



# Government Operations Committee

## Committee Meeting

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

~ Minutes ~

Tuesday, August 6, 2024

11:00 AM

Room 302

### CALL TO ORDER

The meeting was called to order at 11:01 AM by Committee Vice-Chair Mitchel Eccleston

| Attendee Name         | Organization        | Title                            | Status  | Arrived  | Departed |
|-----------------------|---------------------|----------------------------------|---------|----------|----------|
| Douglas Bentley       | Cortland County, NY | Committee Member                 | Present |          |          |
| Paul Heider           | Cortland County, NY | Committee Member                 | Present |          |          |
| Dominick Mantella     | Cortland County, NY | Committee Member                 | Present |          |          |
| Kris Valentine Behnke | Cortland County, NY | Committee Member                 | Excused |          |          |
| Eugene Waldbauer      | Cortland County, NY | Committee Member                 | Present |          |          |
| Mitchel Eccleston     | Cortland County, NY | Committee Vice-Chair             | Present |          |          |
| Joseph Nauseef        | Cortland County, NY | Committee Chair                  | Excused |          |          |
| Savannah Hempstead    | Cortland County, NY | Clerk of the Legislature         | Present |          |          |
| Ashley Millard        | Cortland County, NY | Deputy Clerk of the Legislature  | Present |          |          |
| Laurie Leonard        | Cortland County, NY | Personnel Officer                | Present |          |          |
| Pamela Abbott         | Cortland County, NY |                                  | Present |          |          |
| Brooke Kemak          | Cortland County, NY | County Clerk                     | Present |          |          |
| Wesley Foley          | Cortland County, NY | Director, Weights & Measures     | Present |          |          |
| Tom Brown             | Cortland County, NY | Democratic Election Commissioner | Present |          |          |
| Michelle Brown        | Cortland County, NY | Republican Election Commissioner | Present |          |          |
| Victoria J. Monty     | Cortland County, NY | County Attorney                  | Present |          |          |
| Rob Corpora           | Cortland County, NY | County Administrator             | Present |          |          |
| Andrea Herzog         | Cortland County, NY | Director of Finance              | Present | 11:09 AM |          |
| Cathy Bischoff        | Cortland County, NY | Board Member                     | Present |          |          |
| Jason DeRaiche        | Cortland County, NY | Safety Director                  | Present |          |          |
| Sandra Price          | Cortland County, NY | Board Member                     | Present |          |          |

|                   |                     |                          |         |          |          |
|-------------------|---------------------|--------------------------|---------|----------|----------|
|                   | NY                  |                          |         |          |          |
| Morgan Spaulding  | Cortland County, NY | Grants Administrator     | Present |          |          |
| Doug Schneider    | Cortland Standard   | Reporter                 | Present |          |          |
| Kevin Fitch       | Cortland County, NY | Chair of the Legislature | Remote  |          | 11:39 AM |
| Ronald J. Van Dee | Cortland County, NY | Board Member             | Present | 11:19 AM |          |
| Anthony Brothers  | Assured Partners    |                          | Remote  |          |          |
| Michelle Mullen   | Assured Partners    |                          | Remote  |          | 11:25 AM |

## MINUTES

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

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

## RESOLUTIONS

AGENDA ITEM NO. 1 – Amend Membership of the Cortland County Records Management Advisory Board

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                     |
|                  | <b>Next: 8/22/2024 6:00 PM</b>                  |
| <b>MOVER:</b>    | Paul Heider, Committee Member                   |
| <b>SECONDER:</b> | Eugene Waldbauer, Committee Member              |
| <b>AYES:</b>     | Bentley, Heider, Mantella, Waldbauer, Eccleston |
| <b>EXCUSED:</b>  | Kris Valentine Behnke, Joseph Nauseef           |

