



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, August 12, 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	Present	
George Wagner	Cortland County, NY	Committee Vice-Chair	Present	10:05 AM
Linda Jones	Cortland County, NY	Committee Member	Present	10:04 AM
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member,	Excused	
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	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Francis J. Casullo	Cortland County, NY	County Attorney	Present	
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present	
Valerie Puma	Cortland Standard	Reporter	Present	

MINUTES

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

RESULT:	ACCEPTED [4 TO 0]
MOVER:	Sandra Price, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Sandra Price, Cathy Bischoff, Susan Wilson, Eugene Waldbauer
EXCUSED:	Kelly L. Fairchild-Preston
AWAY:	George Wagner, Linda Jones

RESOLUTIONS

AGENDA ITEM NO. 1 – Amend Date of October 2021 Legislative Session - Legislature

RESULT:	APPROVED [4 TO 0]
	Next: 8/26/2021 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Sandra Price, Cathy Bischoff, Susan Wilson, Eugene Waldbauer
EXCUSED:	Kelly L. Fairchild-Preston
AWAY:	George Wagner, Linda Jones

ON MOTION OF WILSON

RESOLUTION NO.

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.

AGENDA ITEM NO. 2 – Authorize Agreement Clear Ballot Group, Inc. Maintenance of ClearCount/Clear Audit Station - Board of Elections

RESULT:	APPROVED [4 TO 0]
	Next: 8/17/2021 10:00 AM
MOVER:	Sandra Price, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Sandra Price, Cathy Bischoff, Susan Wilson, Eugene Waldbauer
EXCUSED:	Kelly L. Fairchild-Preston
AWAY:	George Wagner, Linda Jones

ON MOTION OF WILSON

RESOLUTION NO.

**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.

AGENDA ITEM NO. 3 – Approve Contract REMI Equipment Maintenance-County Clerk

RESULT: APPROVED [4 TO 0]

Next: 8/17/2021 10:00 AM

MOVER: Sandra Price, Committee Member

SECONDER: Cathy Bischoff, Committee Member

AYES: Sandra Price, Cathy Bischoff, Susan Wilson, Eugene Waldbauer

EXCUSED: Kelly L. Fairchild-Preston

AWAY: George Wagner, Linda Jones

ON MOTION OF WILSON

RESOLUTION NO.

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.

**AGENDA ITEM NO. 4 – Amend 2021 Budget/Authorize Transfer Funds to Legal Fees - Personnel
Department**

RESULT: APPROVED [4 TO 0]

Next: 8/17/2021 10:00 AM

MOVER: Sandra Price, Committee Member

SECONDER: Cathy Bischoff, Committee Member

AYES: Sandra Price, Cathy Bischoff, Susan Wilson, Eugene Waldbauer

EXCUSED: Kelly L. Fairchild-Preston

AWAY: George Wagner, Linda Jones

ON MOTION OF WILSON

RESOLUTION NO.

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
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Increase:

Expense	Legal Fees	A14305.54063	\$50,000
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AGENDA ITEM NO. 5 – Amend 2021 Budget/Authorize Transfer of Funds - Health Insurance -
Personnel Department

RESULT: APPROVED [5 TO 0]

Next: 8/17/2021 10:00 AM

MOVER: Sandra Price, Committee Member

SECONDER: Cathy Bischoff, Committee Member

AYES: Price, Jones, Bischoff, Wilson, Waldbauer

EXCUSED: Kelly L. Fairchild-Preston

AWAY: George Wagner

ON MOTION OF WILSON

RESOLUTION NO.

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

AGENDA ITEM NO. 6 – Create Positions - Public Health Nurse and Epidemiology Manager - Health Department

RESULT:	APPROVED [4 TO 2]
	Next: 8/17/2021 10:00 AM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Sandra Price, Cathy Bischoff, Susan Wilson, Eugene Waldbauer
NAYS:	George Wagner, Linda Jones
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF BISCHOFF

RESOLUTION NO.

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.

AGENDA ITEM NO. 7 – Create Position Principal Account Clerk - Health Department

RESULT:	FAILED [2 TO 4]
MOVER:	Susan Wilson, Committee Chair,
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Cathy Bischoff, Susan Wilson
NAYS:	Sandra Price, George Wagner, Linda Jones, Eugene Waldbauer
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF BISCHOFF

RESOLUTION NO.

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, AND BE IT FURTHER

RESOLVED, that the Grade 9 Account Clerk position is to remain vacant until approval to fill is given by the Legislature

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

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/26/2021 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Wagner, Jones, Bischoff, Wilson, Waldbauer
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF WILSON

RESOLUTION NO.

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.

AGENDA ITEM NO. 9 – Adopt Cortland County Diversity and Inclusion Policy

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/26/2021 6:00 PM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Price, Wagner, Jones, Bischoff, Wilson, Waldbauer
EXCUSED:	Kelly L. Fairchild-Preston

ON MOTION OF WILSON

RESOLUTION NO.

Adopt Cortland County Diversity 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.

AGENDA ITEM NO. 10 – Adopt of Rules of Order - Cortland County Legislature

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/26/2021 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	George Wagner, Committee Vice-Chair
AYES:	Price, Wagner, Jones, Bischoff, Wilson, Waldbauer
EXCUSED:	Kelly L. Fairchild-Preston

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 August 27, 2021.

AGENDA ITEM NO. 11 – Abolish Secretary to the County Administrator/Create Executive Assistant to the County Administrator - Personnel/County Administrator

RESULT: APPROVED [5 TO 1]

Next: 8/17/2021 10:00 AM

MOVER: Cathy Bischoff, Committee Member

SECONDER: George Wagner, Committee Vice-Chair

AYES: Price, Wagner, Bischoff, Wilson, Waldbauer

NAYS: Linda Jones

EXCUSED: Kelly L. Fairchild-Preston

ON MOTION OF WAGNER

RESOLUTION NO.

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.

AGENDA ITEM NO. 12 – Award Bid/Authorize Agreement with West Publishing Corporation for Electronic Legal Research - County Attorney

RESULT: APPROVED [UNANIMOUS]

Next: 8/17/2021 10:00 AM

MOVER: Cathy Bischoff, Committee Member

SECONDER: Eugene Waldbauer, Committee Member

AYES: Price, Wagner, Jones, Bischoff, Wilson, Waldbauer

EXCUSED: Kelly L. Fairchild-Preston

ON MOTION OF WILSON

RESOLUTION NO.

Award Bid/Authorize Agreement with West Publishing Corporation for Electronic Legal Research - County Attorney

WHEREAS, Cortland County maintains a subscription for electronic legal research that is used in various County Departments, AND

WHEREAS, the current contract is due to expire on August 31, 2021, AND

WHEREAS, a Request for Proposals (RFP) was issued for Electronic Legal Research Service Providers, AND

WHEREAS, bids were received from the following:

West Publishing Corporation, 610 Opperman Drive, Eagan, MN 55123

WHEREAS, based upon the results of the bid, the County Attorney and the County Administrator recommend that bid be awarded to the lowest responsible bidder, NOW THEREFORE BE IT

RESOLVED, that West Publishing Corporation of 610 Opperman Drive, Eagan, MN 55123 hereby is awarded the bid for Electronic Legal Research Service, AND BE IT FURTHER

RESOLVED, that the annual cost of the services are as follows:

	Fixed Monthly Charge	Annual Cost
Year 1: 9/1/2021 - 8/31/2022	\$1,259.00 per month	\$15,108.00
Year 2: 9/1/2022 - 8/31/2023	\$1,296.77 per month	\$15,561.24
Year 3: 9/1/2023 - 8/31/2024	\$1,335.67 per month	\$16,028.04
<i>Option Year 1: 9/1/2024 - 8/31/2025 \$1,375.74 per month</i>		<i>\$16,508.88</i>
<i>Option Year 2: 9/1/2025 - 8/31/2026 \$1,417.01 per month</i>		<i>\$17,004.12</i>

, AND BE IT FURTHER

RESOLVED, that funding for the contract shall be paid from Account No. A16805.54004, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with West Publishing Corporation, 610 Opperman Drive, Eagan, MN 55123 for the period September 1, 2021 through August 31, 2024, with the option of a two-year extension.

