042.67   | 69.39        | 3,087.94   | 40.6%   |
| A14105             | 54015 Maintenance Agreem  | 5,657    | 0          | 5,657   | 1,308.15   | .00          | 4,348.85   | 23.1%   |
| A14105             | 54020 POSTAGE             | 2,000    | 0          | 2,000   | 1,119.56   | .00          | 880.44     | 56.0%   |
| A14105             | 54040 ASSOC/MEMBERSHIP D  | 7,275    | 0          | 7,275   | 7,245.00   | .00          | 30.00      | 99.6%   |
| A14105             | 54045 Travel & Sustenanc  | 1,500    | 0          | 1,500   | .00        | .00          | 1,500.00   | .0%     |
| A14105             | 54055 PROFESSIONAL SERVI  | 5,000    | 0          | 5,000   | 1,935.80   | 2,429.43     | 634.77     | 87.3%   |
| A14105             | 54055 191GG PROFESSIONAL  | 0        | 33,116     | 33,116  | 4,544.04   | 28,572.00    | .00        | 100.0%  |
| A14105             | 54065 LEGAL NOTICES / AD  | 100      | 0          | 100     | .00        | .00          | 100.00     | .0%     |
| A14105             | 54070 EQUIP RENTAL/LEASE  | 49,200   | 0          | 49,200  | 49,200.00  | .00          | .00        | 100.0%  |
| A14105             | 54213 INSURANCE           | 3,928    | 0          | 3,928   | 6,013.28   | .00          | -2,085.28  | 153.1%* |
| A14105             | 54213 I/D COPIER          | 2,052    | 0          | 2,052   | 854.90     | .00          | 1,197.10   | 41.7%   |
| A14105             | 54444 FEES & PERMITS      | 1,575    | 0          | 1,575   | .00        | .00          | 1,575.00   | .0%     |
| A14105             | 58020 RETIREMENT          | 31,367   | 0          | 31,367  | .00        | .00          | 31,367.00  | .0%     |
| A14105             | 58030 FICA                | 17,140   | 0          | 17,140  | 7,223.31   | .00          | 9,916.69   | 42.1%   |
| A14105             | 58040 WORKERS COMP        | 9,476    | 0          | 9,476   | 9,601.95   | .00          | -125.95    | 101.3%* |
| A14105             | 58060 HEALTH INS          | 36,247   | 0          | 36,247  | 16,782.01  | .00          | 19,464.71  | 46.3%   |
| A14105             | 58062 DENTAL INS          | 429      | 0          | 429     | 198.62     | .00          | 230.38     | 46.3%   |
| A14105             | 58065 VISION CARE BENEFIT | 74       | 0          | 74      | 33.78      | .00          | 40.22      | 45.6%   |
| -----              |                           |          |            |         |            |              |            |         |
| TOTAL COUNTY CLERK |                           | 404,258  | 4,544      | 408,802 | 179,773.40 | 31,070.82    | 197,957.32 | 51.6%   |
| -----              |                           |          |            |         |            |              |            |         |
| TOTAL GENERAL FUND |                           | 404,258  | 4,544      | 408,802 | 179,773.40 | 31,070.82    | 197,957.32 | 51.6%   |
| -----              |                           |          |            |         |            |              |            |         |
| TOTAL REVENUES     |                           | 0        | -28,572    | -28,572 | -28,572.00 | .00          | .00        |         |
| TOTAL EXPENSES     |                           | 404,258  | 33,116     | 437,374 | 208,345.40 | 31,070.82    | 197,957.32 |         |

07/01/2021 15:29  
elarkin

Cortland County  
YEAR-TO-DATE BUDGET REPORT

P  
g1ytdbud

FOR 2021 06

|             | ORIGINAL<br>APPROP | TRANSFERS/<br>ADJUSTMENTS | REVISED<br>BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------|--------------------|---------------------------|-------------------|------------|--------------|---------------------|-------------|
| GRAND TOTAL | 404,258            | 4,544                     | 408,802           | 179,773.40 | 31,070.82    | 197,957.32          | 51.6%       |

\*\* END OF REPORT - Generated by Elizabeth Larkin \*\*

## The Administrative Manual: The Policies and Procedures of Cortland County Government

### Employee Social Media Policy

**Policy/Procedure Number:**

**Modified Date (s):**

**Resolution No.:**

**Effective Date:**

**Next Scheduled Review:**

**Objective:** The purpose of this policy is to provide guidance for employee use of social media.

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

**Legislative Policy Statement:**

**Responsible Department:** Personnel Department

**General Information:**

#### I. Definitions:

#### II. Policy:

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

#### III. Procedure:

The following principles apply to professional use of social media on behalf of Cortland County as well as personal use of social media when referencing Cortland County.

