



Government Operations Committee

Committee Meeting

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

~ Agenda ~

Thursday, August 12, 2021

10:00 AM

Board Room

CALL TO ORDER

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

MINUTES

1. Government Operations Committee - Committee Meeting - Jul 8, 2021 10:00 AM

RESOLUTIONS

ON MOTION OF WILSON

AGENDA ITEM NO. 1

Amend Date of October 2021 Legislative Session - Legislature

WHEREAS, Article VIII, Number 1 of the Cortland County Legislature Rules of Order state, "The Legislature may, at any meeting, by resolution, change the time and place of the next regularly scheduled meeting.....", AND

WHEREAS, the date of the New York State Association of Clerks of County Legislative Boards training and conference conflicts with the regularly scheduled October Legislative Session, AND

WHEREAS, it is to the benefit of the Legislature to modify its schedule to allow the Clerk of the Legislature to attend the crucial training and conference, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby amends the date of the October 2021 Legislative Session meeting from October 28, 2021 to October 26, 2021.

ON MOTION OF WILSON

AGENDA ITEM NO. 2

Authorize Agreement Clear Ballot Group, Inc. Maintenance of ClearCount/Clear Audit Station - Board of Elections

WHEREAS, the Cortland County Legislature approved the purchase of a ClearCount/ClearAudit scan station with Resolution No. 198-20, AND

WHEREAS, without the use of this technology to verify and count ballots, the Board of Elections would be unable to comply with New York State and Federal voting requirements, AND

WHEREAS, annual maintenance is needed on the ClearCount/ClearAudit machine to keep the machine working properly, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to funding by the Cortland County Legislature, is hereby authorized to enter into an agreement with Clear Ballot Group, Inc. of 2 Oliver Street, Floor 2, Boston, MA 02109, for the term of 10/1/21-9/30/26, for an annual cost of \$2,097.

ON MOTION OF WILSON

AGENDA ITEM NO. 3

Approve Contract REMI Equipment Maintenance-County Clerk

WHEREAS, the Cortland County Clerk's Office currently has a one year maintenance agreement with REMI to provide preventative maintenance and cleaning along with service and replacement of parts used in the map scanner/printer in the County Clerk's Office through REMI, AND

WHEREAS, the contract expires on August 31, 2021, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon approval of the Cortland County Attorney or designee, is authorized to sign a one year maintenance agreement with REMI at the cost of \$657.00 to be paid out of account A14105.54015.

ON MOTION OF WILSON

AGENDA ITEM NO. 4

Amend 2021 Budget/Authorize Transfer Funds to Legal Fees - Personnel Department

WHEREAS, the billing for the legal fees has increased beyond the projected budget amount, AND

WHEREAS, it is necessary to appropriate monies to the legal fees account to pay future bills, NOW THEREFORE BE IT

RESOLVED, that the 2021 County Budget be and hereby is amended as follows:

Increase:			
Fund Balance	Appropriated Fund Balance	A3599000	\$50,000

Increase:			
Expense	Legal Fees	A14305.54063	\$50,000

ON MOTION OF WILSON

AGENDA ITEM NO. 5

Amend 2021 Budget/Authorize Transfer of Funds - Health Insurance - Personnel Department

WHEREAS, it is necessary to appropriate monies to the Self-Insured Health Insurance Fund Professional Services account to cover medical and prescription administrative fees, AND

WHEREAS, this amount has already been appropriated in the 2021 budget in the Health Insurance TPA Insurance account, NOW THEREFORE BE IT

RESOLVED, that the 2021 County Budget be and hereby is amended as follows:

Decrease:		
TPA Insurance	CH90605.58800	\$350,000

Increase:
Professional Services CH90605.54055 \$350,000

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 6

Create Positions - Public Health Nurse and Epidemiology Manager - Health Department

WHEREAS, the needs of the County will be better served by creating one full time position of Public Health Nurse and one full time position of Epidemiology Manager in the Health Department, AND

WHEREAS, these positions are being funded by COVID ELC grants, AND

WHEREAS, the Health and Human Services Committee recommends the creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one position of Public Health Nurse (NYSNA, \$30.0662-35.2175/hr. competitive class, full-time with benefits) and one position of Epidemiology Manager (Management Compensation Plan, Grade 6, \$ 59,571-72,477, competitive class, full-time with benefits) be created effective August 26, 2021 at 12:01 A.M., with approval to fill.

ON MOTION OF BISCHOFF

AGENDA ITEM NO. 7

Create Position Principal Account Clerk - Health Department

WHEREAS, the needs of the County will be better served by creating one full time position of Principal Account Clerk in the Health Department, AND

WHEREAS, the Health and Human Services Committee recommends the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one position of Principal Account Clerk (CSEA, Grade 13, \$19.1113-23.9499/hr, competitive class, full-time with benefits) be created effective August 26, 2021 at 12:01 A.M., with approval to fill.

ON MOTION OF WILSON

AGENDA ITEM NO. 8

Local Law No. "G" of 2021 - a Local Law Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees; and Rescinding Local Law No. 2 of 2008

WHEREAS, the Cortland County Legislature (Board of Supervisors) adopted Local Law No.1 of 1971, with subsequent amendments by Local Law No. 5 of 1984 and Local Law No. 2 of 2008, AND

WHEREAS, Local Law No.1 of 1971 established the Cortland County Code of Ethics, AND

WHEREAS, the Cortland County Board of Ethics has recommended revisions to said Local Law, AND

WHEREAS, a public hearing was held on August 26, 2021 before the Cortland County Legislature, AND

WHEREAS, said Local Law has been in its final form upon the desks of the Cortland County Legislature at least seven (7) calendar days exclusive of Sunday, prior to this date, NOW THEREFORE BE IT

RESOLVED, that Local Law No. "G" for the year 2021 be and is hereby enacted as attached.

ON MOTION OF WILSON

AGENDA ITEM NO. 9

Adopt Cortland County Diversion and Inclusion Policy

WHEREAS, the Cortland County Legislature is the governing body in and for the County of Cortland, AND

WHEREAS, the County Legislature wishes to adopt a policy to provide a diverse, inclusive and equitable workplace, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the Cortland County Diversity and Inclusion Policy and that such policy shall take effect upon passage of this resolution and shall remain in effect until such time as it is amended or rescinded.

ON MOTION OF WILSON

AGENDA ITEM NO. 10

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 August 27, 2021.

ON MOTION OF WAGNER

AGENDA ITEM NO. 11

Abolish Secretary to the County Administrator/Create Executive Assistant to the County Administrator - Personnel/County Administrator

WHEREAS, the needs of the office will be better served by abolishing one (1) full-time Secretary to the County Administrator position and creating one (1) full-time Executive Assistant to the County Administrator in the Office of the County Administrator, AND

WHEREAS, the Finance and Administration Committee recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Secretary to the County Administrator (Grade 2 Management Confidential, \$18.6797-22.7267/hr, Management Compensation Plan, exempt class, full-time, 35 hours/week with benefits) be and hereby is abolished effective August 26, 2021 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Executive Assistant to the County Administrator (Grade 10, \$44,607-54,272, Management Compensation Plan, competitive class, full-time 35 hours/week with benefits) be created with permission to fill effective August 27, 2021 at 12:01 am.

Discussion Items

1. Review Employee Social Media Policy

Monthly Reports

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

Adjournment