



Government Operations Committee

Committee Meeting

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

~ Agenda ~

Tuesday, August 12, 2025

10:30 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m9b5171d3e6887a1650a689b06bd969f9>

Tuesday, August 12, 2025 10:30 AM | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2331 932 4195

Password: mqBnDjXq235

Join by phone

+1-415-655-0001 US Toll

Access code: 233 193 24195

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member Douglas Bentley	☐	☐	☐	
Committee Member Cathy Bischoff	☐	☐	☐	
Committee Member Paul Heider	☐	☐	☐	
Committee Member Linda Jones	☐	☐	☐	
Committee Member Dominick Mantella	☐	☐	☐	
Committee Vice-Chair Mitchel Eccleston	☐	☐	☐	
Committee Chair Joseph Nauseef	☐	☐	☐	

MINUTES

1. Government Operations Committee - Committee Meeting - Jun 10, 2025 10:30 AM

PRESENTATIONS

1. Assured Partners - Presentation of Medicare Advantage Plan and Pharmacy Benefit Management RFP

RESOLUTIONS

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 1

Authorize Medicare Advantage Plan - Personnel Department

WHEREAS, Broome County has secured contracts with Excellus for Medicare Advantage and Prescription Drug Benefit Plans (MAPD plans) for the Medicare primary retirees of the participating entities of the Broome County Purchasing Alliance (BCPA); AND

WHEREAS, Broome County allows participation of other interested municipalities pursuant to General Municipal Law Section 119-o; AND

WHEREAS, each participating municipality will enter into its own contract with Excellus the

BCPA to receive the preferred pricing and coverage of the alliance; AND

WHEREAS, Cortland County received one Medicare Advantage Plan proposal from the BCPA MAPD Program that was analyzed by the County health insurance consultants; AND

WHEREAS, Cortland County wishes to participate in the BCPA MAPD Program effective January 1, 2026; AND

WHEREAS, this Medicare Advantage Plan will be offered to existing Medicare eligible retirees and their Medicare eligible dependents on a voluntary basis; AND

WHEREAS, this Medicare Advantage Plan will be mandatory for those employees who retire 1/1/2026 or after and whose collective bargaining agreements/management compensation plan contains language mandating enrollment in the County's Medicare Advantage Plan upon obtaining Medicare eligibility; NOW THEREFORE BE IT

RESOLVED, that Cortland County agrees to participate with Broome County and other participating municipalities in the BCPA for Medicare Advantage and Prescription Drug Benefit Services for its eligible retirees and their eligible dependents; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby authorizes and directs the County Administrator, upon review and approval by the County Attorney or designee, to execute a contract for Medicare Advantage Plan Option 4 through the Broome County Purchasing Alliance with United Health Care from January 1, 2026 through December 31, 2026.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 2

Authorize Agreement with Keenan (Express Scripts, Inc.) for Pharmacy Benefit Management - Personnel Department

WHEREAS, Cortland County has solicited Requests for Proposals for a Pharmacy Benefit Manager for the Cortland County Health Insurance Plan; AND

WHEREAS, four (4) Pharmacy Benefit Manager proposals were received and analyzed; AND

WHEREAS, upon this analysis, it has been determined that Keenan (Express Scripts, Inc.) will provide the highest level of administration of the County's plan; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and awards the administration of the Cortland County Health Insurance Plan Pharmacy Benefit Manager to Keenan (Express Scripts, Inc.) and hereby authorizes and directs the County Administrator and/or Chair of the Legislature, upon review and approval by the County Attorney or designee, to execute a contract for pharmacy benefit management from January 1, 2026 through December 31, 2027.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 3

Amend 2025 Budget for Legal Fees - Personnel Department

WHEREAS, the billing for legal fees has increased beyond the projected budgeted amount due in the Personnel Department; AND

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

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

Increase:

Appropriated Fund Balance

Appropriated Fund Balance

A.359900

\$50,000

Increase:

Expense

Legal Fees

A14305.54063

\$50,000

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 4

Adopt Revisions to Employee ID Badge Policy

WHEREAS, there is a need to amend the Cortland County Employee ID Badge Policy to remove the requirement that employees must wear the ID badge and add the requirement that employees must carry the ID badge on their person; AND

WHEREAS, the Government Operations Committee approves this amendment; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the amendment to the Employee ID Badge Policy effective August 29, 2025.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 5

Increase Mortgage Tax Expense - County Clerk

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

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

WHEREAS, the current allowable allowance of \$107,155.44 per year, payable monthly, was passed by Resolution No. 155-24; AND

WHEREAS, the Recording Officer has estimated, effective January 1, 2026, the cost associated with the collection and administration of mortgage tax amounts to be \$117,591.58 per year; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 155-24 be and hereby is rescinded effective January 1, 2026; AND BE IT FURTHER

RESOLVED, the Cortland County Legislature does hereby authorize the County Clerk's Mortgage Tax Expense to be increased to the sum of \$117,591.58 per year effective January 1, 2026; AND BE IT FURTHER

RESOLVED, the County Clerk withhold from her disbursements in twelve (12) equal monthly installments at a total annum amount of \$117,591.58; AND BE IT FURTHER

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

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 6

Adopt Local Law "F" of 2025 - A Local Law Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code in the County of Cortland

WHEREAS, said Local Law has been in final form upon the desks of the members of the Legislature at least seven (7) calendar days, exclusive of Sunday, prior to this date; AND

WHEREAS, a public hearing thereon has been held before this Legislature after publication of notice thereof as legally required; NOW THEREFORE BE IT

RESOLVED, that Local Law “F” of 2025 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law; NOW THEREFORE

BE IT ENACTED by the County Legislature of the County of Cortland as follows:

**LOCAL LAW “F” OF 2025 - A LOCAL LAW PROVIDING FOR THE ADMINISTRATION
AND ENFORCEMENT OF THE NEW YORK STATE UNIFORM
FIRE PREVENTION AND BUILDING CODE IN THE COUNTY OF CORTLAND**

Section 1. PURPOSE AND INTENT

This local law provides for the administration and enforcement of the New York State Uniform Fire Prevention and Building Code (hereinafter referred to as the “Uniform Code”) and the State Energy Conservation Construction Code (hereinafter referred to as the “Energy Code”) within all buildings, structures and premises in the “custody of the County of Cortland” as that phrase is defined herein. This local law is adopted pursuant to section 10 of the Municipal Home Rule Law. Except as otherwise provided in the Uniform Code, the Energy Code, other state law, or other section of this local law, all buildings, structures, and premises, regardless of use or occupancy, which are in the custody of the County of Cortland, are subject to the provisions this local law. This local law shall not apply to properties and buildings acquired by the County under Article 11 of the Real Property Tax Law of the State of New York.

Section 2. DEFINITIONS

The following words shall have the meanings herein assigned to them for the purposes of this local law:

A. Areas of Public Assembly: All buildings or portions of buildings used for gathering together fifty or more persons for uses including but not limited to amusement, athletic, civic, dining, educational, entertainment, patriotic, political, recreational, religious, social, or similar purposes, the entire fire area of which they are a part, and the means of egress therefrom.

B. Building: A combination of any materials, whether portable or fixed, having a roof, to form a structure affording shelter for persons, animals or property. The word "building" shall be construed when used herein as though followed by the words "or part or parts thereof" unless the context clearly requires a different meaning. The word "building" shall be construed when used herein as though it included the words "structure", "equipment", and "premises" as used herein, unless the context clearly requires a different meaning.

C. Code Enforcement Officer: The Code Enforcement Officer appointed pursuant to Section 3 of this local law. Throughout this document, the abbreviation “CEO” may be used for the term “Code Enforcement Officer.”

D. Codes: The Uniform Code and Energy Code.

E. County: The County of Cortland, a municipal corporation organized and existing under the laws of the State of New York.

F. Energy Code: The New York State Energy Conservation Construction Code, adopted pursuant

to Article 11 of the Energy Law.