- Employees need to know and adhere to the Cortland County Code of Conduct, and other company policies when using social media in reference to Cortland County.
- Employees should be aware of the effect their actions may have on their images, as well as Cortland County's image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that Cortland County may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Cortland County, its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are

defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

- Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Personnel Department and/or supervisor.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized Cortland County spokespersons’.
- If employees find or encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should get appropriate permission before referring to or posting images of current or former employees, members, vendors, suppliers or clients. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee’s responsibilities at Cortland County. Cortland County computer systems are to be used for business purposes only. Personal accounts should not be used to correspond with individuals being served by the employee for work purposes. When using Cortland County computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, County blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates the County’s Code of Conduct or any other county policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with Cortland County, a disclaimer should be used, such as this: “The postings on this site are my own and may not represent Cortland County positions, strategies or opinions.”
- It is highly recommended that employees keep Cortland County related social media accounts separate from personal accounts, if practical.

## The Administrative Manual: The Policies and Procedures of Cortland County Government

### Diversity and Inclusion Statement

**Policy/Procedure Number:**

**Modified Date (s):**

**Resolution No.:**

**Effective Date:**

**Next Scheduled Review:**

**Objective:** To memorialize Cortland County's commitment to modeling diversity and inclusion for the entire County and to maintain an inclusive environment with equitable treatment for all.

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

**Legislative Policy Statement:**

**Responsible Department:** Personnel Department

**General Information:**

**I. Definitions:**

**II. Policy:**

At Cortland County a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments, programs, and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

We're committed to modeling diversity and inclusion for the entire County, and to maintaining an inclusive environment with equitable treatment for all.

To provide informed, authentic leadership for cultural equity, Cortland County strives to:

- See diversity, inclusion, and equity as connected to our mission and critical to ensure the well-being of our staff and the communities we serve.
- Acknowledge and dismantle any inequities within our policies, systems, programs, and services, and continually update and report organization progress.
- Explore potential underlying, unquestioned assumptions that interfere with inclusiveness.

- Advocate for and support board-level thinking about how systemic inequities impact our organization's work, and how best to address that in a way that is consistent with our mission.
- Help to challenge assumptions about what it takes to be a strong leader at our organization, and who is well-positioned to provide leadership.
- Practice and encourage transparent communication in all interactions.
- Commit time and resources to expand more diverse leadership within our board, staff, committee, and advisory bodies.
- Lead with respect and tolerance. We expect all employees to embrace this notion and to express it in workplace interactions and through everyday practices.

Cortland County abides by the following action items to help promote diversity and inclusion in our workplace:

- Pursue cultural competency throughout our organization by creating substantive learning opportunities and formal, transparent policies.
- Generate and aggregate quantitative and qualitative research related to equity to make incremental, measurable progress toward the visibility of our diversity, inclusion, and equity efforts. Once the content is curated it will be added to our website so others can access.
- Improve our cultural leadership pipeline by creating and supporting programs and policies that foster leadership that reflects the diversity of American society.
- Pool resources and expand offerings for underrepresented constituents by connecting with other County organizations committed to diversity and inclusion efforts.
- Develop and present sessions on diversity, inclusion, and equity to provide information and resources both internally and to members of the community.
- Develop a system for being more intentional and conscious of bias during the hiring, promoting, or evaluating process. Train our hiring team on equitable practices.
- Include a salary range with all public job vacancies and exam announcements.
- Advocate for public and private-sector policy that promotes diversity, inclusion, and equity. Challenge systems and policies that create inequity, oppression and disparity.