## ON MOTION OF NAUSEEF

## RESOLUTION NO.

### **Amend Membership of the Cortland County Records Management Advisory Board**

WHEREAS, a Records Management Advisory Board was established and specific composition of the Board was detailed by Resolution No. 153-97; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 273-08, which amended Resolution No. 153-97 to add the Cortland County Administrator to the Records Management Advisory Board; AND

WHEREAS, by Local Law 10 of 2022 the County Treasurer position was abolished and the duties were transferred to the Director of Finance; AND

WHEREAS, the Information Technology department of Cortland County plays a critical role in the infrastructure and day-to-day operations of the County; AND

WHEREAS, the Cortland County Historical Society is a mission focused agency working to safeguard the history of Cortland County; AND

WHEREAS, the Government Operations Committee, upon recommendation of the Records Management Officer, recommends updating the members of the Records Management Advisory Board to remove the County Treasurer and add the Cortland County Director of Finance, Cortland County Director

of Information Technology, and a member of the Cortland County Historical Society; NOW THEREFORE BE IT

RESOLVED, the Records Management Advisory Board consist of the Chairman of the Legislature, County Administrator, County Attorney, County Clerk/Records Management Officer, County Historian, Director of Finance, Director of Information Technology, two members from the Legislature, up to 8 additional members from Cortland County municipalities and one member from the Cortland County Historical Society; AND BE IT FURTHER

RESOLVED, that this shall take effect upon adoption by the Cortland County Legislature.

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

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                     |
|                  | <b>Next: 8/22/2024 6:00 PM</b>                  |
| <b>MOVER:</b>    | Douglas Bentley, Committee Member               |
| <b>SECONDER:</b> | Paul Heider, Committee Member                   |
| <b>AYES:</b>     | Bentley, Heider, Mantella, Waldbauer, Eccleston |
| <b>EXCUSED:</b>  | Kris Valentine Behnke, Joseph Nauseef           |

ON MOTION OF NAUSEEF

RESOLUTION NO.

**Amend the Cortland County Legislature Rules of Order**

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

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

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

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

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

RESOLVED, that these amendments to the Cortland County Legislature's Rules of Order shall take effect August 23, 2024.

AGENDA ITEM NO. 3 – Award Bid Medical Insurance - Personnel Department

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                     |
|                  | <b>Next: 8/22/2024 6:00 PM</b>                  |
| <b>MOVER:</b>    | Douglas Bentley, Committee Member               |
| <b>SECONDER:</b> | Dominick Mantella, Committee Member             |
| <b>AYES:</b>     | Bentley, Heider, Mantella, Waldbauer, Eccleston |
| <b>EXCUSED:</b>  | Kris Valentine Behnke, Joseph Nauseef           |

ON MOTION OF NAUSEEF

RESOLUTION NO.

### **Award Bid Medical Insurance - Personnel Department**

WHEREAS, a Request for Proposals (RFP) was issued for a third party administrator for Cortland County's employee and retiree medical insurance; AND

WHEREAS, the funding for these services currently exists in the health insurance budget; AND

WHEREAS, bids were received from two companies: Emblem Health, 55 Water Street, New York, NY and Excellus BlueCross BlueShield, of 333 Butternut Drive, Syracuse, NY; AND

WHEREAS, the Government Operations Committee recommends that the bid be awarded to the company who presented the best value for the services provided; NOW THEREFORE BE IT

RESOLVED, that Excellus BlueCross BlueShield, of 333 Butternut Drive, Syracuse, NY be and hereby is awarded the bid for third party administration of the Cortland County employee and retiree medical insurance; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to enter into a contract with Excellus BlueCross BlueShield, 333 Butternut Drive, Syracuse, NY for third party administration of Cortland County's medical insurance for the time period of January 1, 2025 - December 31, 2027.