Committee Approval

1. Approval to Hire Department of Social Services Case Aide Above Base (Step 3)

RESULT:	APPROVED [UNANIMOUS]
AYES:	Price, Wagner, Jones, Bischoff, Wilson, Waldbauer
EXCUSED:	Kelly L. Fairchild-Preston

Discussion Items

1. Review Employee Social Media Policy

RESULT:	COMPLETED
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2. Discussion About Masking/Vaccinations in the County

RESULT:	COMPLETED
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Monthly Reports

1. Board of Elections Monthly Budget Report

RESULT:	COMPLETED
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2. County Clerk Monthly Report

RESULT:	COMPLETED
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3. Personnel Monthly Budget Report

RESULT:	COMPLETED
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4. August Vacancy Report

RESULT:	COMPLETED
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5. County Attorney Monthly Report

RESULT:	COMPLETED
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6. Clerk of the Legislature Monthly Budget Report

RESULT:	COMPLETED
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7. Legislature Monthly Budget Report

RESULT:	COMPLETED
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8. Weights and Measures Monthly Reports

RESULT:	COMPLETED
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Adjournment

The meeting was closed at 11:43 AM



Government Operations Committee

Committee Meeting

~ Minutes ~

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

1.1

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 Acceptance: Minutes of Jul 8, 2021 10:00 AM (MINUTES)

MINUTES

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

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

RESOLUTIONS

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

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

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

Minutes Acceptance: Minutes of Jul 8, 2021 10:00 AM (MINUTES)

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

RESULT: **APPROVED [UNANIMOUS]**

Next: 7/22/2021 6:00 PM

MOVER: Cathy Bischoff, Committee Member

SECONDER: Kelly L. Fairchild-Preston, Committee Member,

AYES: Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

EXCUSED: 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

Minutes Acceptance: Minutes of Jul 8, 2021 10:00 AM (MINUTES)

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

RESULT: COMPLETED

2. Personnel Monthly Budget Report

RESULT: COMPLETED

3. July Vacancy Report

RESULT: COMPLETED

4. Weights & Measures Monthly Reports

RESULT: COMPLETED

5. Board of Elections Monthly Budget Report

RESULT: COMPLETED

6. Legislature Monthly Budget Report

RESULT: COMPLETED

7. Clerk of the Legislature Monthly Budget Report

RESULT: COMPLETED

8. County Administrator June Monthly Report

RESULT: COMPLETED

9. County Clerk June 2021 Report

RESULT: COMPLETED

DISCUSSION ITEMS

1. Review Employee Social Media Policy

Moved to August Meeting

RESULT: COMPLETED

2. Review County Diversity & Inclusion Statement

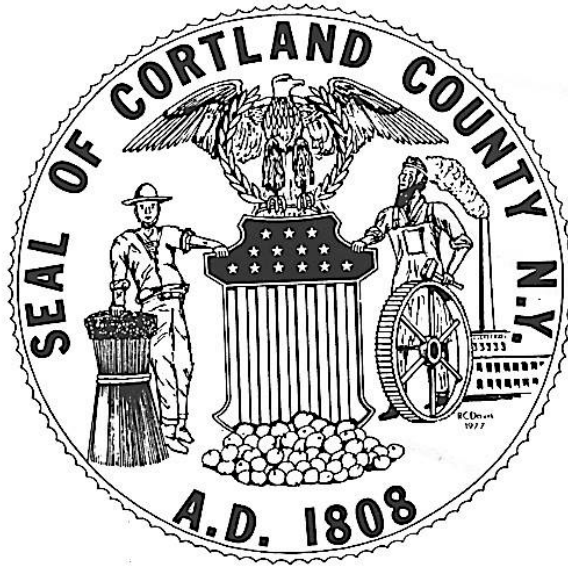
Moved to August Meeting

RESULT: COMPLETED

ADJOURNMENT

The meeting was closed at 11:28 PM

Minutes Acceptance: Minutes of Jul 8, 2021 10:00 AM (MINUTES)



CORTLAND COUNTY

CODE OF ETHICS

LOCAL LAW No. ____ OF 2021

*A Local Law Adopting a County Code of Ethics
and requiring financial disclosure by certain
County Officials and employees;
Rescinding Local Law No. 2 of 2008*

**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**

Be it enacted by the Cortland County Legislature:

Article I. Purpose and Intent

Pursuant to the provisions of Article 18 of the General Municipal Law, the Cortland County Legislature recognizes that there are rules of ethical conduct for public officers and employees, which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. The proper administration of the government of Cortland County requires its officers and employees, whether elected or appoint, paid or unpaid, including members of administrative boards, commissions, or their agencies, to be impartial and free from conflicts of interest in fulfilling their public responsibilities.

The purpose of this article is to state, for those officers, employees and appointees of Cortland County, and for the citizens of the County, standards of conduct necessary to assure that these goals are met, in addition to, and in accordance with, the standards prescribed in Article 18 of the General Municipal Law. Further, it is the purpose of this article to promulgate the rules and guidelines of official and ethical conduct for officers, appointees and employees of Cortland County.

These rules of ethical conduct, as adopted, shall not conflict with, but shall be in addition to, any provision of Article 18 of the General Municipal Law or any other applicable law relating to ethical conduct municipal officers and employees.

Article II. Definitions

- (A) Appointed official – any individual appointed by the Chairman of the County’s governing body, the County’s governing body, or anyone having authority to appoint, derived from either of the foregoing, to any agency, institution, department, district, office, branch, division, council, commission, board or bureau, whether unpaid or paid.
- (B) Chief Elected Official – for the purposes of interpreting this local law only, the Chairperson of the County’s governing body or designee.
- (C) Child – any son, daughter, stepson or stepdaughter of a County officer, employee or elected official, a minor living in the care of, any member of the household, or as otherwise a dependent of the officer, employee or appointed official, as set forth in Section 152(a)(1) and (2) of the Internal Revenue Code and any amendments thereto.
- (D) County elected official – a member of the County’s governing body, Coroner, County Clerk, County Treasurer, District Attorney, or Sheriff.

- (E) 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 child is a party to the contract, 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 is a party to the contract; (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 is a party to the contract which is owned by, or controlled directly or indirectly by an officer, employee or appointed official, or his/her spouse or child.
- (F) Jurisdiction – having authority, capacity, power or right to act with regard to the management and administration of policy and supervision of personnel of the County agency in which she/he is an officer, employee or appointed official.
- (G) Legislation – a matter which appears upon the calendar of the Cortland County Legislature, or upon a committee thereof, upon which any official action has been taken including adopted acts, local laws or resolutions.
- (H) Officer or employee – any officer or employee of Cortland County, whether paid or unpaid, including elected officials, appointed officials and heads of any agency, institution, department, district, office, branch, division, council, commission, board or bureau of the County.
- (I) Reporting officer, employee or appointed official – an officer, employee, appointed official or candidate for County elected office who is required to complete and file an annual statement of financial disclosure, pursuant to this Local Law.
- (J) Spouse – the husband or wife of an officer, employee and appointed official subject to the provisions of this Local Law, unless legally separated from such officer, employee or appointed official.

Article III. Code of Ethics

(A) Prohibited Activities

It is the policy of the County that all officers and employees must avoid conflicts or potential conflicts of interest. A conflict, or potential conflict exists, whenever an officer or employee, as defined above, has an interest, direct or indirect, which conflicts with their duty to the County or which could adversely affect an individual's judgment in the discharge of their responsibilities. No officer or employee shall:

1. Take action or participate, in any manner whatsoever, in their official capacity, in the discussion, negotiation or awarding of any contract, or in any business or professional dealings with the County, or any agency thereof, in which the official or employee has,

or will have an interest, direct or indirect, in such contract or professional dealings.

2. Have an interest in any business or other entity which has a contract with the County of which they are an owner, officer employee, or have any interest in, as described in Section 801 of General Municipal Law except in those circumstances described in Section 802 of General Municipal Law.
3. Engage in, solicit, negotiate for or promise to accept private employment or render services for their persona benefit, when such employment or service creates a conflict or impairs the proper discharge of their official duties.
4. Directly or indirectly, solicit any gifts, or receive or accept any gift having a value of SEVENTY-FIVE DOLLARS (\$75.00), or gifts having accumulative value of SEVENTY-FIVE (\$75.00) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence them, or could reasonably be expected to influence them, in the performance of their official duties, or was intended as a reward for any official action. Specifically excepted from this provision are any gift(s) between spouses, domestic partners or parent(s) and child(ren).
5. Disclose confidential information acquired in the course of official duties or use such information to further their personal interest, or use, for profit, information about the property, affairs, finances or government of the County that is not generally available to the public, exclusive of information available to the public under Freedom of Information laws.
6. Take action on a matter before the County or any instrumentality thereof when the performance of that action would provide a pecuniary or material benefit to themselves, their spouse or their child.
7. No person who has served as an officer or employee of the county or any county agency shall, within a period of six months after termination of such service or employment, appear before any board or agency of Cortland County or receive any compensation for services rendered on behalf of any person (other than themselves), firm, corporation or association in relation to any case, proceeding or application, with respect to which such person was directly concerned or in which they personally participated during the period of their service or employment or was under consideration. No board of agency of the County shall allow an individual to appear before it on behalf of any person, firm, corporation or other entity (except for himself or herself) who is an officer or employee of the County during the preceding six (6) months regarding a matter that said individual worked on or had any knowledge of while acting in said position within the County.
8. Use or permit the use of county property (including land, vehicles, equipment, materials and/or any other property) for personal convenience or profit, except when such use is

available to county citizens, generally, or is provided as a condition of county employment or as a matter of departmental or county policy.

(B) Disclosure of Interest

1. Any officer who has, will have or intends to acquire a direct or indirect interest in any matter being considered by the Legislature of the County or by any other official, board, agency, officer or employee of the County who participates in the discussion before, or who gives an opinion or gives advice to any board, agency or individual considering the same, shall first publicly disclose on the official record the nature and extent of such interest.
2. Any officer or employee of the County who has knowledge of any matter being considered by any board, agency, officer or employee of the County, of which he or she is a member, in which matter he or she has or will have or intends to acquire any direct or indirect interest, shall be required immediately to disclose, in writing, his or her interest to such board, agency, officer or employee, and the nature and extent thereof, to the degree that such disclosure gives substantial notice of any potential conflict of interest.