- G. Equipment: All materials related to plumbing, heating, electrical, ventilating, air conditioning, refrigerating, elevators, dumbwaiters, escalators, and other mechanical additions or installations.
- H. FCNYS: The 2020 Fire Code of New York State as currently incorporated by reference in 19 NYCRR Part 1225.
- I. Fire Safety and Property Maintenance Inspection: An inspection performed to determine compliance with the applicable provisions of 19 NYCRR Part 1225 and the publications incorporated therein by reference and the applicable provisions of 19 NYCRR Part 1226 (as those currently exist and may subsequently be amended by New York State) and the publications incorporated therein by reference.
- J. Hazardous Production Materials: A solid, liquid, or gas associated with semiconductor manufacturing that has a degree-of-hazard rating in health, flammability, or instability of Class 3 or 4, as ranked by NFPA 704 (Standard Systems for Identification of the Hazards of Materials for Emergency Response), and which is used directly in research, laboratory or production processes which have, as their end product, materials that are not hazardous.
- K. Inspector: An inspector appointed pursuant to Section 3(D) of this local law.
- L. In the Custody of the County:
1. Any building, structure, or premises owned by the County of Cortland; and/or
 2. Any building, structure, or premises rented or leased by the County of Cortland as lessee and occupied by the County of Cortland during the normal course of its business and located within the physical confines of Cortland County.
- Such definition shall expressly not include:
1. County roads and bridges owned and maintained by the County of Cortland; and/or
 2. Any property or buildings acquired by the County under Article 11 of the Real Property Tax Law of the State of New York, for the sole purpose of sale under tax foreclosure; and/or
 3. Any dwelling unit, including room or suites in a hotel, motel, or other short term rental accommodation that is rented by the County, including by the County Commissioner of Social Services, to provide emergency or other housing.
- M. Owner: For projects under the direction of, initiated by, or in the custody of the County of Cortland, the Owner, for the purpose of this local law shall be the Director or Department Head of the department whose personnel are proposing to perform, are performing, or are overseeing contractors who are performing any renovation, repair, or construction work. For all other projects the Owner for the purpose of this local law shall be the owner of the premises upon which the renovation, repair, or construction project is proposed to be or is actually being constructed or performed.
- N. Order to Remedy: an order issued by the Code Enforcement Officer pursuant to Section 11 of this local law.
- O. Permit Holder: the person to whom a building permit has been issued.
- P. Person: an individual, corporation, limited liability company, partnership, limited partnership, business trust, estate, trust, association, or any other legal or commercial entity of any kind or description.
- Q. PMCNY: The 2020 Property Maintenance Code of New York State as currently incorporated by reference in 19 NYCRR Part 1226, and as may subsequently be amended by the State of New York.

R. Premises: For any projects under the direction of, initiated by, or in the custody of the County of Ontario, the Premises shall be any property owned by the County of Ontario, except property obtained or acquired by the County of Ontario under Article 11 of the Real Property Tax Law of the State of New York. For all other projects the Premises shall be the owner's property upon which the renovation, repair, or construction project is proposed to be or is actually being constructed or performed.

S. RCNYS: the 2020 Residential Code of New York State as currently incorporated by reference in 19 NYCRR Part 1220, and as may subsequently be amended by the State of New York.

T. Repair: The reconstruction, replacement, or renewal of any part of an existing building for the purpose of its maintenance or to correct damage.

U. Stop Work Order: An order issued pursuant to Section 6 of this local law.

V. Structure: An assembly of materials, forming a construction framed of component structural parts for occupancy or use.

W. Uniform Code: The New York State Uniform Fire Prevention and Building Code, Subchapter A of Chapter XXXIII of Title 19 of the NYCRR, adopted pursuant to Article 18 of the Executive Law, as it currently exists and as it may subsequently be amended by the State of New York.