#### **AGENDA ITEM NO. 4 – Award Bid Dental and Vision Insurance - Personnel Department**

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                     |
|                  | <b>Next: 8/22/2024 6:00 PM</b>                  |
| <b>MOVER:</b>    | Douglas Bentley, Committee Member               |
| <b>SECONDER:</b> | Paul Heider, Committee Member                   |
| <b>AYES:</b>     | Bentley, Heider, Mantella, Waldbauer, Eccleston |
| <b>EXCUSED:</b>  | Kris Valentine Behnke, Joseph Nauseef           |

**ON MOTION OF NAUSEEF**

**RESOLUTION NO.**

### **Award Bid Dental and Vision Insurance - Personnel Department**

WHEREAS, a Request for Proposals (RFP) was issued for a third party administrator for Cortland County's employee and retiree dental and vision insurances; AND

WHEREAS, the funding for these services currently exists in the health insurance budget; AND

WHEREAS, bids were received from two companies: Emblem Health, 55 Water Street, New York, NY and Excellus BlueCross BlueShield, of 333 Butternut Drive, Syracuse, NY; AND

WHEREAS, the Government Operations Committee recommends that the bid be awarded to the company who presented the best value for the services provided; NOW THEREFORE BE IT

RESOLVED, that Excellus BlueCross BlueShield, of 333 Butternut Drive, Syracuse, NY be and hereby is hereby awarded the bid for third party administration of the Cortland County employee and retiree dental and vision insurance; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is hereby authorized to enter into a contract with Excellus BlueCross BlueShield, 333 Butternut Drive, Syracuse, NY for third party administration of Cortland County's dental

and vision insurance for the time period of January 1, 2025 - December 31, 2027.

AGENDA ITEM NO. 5 – Increase Mortgage Tax Expense - County Clerk

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                     |
|                  | <b>Next: 8/22/2024 6:00 PM</b>                  |
| <b>MOVER:</b>    | Eugene Waldbauer, Committee Member              |
| <b>SECONDER:</b> | Douglas Bentley, Committee Member               |
| <b>AYES:</b>     | Bentley, Heider, Mantella, Waldbauer, Eccleston |
| <b>EXCUSED:</b>  | Kris Valentine Behnke, Joseph Nauseef           |

ON MOTION OF NAUSEEF

RESOLUTION NO.

**Increase Mortgage Tax Expense - County Clerk**

WHEREAS, Article 11, Section 250 through Section 262 of the Tax Law, indicates the Recording Officer (County Clerk) is charged with the collection and administration of mortgage tax monies; AND

WHEREAS, by Section 262 of the Tax Law, Recording Officers are entitled to receive their necessary expenses associated with the collection and administration of mortgage tax monies; AND

WHEREAS, the current allowable allowance of \$62,315.58 per year, payable monthly, was passed by Resolution No. 351-17, when the employee expenses were considerably less; AND

WHEREAS, the Recording Officer has estimated effective January 1, 2025 the cost associated with the collection and administration of mortgage tax amounts to be \$107,155.44 per year; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 351-17 be and hereby is rescinded effective January 1, 2025; AND BE IT FURTHER

RESOLVED, the Cortland County Legislature does hereby authorize the County Clerk's Mortgage Tax Expense to be increased to the sum of \$107,155.44 per year effective January 1, 2025; AND BE IT FURTHER

RESOLVED, the County Clerk withhold from her disbursements in twelve (12) equal monthly installments at a total annum amount of \$107,155.44; AND BE IT FURTHER

RESOLVED, that the County Clerk forward a certified copy of this resolution to the New York State Department of Taxation and Finance for approval.

AGENDA ITEM NO. 6 – Authorize Salary Amendments - Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees Management Attorney Salary Table - Personnel Department

|                  |                                                                         |
|------------------|-------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [4 TO 1]</b>                                                |
|                  | <b>Next: 8/22/2024 6:00 PM</b>                                          |
| <b>MOVER:</b>    | Douglas Bentley, Committee Member                                       |
| <b>SECONDER:</b> | Eugene Waldbauer, Committee Member                                      |
| <b>AYES:</b>     | Douglas Bentley, Dominick Mantella, Eugene Waldbauer, Mitchel Eccleston |
| <b>NAYS:</b>     | Paul Heider                                                             |
| <b>EXCUSED:</b>  | Kris Valentine Behnke, Joseph Nauseef                                   |

ON MOTION OF NAUSEEF

RESOLUTION NO.