(C) Limitation upon filing for election; Dual Office Holding

1. No appointed County Officer or Department Head may run for the County Legislature without first resigning their appointive position. The reason for this prohibition is to avoid the appearance of conflict that inevitably occurs when one in a position to render advice or information to the legislature places him/herself in a position to compete for the elective office to which he/she renders advice.
2. A County Officer shall be deemed to have offered himself/herself for nomination or election to the County Legislature upon the filing of a nomination paper pursuant to New York State Election Law or formal public declaration of candidacy for such office, whichever comes first.
3. The resignation of a County Officer duly filed in writing with the officer, board or commission having jurisdiction of the office shall, if not accepted within ten days, be deemed to have become effective as of the date of filing.
4. No person shall hold the Office of Election Commissioner while concurrently serving as Executive Officer, Chairman or Vice-Chairman of any Political Party.
5. A person violating any provision of this section is guilty of misfeasance in office and the office held by such person shall be declared vacant.

(D) Code of Ethics Review

Every official and employee, as defined herein, shall attest at the time of hiring and within

sixty (60) days of the time of any revisions made to this Code of Ethics to having reviewed this Code of Ethics.

Article IV. Financial Disclosure

(A) Positions Required to File

Attached hereto as "Appendix B", which is fully incorporated into this law by this reference, is a listing of all positions for which financial disclosure is required of the persons holding one or more positions contained therein. Said "Appendix B" may be amended by the adoption of a Resolution of the Legislature, as needed, subject to provisions of this law and New York State statutes. Any such amendments shall be effective immediately, and a certified copy thereof shall be filed with the Board of Ethics within five (5) days of adoption.

(B) Filing

1. **Current Officials and Employees:** Financial disclosure shall be accomplished by completing a copy of the Financial Disclosure Form, attached to this law as "Appendix A", which is fully incorporated into this law by this reference. Financial disclosure shall be required through the discretionary designation of the Board, in the same manner as set forth in Article IV Section (A) above, and is applicable to those persons as defined in Article II, sections (D), (E), and (F), and to those who may not fall within the specific purview of this section but are, with proper discretion, deemed to be "policymaking" within the construction of Article 18 of the New York State General Municipal Law, and any subsequent amendment to, and whose position is listed in Appendix B, attached hereto. This form shall be completed and filed with the Board of Ethics on or before May 15 of each year for which the employment is in effect.
2. **New Appointees and Amendments:** Any person not required to file an annual statement of financial disclosure who becomes so required due to a change in position, or experiences a change in reporting levels, or is elected or appointed to an office or employment with the County after April 15, shall file the appropriate annual statement within thirty (30) days of the date upon which the change becomes effective, or the office of employment commences. The Board of Ethics may grant, upon written application, an extension of no more than thirty (30) additional days to a person filing pursuant to this paragraph upon finding that additional time is needed to file. Further extensions may only be granted for cause, upon a request made under the provisions of Article IV, Section (D).

(B) Extensions of Time to File

1. **Extensions for Cause Shown:** Any person required to file an annual statement of financial disclosure may request, prior to May 1 or 15 days prior to the date the filing would otherwise be due, an extension of time to file for an additional specific period. Such request shall be made in writing to the Board of Ethics, with approval based

upon substantiation of justifiable cause or undue hardship. The Board of Ethics may grant or deny the request, by vote of the membership, and extensions shall be for no longer than the specific period of additional time requested.

Article V. Board of Ethics

(A) Established; Appointments; Quorum

1. Pursuant to Article 18 of the General Municipal Law, there is hereby established a County Board of Ethics, which shall be charged with general responsibility for ensuring full compliance with this code of ethics and disclosure and which shall serve at the pleasure of the Cortland County Legislature as more fully described in Article V, (C) below.
2. The County Board of Ethics shall consist of five (5) members, each appointed by a majority vote of the County Legislature. The Chairman of the Board of Ethics shall be selected by the Chairman of the County Legislature. Members of the Board of Ethics shall be construed, under this local law, as policy-making officials, and thus be subject to all appropriate ethics and disclosure requirements.
 - (1) Each member of the Board of Ethics must be a resident of the County of Cortland.
 - (2) At least one member of the Board shall be an elected or appointed officer or employee of the County or a municipality of the County. In no instance shall elected or appointed officers or employees of the County or municipalities of the County constitute a majority of the Board. ,
3. The presence of three (3) members shall constitute a quorum. Any action of the Board of Ethics shall require at least three (3) affirmative votes.

(B) Reimbursement; Terms; Vacancies

1. Members of the Board of Ethics shall serve without compensation, but shall be entitled to reimbursement of reasonable expenses and mileage, in accordance with rules established by the County Legislature.
2. Members of the Board of Ethics shall serve terms of five (5) years, said terms to be established for each board member such that one board member's term expires at the end of each calendar year. These five (5) year terms shall first commence upon the respective expiration of the terms of the current board members; however upon the expiration of the terms of the two board members expiring 12/31/__, one new appointment shall be for a five (5) year term and one new appointment shall be for a one (1) year term. Vacancies shall be filled for the remainder of the unexpired term of

the predecessor. If a term expires, the person holding the seat is a holdover and shall continue in said position until a replacement is named.

(C) Removal

In addition to penalties defined specifically for violation of the Cortland County Code of Ethics, and other pertinent sections of local, state and federal law, members of the Board of Ethics determined to have violated one or more of such provisions may be removed by the Chairman of County Legislature with the concurrence of two-thirds of the County Legislature. Prior to removal, the Board of Ethics member shall be given written notice thereof, and be provided with an opportunity to reply.

(D) Powers and Duties

1. Statutory Powers - The Board of Ethics shall possess all power and duties authorized by Section 808 of General Municipal Law, as amended.
2. Necessary and Proper Powers - The Board of Ethics shall possess, exercise and enjoy all the rights, powers and privileges necessary and proper to the enforcement of the Code of Ethics and the completion and filing by officers, employees and appointed officials, of annual statements of financial disclosure required by this law.
3. Regulatory Powers; Rule Promulgation - The Board of Ethics shall promulgate rules and regulations in furtherance of its powers and duties, including rules governing the conduct of adjudicatory proceedings and appeals relating to the assessment of civil penalties herein authorized, and shall maintain appropriate records of its opinions and proceedings. The Board of Ethics shall have the authority to conduct investigations necessary to carry out the provisions of this law. Pursuant to this power and duty, the Board of Ethics may administer oaths or affirmations, subpoena witnesses, whether or not a County officer, employee or appointed official, compel their attendance and require the production of any document, books or records deemed relevant or material to the resolving any adjudicatory proceeding.
4. Advisory Opinions- The Board of Ethics shall render advisory opinions, in writing, to officers, employees and appointed officials of the County, regarding specific matters pertaining to potential conflicts of interest, filings and reporting categories, with respect to this Law and Article 18 of the General Municipal Law, within 30 business days, whenever possible, after fully investigating the circumstances surrounding the request. Such opinions shall be rendered only upon written request of the officer, employee or appointed official concerning only the subject of the inquiry, as it pertains to the requesting individual's own filing requirements or inquiry. An opinion rendered by the Board of Ethics, until amended or revoked, shall be binding on the Board in any subsequent proceeding concerning the person who requested the opinion and who acted in good faith, unless material facts were omitted or misstated by the person in the request for an opinion. Such opinion may also be _relied upon by such person and may be introduced in any criminal or civil action.
5. Opinion Disclosure - Opinions shall not be publically disclosed, unless required by

the Freedom of Information Law (Public Officers Law Article 6), in which case the identity of the person requesting the opinion shall not be disclosed, or unless required for use in a disciplinary proceeding or proceeding under Article VII of this Local Law. Whenever a request for access to an advisory opinion is received, the officer, employee or appointed official who originally requested the opinion shall be notified of the request within forty-eight (48) hours of the receipt of the request.

6. Filing Repository - The Board of Ethics shall be the repository for completed annual statements of financial disclosure, pursuant to Section 808(5) of the General Municipal Law and Article IV herein, and such other written instruments, affidavits, and disclosures as required under this local law.
7. Review of Disclosure Statements - The Board of Ethics shall review the filed Financial Disclosure Statements and attestations submitted by officials and employees, as required by this Law, to ascertain whether any person subject to these reporting requirements has violated any local or state law governing conflicts of interest or prohibited activities.
8. Recommendation of Conflict Resolution - In addition to other powers conferred by this Local Law, the Board of Ethics may recommend to the official or employee, the manner in which the conflict of interest or appearance of impropriety may be resolved. An affidavit by the official or employee detailing compliance with the recommendation may be sufficient reason to rescind the Board of Ethics decision to make a disclosure. The affidavit must be delivered to the Board of Ethics, at a specific time and place as determined and delineated by the Board of Ethics, through a certified, return receipt requested, letter to such official or employee. If the official or employee fails to follow the recommendations of the Board of Ethics by eliminating the conflict of interest or appearance of impropriety, that fact shall also be disclosed. Nothing contained herein shall be construed or interpreted to mean that the Board of Ethics is under a duty to make such recommendations to the official or the employee.
9. The County Board of Ethics shall not act with respect to the officers and employees of any municipality located within such county or agency thereof, if the municipality has established its own Board of Ethics, except that the local Board of Ethics may, at its option, refer matters to the County Board of Ethics.

Article VI. Violations of the Code of Ethics

- (A) Complaints - The Board of Ethics shall receive and investigate complaints alleging a violation of the Code of Ethics.

1. All ethics complaints against county officials or employees must be in writing,

signed and sworn to, and must contain sufficient allegations of fact to support the accusation. All complaints shall be filed with the Clerk of the Legislature, on behalf of the Board of Ethics. The Board of Ethics shall review the complaint within fifteen (15) days of receipt. If, after review, a majority of the members of the Board of Ethics find that the complaint may have merit the Board of Ethics shall further investigate, pursuant to its rules and this Local Law.

2. If a reporting person has filed a statement revealing a possible violation of the Code of Ethics, or the Board of Ethics receives a sworn complaint alleging such a violation, or if the Board of Ethics determines, on its own initiative, to investigate a possible violation, the Board of Ethics shall notify the alleged offender, in writing, describe the possible violation and provide the person fifteen (15) days to submit a written response setting forth information relating to the activities cited as a possible or alleged violation of law.
3. If the Board of Ethics thereafter makes a determination that further inquiry is justified, it shall give the reporting person or alleged offender an opportunity to be heard. The Board of Ethics shall also inform the reporting individual or alleged offender of its rules regarding the conduct of adjudicatory proceedings and appeals and the due process procedural mechanisms available to such individual.
4. If the Board of Ethics determines that there is reasonable cause to believe that a violation has occurred, it shall send notice of such finding to the reporting person, alleged offender, to the complainant, if any, and to the Clerk of the County Legislature.
5. If the Board of Ethics determines, at any stage of the proceeding, that there is no violation or that any potential conflict of interest violation has been rectified, it shall so advise the reporting person, alleged offender and the complainant, if any, and the Clerk of the County Legislature.
6. If the Board of Ethics finds that no violation of the Code of Ethics has occurred, it shall dismiss the complaint. Any record of a dismissed complaint shall be sealed and not subject to disclosure or inspection under the Freedom of Information Law or other applicable law, unless disclosure is ordered by a court of county-wide or statewide jurisdiction, or a court of the United States.

All of the foregoing proceedings shall be confidential, except as otherwise provided in the Freedom of Information Law and Public Officer Law.

(B) Rules for Proceedings; Penalties; and Appeals

1. Rules of Proceedings - Concerning adjudicatory proceeding, the Board of Ethics shall operate as if it were an agency within the meaning of Article 3 of the State

Administrative Procedure Act and shall adopt rules governing the conduct of adjudicatory proceedings and appeals taken pursuant to a proceeding commenced under Article 78 of the Civil Practice Law and Rules as they relate to the assessment of the civil penalties herein authorized. Such rules, which shall not be subject to the approval requirements of the State Administrative Procedure Act, shall provide for due process procedural mechanisms substantially similar to those set forth in such Article 3 of the State Administrative Procedure Act, but such mechanisms need not be identical in terms or scope.

2. Civil Penalty; Referral - A reporting individual who knowingly and willfully fails to file an annual statement of financial disclosure or who intends to deceive, makes a false statement or gives information known to be false shall be assessed a civil penalty, in an amount not to exceed TEN THOUSAND (\$10,000) DOLLARS. Assessment of a civil penalty shall be made by the Board of Ethics. For a violation of this section, other than for conduct which constitutes a violation of subdivision twelve of section seventy-three of the Public Officers Law, the Board of Ethics may, in lieu of a civil penalty, refer a violation to the appropriate prosecutor and upon such conviction, shall be punishable as a Class A misdemeanor. A civil penalty for false filing may not be imposed hereunder in the event a category of "value" or "amount" reported hereunder is incorrect unless such reported information is intentionally understated. Upon an appropriate determination and vote, the Board of Ethics may file a written recommendation with the Chief Elected Official or other disciplinary body, establishing grounds for removal for cause, in accordance with other provisions of Cortland County laws, rules, regulations or policies governing conduct of officers, officials and employees. Notwithstanding any other provision of law to the contrary, no other penalty, civil or criminal may be imposed for a failure to file, or for a false filing, of such statement, except that the appointing authority may impose disciplinary action as otherwise provided by law.
3. Appeal - Assessment of a civil penalty or the Board of Ethics denial of any request shall be final, unless modified, suspended or vacated within 30 days of imposition, with respect to the assessment of such penalty, or unless such denial of request is reversed within such time period and, upon becoming final, shall be subject to review at the insistence of the affected reporting individuals in a proceeding commenced against the Board pursuant to Article 78 of the Civil Practice Law and Rules.

Article VII. Administrative and Legal Support

- (A) Legal Counsel - The Cortland County Attorney may provide counsel to the Board of Ethics upon request. In the event of a conflict involving the County Attorney, the Board of Ethics shall advise the Chairman of the County Legislature, who may authorize another attorney, admitted to practice in the State of New York, to serve as counsel to the Board of Ethics.
- (B) Support Staff - The Board of Ethics may request from the County Legislature, support staff assistance in furtherance of its duties and responsibilities.
- (C) Clerical Assistance - The confidential staff to the County Administrator may assist the

Board of Ethics for the purpose of (1) receiving and filing all disclosure forms, correspondence and documentation on behalf of the Board of Ethics, (2) directing and disseminating correspondence, documents, notices, etc., to the Board of Ethics' members, and (3) such other clerical duties as the Board of Ethics may direct, to the extent that other clerical staff have not been provided by the County Legislature.

Article VIII. Records and Meetings of the Board of Ethics

(A) Records

Notwithstanding the provisions of Article Six of the Public Officers Law, and pursuant to Article 18 of the General Municipal Law, the only records of the Board of Ethics which shall be available for public inspection are:

- (1) the information set forth in an annual statement of financial disclosure filed pursuant to this law;
- (2) Notice of Delinquency issued;
- (3) Notice of reasonable cause to believe that a violation has occurred, after issuance; and
- (4) Notice of civil assessments imposed.

(B) Meetings

Notwithstanding the provisions of Article Six of the Public Officers Law, and pursuant to Article 18 of the General Municipal Law, no meeting or proceeding of the Board of Ethics shall be open to the public, except if expressly provided otherwise by the Board of Ethics.

Article IX. Annual Statement of Financial Disclosure

The County Legislature hereby designates the "Financial Disclosure Form" attached as Appendix A, incorporated by reference, as the annual statement of financial disclosure for the purpose of fulfilling the requirements of the Cortland County Ethics and Disclosure Law and the General Municipal Law of the State of New York.

Article X. Severability

The various elements of the Cortland County Ethics Law are explicitly intended to be construed within the application of Article 18 of the New York State General Municipal Law. Should any portion of this law be determined to be unconstitutional, improper, or otherwise void by any administrative body or court having jurisdiction, said determination shall have no bearing on the severable remainder of this local law.

Article XI. Consistency with Laws

This Local Law is a policy of the Cortland County Legislature, and supercedes all previously adopted Resolutions and Local Laws.

ANNUAL STATEMENT OF FINANCIAL DISCLOSURE FOR THE
CORTLAND COUNTY FOR 20____

1. Name and Address.

Last Name	Middle Initial	First Name
Title		
Department or Agency		
Department or Agency Address	Telephone No.	
Residence Address	Telephone No.	

2. Financial Interests.

a. Business Positions. Do you now hold any office, trusteeship, directorship, partnership, or other position in any business, association, proprietary, or not-for-profit organization involved with the County in any manner? (If yes, describe)

b. Outside Employment. Do you have any outside occupation, employment, trade, business, or profession providing more than \$1,000/year for you? (If yes, describe)

c. Future Employment. Do you have any contract, promise or other agreement between you and anyone else with respect to your employment after leaving your County office or position? (If yes, describe)

d. Real Estate holdings. Do you have any real estate within the County, or within five (5) miles thereof? (If yes, describe)

e. Investments. Do you have any investments in excess of \$5,000 or five percent (5%) of the value in any business, corporation, partnership, any real estate within the County, or within five miles thereof? (If yes, describe)

3. Gifts and Honorariums. Have you received any gifts aggregating in excess of \$75.00 during the last year, excluding gifts from a relative? The term "gifts" includes gifts of cash, property, personal items, payments to third parties on your behalf, forgiveness of debt, honorariums, and other payments that are not reportable as income. (If yes, describe)

4. Third Party Reimbursements. Have you during the last year, received any third-party reimbursement for travel-related expenditures in excess of \$250.00 for any matter that relates to your official duties? The term "reimbursement" includes any travel-related expenses provided by anyone other than the County for speaking engagements, conferences, or fact-finding events that relate to your official duties. (If yes, describe)

5. Debts. Do you have any debts over \$5,000 wherein the creditor does business with the County? (If yes, describe)

I HEREBY REPRESENT THAT I AM FAMILIAR WITH THE CORTLAND COUNTY CODE OF ETHICS AND UNDERSTAND THAT I MUST ABIDE BY ALL THE PROVISIONS IN SAID CODE. IF IN THE FUTURE, IT IS ALLEGED BY COMPLAINT THAT I MAY BE IN VIOLATION OF THE CODE OF ETHICS OR, IN THE EVENT THAT CONDITIONS COME ABOUT SO THAT A CONFLICT OF INTEREST SHOULD BE REPORTED TO THE COUNTY, I AGREE TO SO REPORT THE CONFLICT AND TO COMPLETE A FINANCIAL DISCLOSURE FORM AND WILL INCLUDE THE MATTER CONSTITUTING A CONFLICT OF INTEREST WHETHER THAT INFORMATION IS REQUESTED IN THE FORM OR NOT, PROVIDED THE CONFLICT OF INTEREST IN QUESTION IS DEFINED AS SUCH IN THE CORTLAND COUNTY CODE OF ETHICS.