**Authorize Salary Amendments - Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees Management Attorney Salary Table - Personnel Department**

WHEREAS, there is a need to amend the Management Attorney Table salary schedule in the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees; AND

WHEREAS, the Government Operations Committee has reviewed and recommends the amendments shown below; AND

WHEREAS, the committee recommends that all incumbents in the titles shown below do not receive the 2025 annual salary increase due to this adjustment; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the amendments to the Management Attorney Table salary schedule in the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees effective September 1, 2024 as follows:

|         | Step 1    | Step 2    | Step 3    | Step 4    |
|---------|-----------|-----------|-----------|-----------|
| Grade 0 | n/a       | n/a       | n/a       | \$146,802 |
| Grade 1 | n/a       | n/a       | n/a       | \$125,000 |
| Grade 2 | \$100,000 | \$105,000 | \$11,0000 | \$115,000 |
| Grade 3 | n/a       | n/a       | n/a       | \$74,160  |

Grade 0

County Attorney  
Public Defender

Grade 1

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

Grade 2

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

Grade 3

Associate Assistant County Attorney

AGENDA ITEM NO. 7 – Appoint Members - Records Management Advisory Board 2024

|                  |                                                 |
|------------------|-------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                     |
|                  | <b>Next: 8/22/2024 6:00 PM</b>                  |
| <b>MOVER:</b>    | Eugene Waldbauer, Committee Member              |
| <b>SECONDER:</b> | Douglas Bentley, Committee Member               |
| <b>AYES:</b>     | Bentley, Heider, Mantella, Waldbauer, Eccleston |
| <b>EXCUSED:</b>  | Kris Valentine Behnke, Joseph Nauseef           |

ON MOTION OF NAUSEEF

RESOLUTION NO.

**Appoint Members - Records Management Advisory Board 2024**

WHEREAS, a Records Management Program was established by the Cortland County Legislature through the adoption of Resolution No. 89-217; AND

WHEREAS, a Records Management Advisory Board was established by the Cortland County Legislature through the adoption of Resolution No. 153-97, and amended through the adoption of Resolution No. XXX-24; NOW THEREFORE BE IT

RESOLVED, that the following be and hereby are appointed to the Records Management Advisory Board for a term ending December 31, 2024:

|                        |                                         |
|------------------------|-----------------------------------------|
| Kevin Fitch            | Chair of the Legislature                |
| Sandra Price           | Legislator                              |
| Joseph Nauseef         | Legislator                              |
| Andrea Herzog          | Director of Finance                     |
| Victoria Monty         | County Attorney                         |
| Brooke Kemak           | County Clerk/Records Management Officer |
| Rob Corpora            | County Administrator                    |
| Savannah Hempstead     | County Historian                        |
| Jack Hess              | Directory of Information Technology     |
| Carrie Osborne         | City of Cortland                        |
| Heather Hill           | Town of Homer                           |
| Morgan Larkin          | Town of Truxton                         |
| Anna Wilcox            | Town of Willet                          |
| Kristin Rocco-Petrella | Town of Cortlandville                   |
| Tabitha Scoville       | Cortland County Historical Society      |

## MONTHLY REPORTS

1. Board of Elections Monthly Report

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

2. County Attorney Monthly Report

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

3. Safety Office Monthly Update

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

4. Clerk of the Legislature Monthly Reports

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

5. County Clerk Monthly Report

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

6. Weights and Measures Monthly Reports

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

7. Personnel Monthly Reports - June 2024

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

8. Personnel Monthly Reports - July 2024

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

## ADJOURNMENT

The meeting was closed at 11:51 AM