Signature

Date: _____

APPENDIX "B"
Officers and Employees Required
to File Financial Disclosure
Statement

County Legislators
Clerk, Board of Legislature
Deputy Clerk, Board of Legislature
County Attorney
Chief Assistant County Attorney
Director of Veteran's Services
County Clerk
Deputy County Clerk(s)
Director of Finance
Deputy Director of Finance
Manager of Audit and Financial Projects
County Treasurer
Superintendent of Highways
Deputy Superintendent of Highways
Director of Community Services (Mental Health)
Personnel Officer
Deputy Personnel Officer
Commissioner of Social Services
Deputy Commissioner(s) of Social Services
Director of Social Services (Administrative Services)
Chief Social Services Attorney(s)
Sheriff
Undersheriff
Director of Information and Technology
Director of Area Agency on Aging
Assistant Director of Area Agency on Aging

Deputy Director of Information Technology
Public Defender
Chief Assistant Public Defender
County Coroners
District Attorney
Chief Assistant District Attorney
Supervisor, Solid Waste Management
Grant Administrator
Administrative Services Manager
Employment and Training Director
Plan Administrator (Assigned Counsel)
Director of Emergency Response and Communication
Deputy Director of Emergency Response and Communication
Probation Director II
Commissioners of Election
Public Health Director
Deputy Director Public Health
Director of Environmental Health
Director of Planning
County Administrator
Director, Real Property Tax Service Agency
Director of Weights and Measures (Sealer)
Superintendent of Buildings and Grounds
Building Maintenance Foreperson

Advisory Boards and Committees

Members of Board of Ethics
Members of Cortland County Industrial Development Agency/BDC
Members of Cortland County Board of Health
Members of the Tobacco Asset Securitization Corporation
Members of the Tompkins Cortland Community College Board of Trustees
Members of Cortland County Planning Board

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.

CORTLAND COUNTY LEGISLATURE RULES OF ORDER



Proposed Changes May 2021



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Proposed Changes May 2021

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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

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ARTICLE I DEFINITIONS

1. **Agenda** – is a summary of the order of business expected to come before a particular meeting of the Legislature. All bid openings, communications, petitions, notices, committee reports, annual reports, audits, resolutions, proclamations, recognitions, as well as any other business to appropriately come before the Legislature shall be listed.
2. **Amendment** – is a proposal to change the wording of a motion or a resolution. Upon request of any legislator in attendance, an amendment 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

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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



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

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

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



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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

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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);

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- 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).

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

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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 1st, in which event it shall be the following day, and every even year thereafter for the purpose of organization and for the transaction of such other business as may come before it.

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;



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- 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 15th 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.



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- 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 31st 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. 1st 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. 2nd The legislature shall then nominate and consider from the applicants who filed appropriate documentation with the Personnel Officer, any such successfully nominated applicant shall be subject to meeting other requirements as the County has established (i.e. drug test); if no such applicant is approved for appointment by a sufficient vote of the legislature; then
 - c. 3rd The legislature shall accept from the floor nominations of persons who did not apply. These nominations shall be subject to providing valid and sufficient proof that they meet the minimum qualifications for the position and subject to all other requirements demanded of new employees of the County.

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

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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.

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- 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.

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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.

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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.

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ARTICLE III



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

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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;

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- 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.

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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;



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- 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

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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;

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- 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.

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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;



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- 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;

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8. maintain a general index of all local laws and resolutions of a permanent nature;
9. file all adopted Local Laws with the Secretary of State and the Cortland County Clerk and 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;

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21. record all notices of committee meetings;

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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

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

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- 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)



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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.

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**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.



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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.

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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.



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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:

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- 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.



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- 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

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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.

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 13

ACCOUNTS A	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT 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	45,284.95	.00	37,941.05	54.4%
A14505	51010 PART-TIME PAY	63,688	0	63,688	37,115.30	.00	26,572.70	58.3%
A14505	51015 TEMP PAY	35,000	0	35,000	6,150.00	.00	28,850.00	17.6%
A14505	51020 OVERTIME PAY	0	0	0	693.14	.00	-693.14	100.0%*
A14505	54000 TELEPHONE	8,000	-90	7,910	1,275.25	762.41	5,872.34	25.8%
A14505	54001 COPYING/PRINTING	54,000	0	54,000	10,290.18	.00	43,709.82	19.1%
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	451.59	.00	1,048.41	30.1%
A14505	54020 POSTAGE	42,000	-399	41,601	5,552.53	.00	36,048.47	13.3%
A14505	54035 EDUCATION & TRAINI	1,500	2,244	3,744	.00	.00	3,744.00	.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	-10,005	64,995	.00	10,308.86	54,686.14	15.9%
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	60,793.87	.00	3,501.13	94.6%
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	583.03	.00	656.97	47.0%
A14505	58020 RETIREMENT	16,110	0	16,110	.00	.00	16,110.00	.0%
A14505	58030 FICA	11,239	0	11,239	6,609.27	.00	4,629.73	58.8%

Attachment: Board of Elections Budget Report - August (9811 : Board of Elections Monthly Budget

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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

ACCOUNTS A	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT 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	8,669.10	.00	13,871.19	38.5%
A14505	58062 DENTAL INS	271	0	271	156.60	.00	114.12	57.8%
A14505	58065 VISION CARE BENEFIT	59	0	59	33.75	.00	25.05	57.4%
TOTAL ELECTIONS		527,520	0	527,520	229,790.46	11,071.27	286,658.58	45.7%
TOTAL GENERAL FUND		524,220	0	524,220	204,421.86	11,071.27	308,727.18	41.1%
TOTAL REVENUES		-3,300	0	-3,300	-25,368.60	.00	22,068.60	
TOTAL EXPENSES		527,520	0	527,520	229,790.46	11,071.27	286,658.58	

Attachment: Board of Elections Budget Report - August (9811 : Board of Elections Monthly Budget

County Clerk Monthly Report: July 2021

	July	58.34%	
	<u>YTD 2019</u>	<u>YTD 2020</u>	<u>YTD 2021</u>
Clerk Fees	223,795.00	218,606.00	279,943.00
DMV Fees	288,395.00	192,880.00	243,531.00
User Fee	156,406.00	139,144.00	168,835.00
Internet Fee	2,850.00	6,792.00	12,190.00
Local Mtg Tax	151,824.00	206,041.00	238,278.00
DWI Fines	8,092.00	3,523.00	4,200.00
Mtg Tax Exp	36,351.00	36,351.00	36,351.00
TOTAL	867,713.00	803,337.00	983,328.00,
% OF Est Rev	56.14%	53.42%	66.71%
Est Rev	1,545,616.00	1,503,816.00	1,474,216.00
Actual Rev	1,523,808.39	1,555,190.00	TBD

We are continuing with appointments at the DMV and the vast majority of people are very happy with
 I have established a generic DMV e-mail address where people may send their DMV questi
 The answering machine at the DMV refers people to the County Clerk's Office if they need
 assistance making their appointment.

From 2017 to present the County Clerk's Office has digitizewd over 6,000 maps. In the 2022 Budget I w
 \$3500.00 to hire a company to digitize the linen and cloth maps that we cannot put throug
 (About \$1,000 maps)

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FOR 2021 12

ACCOUNTS FOR:		ORIGINAL	TRANSFRS/ ADJUSTMTS	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
A	GENERAL FUND	APPROP		BUDGET			BUDGET	USED
A14305 PERSONNEL - CIVIL SERVICE								
A14305 51005	PERSONAL SERVICES	314,405	0	314,405	149,364.06	.00	165,041.25	47.5%
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	780.02	.00	483.98	61.7%
A14305 54001	PRINTING/COPYING	400	0	400	.00	.00	400.00	.0%
A14305 54005	Office Materials &	2,000	200	2,200	701.81	1,151.90	346.29	84.3%
A14305 54020	POSTAGE	3,500	0	3,500	1,497.74	.00	2,002.26	42.8%
A14305 54035	EDUCATION & TRAINI	500	0	500	.00	.00	500.00	.0%
A14305 54040	ASSOC/MEMBERSHIP D	1,300	0	1,300	319.00	.00	981.00	24.5%
A14305 54041	PUBLICATIONS	1,400	-500	1,900	536.99	44.95	318.06	64.7%
A14305 54045	Travel & Sustenanc	500	500	1,000	17.92	.00	982.08	1.8%
A14305 54055	PROFESSIONAL SERVI	0	8,000	8,000	5,420.00	.00	2,580.00	67.8%
A14305 54060	LEGAL NOTICES / AD	4,500	0	4,500	2,112.34	.00	430.78	90.4%
A14305 54063	LEGAL FEES	60,000	-8,000	52,000	40,738.45	1,956.88	1,311.75	97.5%
A14305 54070	INSURANCE	2,401	0	2,401	2,493.20	.00	-91.85	103.8%*
A14305 54075	OFFICE EQUIPMENT	200	-200	0	.00	.00	.00	.0%
A14305 54213	I/D COPIER	1,678	0	1,678	850.79	.00	827.21	50.7%
A14305 54380	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	14,128.60	4,181.40	11,858.00	60.7%
A14305 58020	RETIREMENT	44,056	0	44,056	.00	.00	44,056.07	.0%
A14305 58030	FICA	24,074	0	24,074	11,924.81	.00	12,148.70	49.5%
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	38,686.25	.00	49,441.57	43.9%
A14305 58062	DENTAL INS	541	0	541	195.85	.00	345.59	36.2%
A14305 58065	VISION CARE BENEFI	118	0	118	42.20	.00	75.40	35.9%
TOTAL PERSONNEL - CIVIL SERVICE		599,626	0	599,626	299,803.71	17,284.93	282,536.96	52.9%
TOTAL GENERAL FUND		599,626	0	599,626	299,803.71	17,284.93	282,536.96	52.9%
TOTAL EXPENSES		599,626	0	599,626	299,803.71	17,284.93	282,536.96	

POSITION VACANCY REPORT

As of August 1, 2021

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Aging Services Specialist Grade 15 \$20.4342-\$25.6078/hr	Aging	Resignation	6/14/2021	6/11/2021	6/11/2021	6/14/2021	Posted		*
Driver Grade 2 \$13.0996-\$16.4161/hr	Aging	Resignation	6/25/2021	7/7/2021	7/7/2021	7/7/2021	Posted		*
Driver 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 Grade 15 \$20.4342-\$25.6078/hr	Aging	New	7/1/2021	6/24/2021	Approved by resolution	6/24/2021	7/1/2021	Cindy Stout	Grant Funded
Secretary to the Plan Administrator Grade 1 \$17.9612-\$21.8525/hr	Assigned Counsel	Retirement	6/24/2021	7/21/2021	7/21/2021	7/21/2021	7/23/2021	Stephanie Oliver	*
Information Processing Clerk Grade 8 \$16.3259-\$20.4594/hr	Assigned Counsel	New Position	7/23/2021	7/22/2021	Approved by resolution	7/22/2021	Posted		*
Custodian Grade 3 \$13.8805-\$17.3948/hr	Building & Grounds	Resignation	4/16/2021	5/17/2021	5/19/2021	5/19/2021	Posted		*
Custodian Grade 3 \$13.8805-\$17.3948/hr	Building & Grounds	Removal	5/17/2021	5/17/2021	5/19/2021	5/19/2021	Posted		*
Custodian Grade 3 \$13.8805-\$17.3948/hr	Building & Grounds	Resignation	5/17/2021	7/15/2021	7/15/2021	7/15/2021	Posted		*
Secretary to County Administrator Grade 2 \$18.6797-\$22.7267/hr	County Administrator	Resignation	7/22/2021	7/8/2021	7/8/2021	7/8/2021	Posted/ Advertised		*
Keyboard Specialist Grade 5 \$14.9573-\$18.7442/hr	County Attorney	Resignation	4/30/2020	3/25/2020	3/25/2020				*
County Attorney 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 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

Attachment: August 2021 (9772 : August Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of August 1, 2021

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Information Processing Clerk Grade 8 \$16.3259-\$20.4594/hr	District Attorney	Resignation	8/16/2021	7/29/2021	7/29/2021	7/29/2021	Posted		*
Caseworker Grade 17 \$21.8852-\$27.4262/hr	DSS	Resignation	4/30/2021	4/16/2021	4/16/2021	4/16/2021	7/6/2021	Sheri Saddlemire	*
Social Welfare Examiner Trainee 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/Post		*
Case Aide Grade 7 \$15.8497-\$19.8626/hr	DSS	Promotion	5/17/2021	4/28/2021	4/29/2021	4/30/2021	7/6/2021	Ainsley Cascanett	*
Caseworker 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 Grade 7 \$15.8497-\$19.8626/hr	DSS	Removal from probation	5/28/2021	6/1/2021	6/1/2021	6/1/2021	Posted		*
Caseworker 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 Apps		*
Social Welfare Examiner Trainee Grade 9 \$16.8308-\$21.0920/hr	DSS	Resignation	6/4/2021	6/15/2021	6/15/2021	6/15/2021	7/12/2021	Jillian Murphy	*
Sr Social Welfare Exam Trainee Grade 12 \$18.4991-\$23.1828/hr	DSS	Resignation	6/25/2021	5/11/2021	5/12/2021	5/12/2021	6/28/2021	Karynn Kilts	*
Social Welfare Examiner Trainee Grade 9 \$16.8308-\$21.0920/hr	DSS	Promotion	6/27/2021	5/11/2021	5/12/2021	5/12/2021	Canvass/Post		*
Grade B Case Supervisor Grade 21 \$25.2540-\$31.6478/hr	DSS	Retirement	6/30/2021	6/1/2021	6/2/2021	6/2/2021	7/6/2021	Wendy Youngs	*
Senior Caseworker Grade 19 \$23.4884-\$29.4353	DSS	Promotion	7/5/2021	6/1/2021	6/2/2021	6/2/2021	7/6/2021	Kelley Thomsen	*
Caseworker Grade 17 \$21.8852-\$27.4262/hr	DSS	Promotion	7/5/2021	6/1/2021	6/2/2021	6/2/2021	exam file apps/post		*

Attachment: August 2021 (9772 : August Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of August 1, 2021

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Caseworker Grade 17 \$21.8852-\$27.4262/hr	DSS	Unfunded Extra	7/28/2021	7/26/2021	7/26/2021	7/26/2021	7/30/2021	Maureen Spann	*
Senior Case Aide Grade 9 \$16.8308-\$21.0920/hr	DSS	Resignation	8/4/2021	7/21/2021	7/21/2021	7/21/2021	Cert/Post		*
Caseworker Grade 17 \$21.8852-\$27.4262/hr	DSS	Resignation	8/13/2021	7/23/2021	7/26/2021	7/26/2021	Posted		*
Community Services Workers Grade 5 \$14.9573-\$18.7442/hr	DSS	3 Temporary HEAP	10/18/2021	7/12/2021	7/13/2021	7/13/2021	Canvass/Cert/Post		*
Employment & Training Specialist Grade 12 \$18.4991-\$23.1828/hr	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded
Dispatcher Grade 6 \$20.5973-\$30.6286/hr	ERAC	Resignation	7/4/2021	6/21/2021	6/21/2021	6/21/2021	Canvass/cert		*
Public Health Educator Grade 16 \$21.1408-\$26.4932/hr	Health	Resignation	9/6/2019	9/9/2019	9/10/2019				Grant Funded
SPHN \$33.0390-\$38.6999/hr	Health	Retirement	3/12/2021	6/21/2021	6/21/2021	6/22/2021	Posted		*
Public Health Educator Grade 16 \$21.1408-\$26.4932/hr	Health	Resignation	8/6/2021	7/27/2021	7/27/2021	7/27/2021	Canvass		Grant Funded
Public Health Director Grade 1 \$85,522-\$104,050/YR	Health	Temporary		2/8/2020	2/18/2020	2/18/2020	Posted		*
Highway Construction Mechanic 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 Grade 11 \$17.9178-\$22.4542/hr	Highway	Resignation	12/17/2020	6/10/2021	6/10/2021	6/22/2021	7/12/2021	Timothy Metcalf	*
Seasonal Aides \$13.50/hr	Highway	5 Temporary Positions	May-21	3/8/2021	3/9/2021	3/9/2021	Posted		*

Attachment: August 2021 (9772 : August Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of August 1, 2021

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Wade Pool Attendants \$13.50/hr	Highway	2 Temporary Positions	May-21	3/8/2021	3/9/2021	3/9/2021	Posted (1 remaining open)		*
Park Attendants \$13.50/hr	Highway	5 Temporary Positions	May-21	3/8/2021	3/9/2021	3/9/2021	Posted (2 remaining open)		*
Deputy County Super of Hwys Grade 4 \$68,842-\$83,755/yr	Highway	Resignation	5/27/2021	7/28/2021	7/29/2021	7/29/2021	Posted		*
Assistant Hvy Equip Maint Mech Grade 14 \$19,7556-\$24,7574/hr	Highway	Resignation	7/1/2021	7/6/2021	7/9/2021	7/9/2021	Posted		*
Hvy Equip Maintenance Mechanic Grade 15 \$20,4342-\$25,6078/hr	Highway	Resignation	7/30/2021	7/12/2021	7/13/2021	7/13/2021	Posted		*
Hwy Engineering & Maint Super Grade 5 \$64,039-\$77,913/yr	Highway	Resignation	8/12/2021	7/28/2021	7/29/2021	7/29/2021	Posted		*
Recycling Coordinator Grade 8 \$51,547-\$62,717/yr	Highway/ Recycling	Removal of provisional	1/17/2020	7/13/2021	7/13/2021	7/13/2021	Posted		Grant Funded
Deputy Clerk of Legislature Grade 11 \$41,494-\$50,484/yr	Legislature	Promotion	6/17/2021	6/30/2021	6/30/2021	7/8/2021	Posted		*
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		1 **
Licensed Master Social Worker Grade 24 \$28,2496-\$35,4019/hr	Mental Health	New-Temp, PT up to 17.5hr/wk	2/1/2021	N/A	Approved by resolution	1/28/2021	Posted	Not Filled	*
Mental Health Program Aide Grade 8 \$16,3259-\$20,4594/hr	Mental Health	Resignation	5/21/2021	4/16/2021	4/16/2021	4/20/2021	7/26/2021	Destiny Haughton	*
Medical Services Clerk Grade 8 \$16,3259-\$20,4594/hr	Mental Health	Removal	6/23/2021	6/22/2021	6/23/2021	6/23/2021	7/28/2021	Kimberly Bishop	*
LCSW Grade 26 \$30,5057-\$38,2292/hr	Mental Health	New	6/25/2021	6/24/2021	Approved by resolution	6/24/2021	7/6/2021	Teresa VanHeusen	*

Attachment: August 2021 (9772 : August Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of August 1, 2021

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Staff Psychiatrist Offscale \$112/hour	Mental Health	Resignation	6/30/2021	4/30/2021	4/30/2021	4/30/2021	Posted	Abolished	*
Clinical Dir of MH Programs Grade 6 \$59,571-\$72,477/yr	Mental Health	Demotion	7/6/2021	7/7/2021	7/7/2021	7/7/2021	Posted		*
Licensed Master Social Worker 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) Grade 2 \$13.0996-\$16.4161/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Planner Grade 16 \$21.1408-\$26.4932/hr	Planning	Resignation	4/19/2021	4/1/2021	4/1/2021	4/1/2021	8/2/2021	Alex Schultz	*
Assistant Public Defender 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 Grade 2 \$18.6797-\$22.7267/hr	Public Defender	Went to Assigned Counsel	6/28/2021	6/17/2021	6/17/2021	6/21/2021	Exam file apps		Grant Funded
Assistant Public Defender Grade 4 \$68,842-\$83,755/yr	Public Defender	Resignation	7/26/2021	7/16/2021	7/19/2021	7/19/2021	Posted		Grant Funded
PT Jail Cook (12 hrs) Grade 2 \$16.7329-\$22.2396/hr	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$16.7329-\$22.2396/hr	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Correction Officer 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 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 Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	3/29/2020	4/20/2020	4/20/2020	4/21/2020	Canvass/Cert		*

Attachment: August 2021 (9772 : August Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of August 1, 2021

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Correction Officer 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 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 Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Transfer to Road Patrol	8/7/2020	8/19/2020	8/19/2020	8/19/2020	Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	8/19/2020	9/11/2020	9/11/2020	9/14/2020	Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Retirement	9/15/2020	9/15/2020	9/16/2020	9/17/2020	Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Retirement	2/27/2021	2/24/2021	2/25/2021	2/25/2021	Cert		*
Co Police Captain (Deputy Sheriff) CAPT \$44.2233/hr	Sheriff	Retirement	7/14/2021	6/21/2021	6/22/2021	6/23/2021	7/15/2021	Chad Burhans	*
Co Police LT (Deputy Sheriff) LT \$41.1910/hr	Sheriff	Promotion	7/14/2021	6/21/2021	6/22/2021	6/29/2021	7/15/2021	John Gallagher	*
Co Police SGT (Deputy Sheriff) SGT \$38.1825/hr	Sheriff	Promotion	7/14/2021	6/21/2021	6/22/2021	6/29/2021	7/15/2021	Christopher Twigg	*
Co Police Officer (Deputy Sheriff) CPO \$20.1069-\$32.1663/hr	Sheriff	Promotion	7/14/2021	6/21/2021	6/22/2021	6/29/2021			*

Attachment: August 2021 (9772 : August Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

07/29/2021 09:47
madsitCortland County
YEAR-TO-DATE BUDGET REPORTP
glytdbud 1

FOR 2021 07

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14205 COUNTY ATTORNEY							
A14205 51005 PERSONAL SERVICES	75,302	0	75,302	40,811.15	.00	34,490.85	54.2%
A14205 51010 PART-TIME PAY	168,464	0	168,464	81,474.86	.00	86,989.14	48.4%
A14205 51020 OVERTIME PAY	0	0	0	595.37	.00	-595.37	100.0%*
A14205 51035 OTHER COMPENSATION	0	0	0	18,563.50	.00	-18,563.50	100.0%*
A14205 54000 TELEPHONE	792	0	792	385.94	.00	406.06	48.7%
A14205 54001 COPYING/PRINTING	60	0	60	.00	.00	60.00	.0%
A14205 54005 Office Materials &	500	0	500	222.33	.00	277.67	44.5%
A14205 54020 POSTAGE	192	0	192	26.24	.00	165.76	13.7%
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	-4.29	.00	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	756.30	.00	756.70	50.0%
A14205 54215 I/D LEXIS NEXIS	2,406	0	2,406	1,202.88	.00	1,203.12	50.0%
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	10,454.57	.00	8,193.54	56.1%
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	17,370.40	.00	26,693.51	39.4%
A14205 58062 DENTAL INS	271	0	271	141.28	.00	129.72	52.1%
A14205 58065 VISION CARE BENEFIT	59	0	59	19.95	.00	39.05	33.8%
TOTAL COUNTY ATTORNEY	372,541	2,225	374,766	181,560.23	2,000.00	191,206.03	49.0%
TOTAL GENERAL FUND	372,541	2,225	374,766	181,560.23	2,000.00	191,206.03	49.0%
TOTAL EXPENSES	372,541	2,225	374,766	181,560.23	2,000.00	191,206.03	

Attachment: 2021 MUNIS YTD 7-29-21 (9764 : County Attorney Monthly Report)

07/29/2021 09:47
 madsit

Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2021 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	372,541	2,225	374,766	181,560.23	2,000.00	191,206.03	49.0%

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

Attachment: 2021 MUNIS YTD 7-29-21 (9764 : County Attorney Monthly Report)



**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

July 29, 2021

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

<u>January 1, 2016 – December 31, 2016</u>	327
<u>January 1, 2017 – December 31, 2017</u>	374
<u>January 1, 2018 – December 31, 2018</u>	338
<u>January 1, 2019 – December 31, 2019</u>	360
<u>January 1, 2020 – December 31, 2020</u>	358
<u>January 1, 2021 – July 28, 2021</u>	157

Attachment: AUG Committee Report (9764 : County Attorney Monthly Report)



**CORTLAND COUNTY ATTORNEY
FRANCIS J. CASULLO
COUNTY ATTORNEY**

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

July 28, 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>	
		41	

January 1, 2019 – December 31, 2019

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

January 1, 2020 – December 31, 2020

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

January 1, 2021 – July 28, 2021

2021-	JD referred for petition:	7	(**1 RTA)
	PINS petitions:	1	
	Vio. Probation/Support:	<u>1</u>	
		9	

JD referrals for petition by classification of offense:

2020	Property crimes:	24	2021	Property crimes:	--
	Crimes against persons:	04		Crimes against persons:	04
	Sex offenses:	<u>01</u>		Sex offenses:	<u>03</u>
		29			07

****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
FRANCIS J. CASULLO**

County Attorney

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

July 28, 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 – July 28, 2021: 11 orders



**CORTLAND COUNTY ATTORNEY
FRANCIS J. CASULLO**

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

Wendy Franklin
Chief Assistant County Attorney

Jeri DuVall
Assistant County Attorney

M. Tabitha Palladino
Legal Associate

Maria Adsit
Confidential Secretary

DEBT COLLECTION

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

July 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.)

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

TOTALS:	\$726.81	\$20,129.69	\$126,825.89	\$23,702.29
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CURRENT YEAR COLLECTIONS

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

Continued on next page

Attachment: AUG Committee Report (9764 : County Attorney Monthly Report)

CURRENT YEAR COLLECTIONS CONTINUED

MONTH REC'D	ORIGIN DATE	TYPE OF COLLECTION	COUNTY DEPARTMENT	AMOUNT
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
				\$ 726.81

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: 7/29/2021, 10:43 AM

OBJ CODE	ACCOUNT TITLE	2021 BUDGET	SPENDING TO DATE	BUDGET BALANCE	% OF BUDGET REMAINING
	Legal Associate	36,913.00	20,807.73	\$ 16,105.27	43.63%
	Sec. to County Attorney	38,389.00	20,003.42	\$ 18,385.58	47.89%
51005	PERSONAL SERVICES	75,302.00	40,811.15	\$ 34,490.85	45.80%
	County Attorney	95,560.00	37,887.11	\$ 57,672.89	60.35%
	Chief Assistant County Attorney	38,483.00	26,056.99	\$ 12,426.01	32.29%
	Assistant County Attorney	34,421.00	17,530.76	\$ 16,890.24	49.07%
	Keyboard Specialist	-	-	\$ -	--
51010	PART-TIME PAY:	168,464.00	81,474.86	\$ 86,989.14	51.64%
51020	OVERTIME PAY	-	595.37	\$ (595.37)	--
51035	OTHER COMPENSATION	-	18,563.50	\$ (18,563.50)	--
54000	TELEPHONE (BASE + USE)	792.00	385.94	\$ 406.06	51.27%
54001	COPYING/PRINTING	60.00	-	\$ 60.00	100.00%
54005	SUPPLIES	500.00	222.33	\$ 277.67	55.53%
54020	POSTAGE	192.00	26.24	\$ 165.76	86.33%
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)	-	-	\$ -	--
54213	I/D COPIER	1,513.00	756.30	\$ 756.70	50.01%
54215	I/D INT COUNTY DEPT (LEXIS)	2,406.00	1,202.88	\$ 1,203.12	50.00%
54444	NOTARY FEES	120.00	-	\$ 120.00	100.00%
58020	RETIREMENT	34,127.00	19,907.44	\$ 14,219.56	41.67%
58030	FICA	18,648.00	8,429.97	\$ 8,201.07	43.98%
58031	MEDICARE	-	2,016.96		
58040	WORKERS COMP	6,975.00	4,068.75	\$ 2,906.25	41.67%
58060	HEALTH INS	44,064.00	17,931.90	\$ 26,132.10	59.30%
58062	DENTAL INS	271.00	146.16	\$ 124.84	46.07%
58065	VISION CARE BENEFITS	59.00	21.00	\$ 38.00	64.41%
	TOTAL \$	\$ 374,766.00	\$ 199,028.50	\$ 175,737.50	46.89%
% of Year Remaining					42.47%

Attachment: AUG Committee Report (9764 : County Attorney Monthly Report)

CORTLAND COUNTY ATTORNEY
2021 BUDGET SPENDING REPORT
REPORT DATE: 7/29/2021, 10:43 AM

5.5.b

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: AUG Committee Report (9764 : County Attorney Monthly Report)

MUNIS RECONCILIATION
County Attorney Spending
7/29/2021, 10:48 AM

OBJ CODE	ACCOUNT TITLE	SPENDING TO DATE	MUNIS	DIFFERENCE	EXPLANATION
	Paralegal	\$ 20,807.73			
	Sec. to County Attorney	\$ 20,003.42			
51005	PERSONAL SERVICES	\$ 40,811.15	\$ 40,811.15	\$ -	
	County Attorney	\$ 37,887.11			
	Chief Assistant County Attorney	\$ 26,056.99			
	Assistant County Attorney	\$ 17,530.76			
	Keyboard Specialist	\$ -			
51010	PART-TIME PAY:	\$ 81,474.86	\$ 81,474.86	\$ -	
51020	OVERTIME PAY	\$ 595.37	\$ 595.37	\$ -	
51035	OTHER COMPENSATION	\$ 18,563.50	\$ 18,563.50	\$ -	
54000	TELEPHONE (USAGE)	\$ 385.94	\$ 385.94	\$ -	
54001	COPYING/PRINTING	\$ -	\$ -	\$ -	
54005	SUPPLIES	\$ 222.33	\$ 222.33	\$ -	
54020	POSTAGE	\$ 26.24	\$ 26.24	\$ -	
54035	EDUCATION & TRAINING	\$ -	\$ -	\$ -	
54040	ASSOC/MEMBERSHIP DUES	\$ 565.00	\$ 565.00	\$ -	
54041	PUBLICATIONS	\$ (4.29)	\$ (4.29)	\$ 0.00	
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)	\$ -	\$ -	\$ -	
54213	I/D COPIER	\$ 756.30	\$ 756.30	\$ -	
54215	I/D INT COUNTY DEPT (LEXIS)	\$ 1,202.88	\$ 1,202.88	\$ -	
54500	MEDICAL FEES	\$ -	\$ -	\$ -	
58020	RETIREMENT	\$ 19,907.44	\$ -	\$ 19,907.44	Jan-July Retirement not posted yet in MUNIS
58030	FICA	\$ 8,429.97	\$ 10,454.57	\$ (7.64)	Adjustment Pending - working with Personnel to correct
58031	MEDICARE	\$ 2,016.96			
58040	WORKERS COMP	\$ 4,068.75	\$ 7,067.71	\$ (2,998.96)	WC Posted in Advance
58060	HEALTH INS	\$ 17,931.90	\$ 17,370.40	\$ 561.50	Adjustment Pending - working with Personnel to correct
58062	DENTAL INS	\$ 146.16	\$ 141.28	\$ 4.88	Adjustment Pending - working with Personnel to correct
58065	VISION CARE BENEFITS	\$ 21.00	\$ 19.95	\$ 1.05	Adjustment Pending - working with Personnel to correct
	TOTAL \$	\$ 199,028.50	\$ 181,560.23	\$ 17,468.27	

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: AUG Committee Report (9764 : County Attorney Monthly Report)

08/03/2021 10:39
shempsteadCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A10405 CLERK OF THE LEGISLATIVE BOARD							
A10405 51005 PERSONAL SERVICES	101,431	0	101,431	49,753.04	.00	51,677.99	49.1%
A10405 51035 OTHER COMPENSATION	0	0	0	9,505.45	.00	-9,505.45	100.0%*
A10405 54000 TELEPHONE	696	0	696	429.12	.00	266.88	61.7%
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	538.26	73.77	907.92	40.3%
A10405 54015 Maintenance Agreem	0	16,002	16,002	8,918.34	7,083.66	.04	100.0%
A10405 54020 POSTAGE	500	0	500	346.84	.00	153.16	69.4%
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	9,213.11	572.50	7,768.92	55.7%
A10405 54213 I/D COPIER	1,600	0	1,600	838.52	.00	761.48	52.4%
A10405 54400 Food Materials & S	700	0	700	345.24	.00	354.76	49.3%
A10405 58020 RETIREMENT	14,200	0	14,200	.00	.00	14,200.35	.0%
A10405 58030 FICA	7,759	0	7,759	4,471.30	.00	3,288.18	57.6%
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	87.00	.00	93.48	48.2%
TOTAL CLERK OF THE LEGISLATIVE BOARD	159,240	17,574	176,814	92,160.56	7,729.93	76,923.90	56.5%
TOTAL GENERAL FUND	159,240	17,574	176,814	92,160.56	7,729.93	76,923.90	56.5%
TOTAL EXPENSES	159,240	17,574	176,814	92,160.56	7,729.93	76,923.90	

Attachment: Clerk of the Legislature August Budget Report (9810 : Clerk of the Legislature Monthly

08/05/2021 09:30
shempsteadCortland County
YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT 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	101,725.49	.00	80,824.51	55.7%
A10105 54000 TELEPHONE	450	0	450	152.76	.00	297.24	33.9%
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	1,213.00	2,000.00	52,314.00	5.8%
A10105 54055 1011 PROFESSIONAL S	10,000	2,160	12,160	2,440.00	.00	9,720.00	20.1%
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	7,777.83	.00	6,763.38	53.5%
A10105 58040 WORKERS COMP	16,915	0	16,915	17,139.83	.00	-224.83	101.3%*
A10105 58062 DENTAL INS	90	0	90	52.20	.00	38.04	57.8%
A10105 58065 VISION CARE BENEFI	20	0	20	11.25	.00	8.35	57.4%
TOTAL COUNTY LEGISLATURE	278,528	57,687	336,215	157,425.09	2,398.49	176,391.50	47.5%
TOTAL GENERAL FUND	268,528	57,687	326,215	147,425.09	2,398.49	176,391.50	45.9%
TOTAL REVENUES	-10,000	0	-10,000	-10,000.00	.00	.00	
TOTAL EXPENSES	278,528	57,687	336,215	157,425.09	2,398.49	176,391.50	

Attachment: Legislature August Budget Report (9813 : Legislature Monthly Budget Report)

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YEAR-TO-DATE BUDGET REPORTPg 1
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FOR 2021 07

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A66105 SEALER OF WEIGHTS & MEASURES							
A66105 51005 PERSONAL SERVICES	51,046	0	51,046	26,468.27	.00	24,577.73	51.9%
A66105 54000 TELEPHONE	700	0	700	365.87	241.59	92.54	86.8%
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	5.91	.00	144.09	3.9%
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	308.71	.00	691.29	30.9%
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	121.00	.00	29.00	80.7%
A66105 58020 RETIREMENT	7,147	0	7,147	.00	.00	7,147.00	.0%
A66105 58030 FICA	3,906	0	3,906	1,832.12	.00	2,073.88	46.9%
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	9,840.74	.00	8,434.50	53.8%
A66105 58062 DENTAL INS	90	0	90	48.72	.00	41.52	54.0%
A66105 58065 VISION CARE BENEFI	20	0	20	10.50	.00	9.10	53.6%
TOTAL SEALER OF WEIGHTS & MEASURES	86,224	0	86,224	42,108.48	341.59	43,774.01	49.2%
TOTAL GENERAL FUND	86,224	0	86,224	42,108.48	341.59	43,774.01	49.2%
TOTAL EXPENSES	86,224	0	86,224	42,108.48	341.59	43,774.01	

Attachment: Weights & Measures - July YTD Budget report (9820 : Weights and Measures Monthly

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Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2021 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	86,224	0	86,224	42,108.48	341.59	43,774.01	49.2%

** END OF REPORT - Generated by Wes Foley **

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Cortland County
YEAR-TO-DATE BUDGET REPORT

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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: 2020/ 2

To Yr/Per: 2020/ 2

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/ 7

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria

Field Name	Field Value
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Org	A66105
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Object

Project

Rollup code

Account type

Account status

Attachment: Weights & Measures - July YTD Budget report (9820 : Weights and Measures Monthly

Weights and Measures Report
For July
Government Operations Committee

The month of July saw the completion of all large chain grocery store scales, 3 large vehicle scales, 4 blueberry farms and 4 gas stations which brings us to 21 of 22 gas stations. The 1 gas station that is not completed requires the 100/30 gallon prover to return the fuel to the above ground tanks. The prover is currently in Oswego County and is due back the first week of August.

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