Section 3. ESTABLISHMENT OF CODE ENFORCEMENT OFFICER DUTIES AND RESPONSIBILITIES

The Cortland County Safety Director is hereby designated as the Cortland County Code Enforcement Officer (hereinafter referred to as "CEO"), and is hereby vested with such authority as is necessary to fulfill the duties of this position. The Safety Director shall be the primary County official charged with performance of the CEO's duties and responsibilities as contained in this local law. The CEO shall administer and enforce all the provisions of the Uniform Code, the Energy Code, and this local law. The CEO shall:

A. Maintain records of building inspection activities including, but not limited to Building Permits, Construction Inspection, Certificates of Occupancy, Certificates of Compliance, Notice of Violations, Stop Work Orders, and Annual Inspections as required by the Uniform Code.

B. Perform Uniform Code review including review of plans, Building Permits, Certificates of Occupancy or Certificates of Compliance for all new construction or any renovation projects requiring such review pursuant to applicable state or local law.

C. Coordinate the performance of periodic inspections during construction of new buildings or renovation of existing buildings in the custody of the County with the appropriate County personnel, consultants, or contractors, and shall have authority to participate in or perform any or all such periodic inspections as are necessary to ensure full compliance with the Uniform Code and this local law.

D. Be and hereby is authorized and empowered to contract with independent certified electrical inspectors as deemed necessary and prudent as part of construction or renovation project inspection. Such contracting of electrical inspectors shall be from a list of inspectors previously approved by the County Legislature for this purpose, shall be subject to the availability of funds within the County Budget, and shall not exceed the sum of \$250.00 per inspection. The electrical inspector shall furnish proof of insurance in compliance with standard County insurance requirements prior to performance of any inspection work.

E. Conduct random field inspections of at least 5% of all renovation, remodeling, or construction work not otherwise required to be inspected under this local law for compliance with the Uniform Code. Said 5% shall be measured from all work orders concerning construction, repair, and remodeling of buildings in the custody of the County of Cortland.

F. Conduct annual fire prevention inspections of all buildings in the custody of the County of Cortland which contain or constitute areas of public assembly.

G. Once every three (3) years conduct a fire prevention inspection of all buildings in the custody of the County of Cortland which are not included within subparagraph F above.

H. Consult monthly, or more frequently as determined by the CEO to be necessary to comply with the requirements of this local law, with the Commissioner of Public Works or designee, to review all renovation, construction, repair, and remodeling work requests and orders received and processed by the Department of Public Works for the purpose of determining which projects require review under the Uniform Code and this local law.

I. Be and hereby is authorized and empowered to review and investigate complaints, issue Stop Work Orders, issue orders pursuant to section (Violations) of this local law, pursue administrative enforcement actions and proceedings, and, in consultation with the County's Attorney, pursue such legal actions as may be necessary to enforce the Uniform Code, the Energy Code and this local law or abate or correct conditions not in compliance with the Uniform Code, the Energy Code, or this local law.

J. Be and hereby is authorized and empowered to exercise all other powers and fulfill all other duties conferred upon the Code Enforcement Officer by this local law.

Section 4. APPOINTMENT OF ACTING CODE ENFORCEMENT OFFICER

In the event that the Safety Director is unable to serve as the CEO for any reason (including but not limited to a vacancy in the position of Safety Director), an Acting Code Enforcement Officer shall be appointed by the County Legislature. The Acting CEO shall, during the term of their appointment, exercise all powers and fulfill all duties conferred upon the CEO by this local law. Said Acting CEO shall possess background experience related to building construction or fire prevention and shall, within the time prescribed by law, obtain such basic training, in-service training, advanced in-service training, and other training as the State of New York shall require for code enforcement personnel, and the Code Enforcement Officer shall obtain certification from the Department of State pursuant to the Executive Law and the regulations promulgated thereunder. The compensation for the Acting CEO shall be fixed by the County Legislature at the time of appointment.

Section 5. CONSTRUCTION INSPECTIONS

A. Work shall remain accessible and exposed until inspected and accepted by the Code Enforcement Officer or by an Inspector authorized by the Code Enforcement Officer. The Owner shall notify the Code Enforcement Officer when any element of work described in subdivision (b) of this section is ready for inspection.

B. The following elements of the construction process shall be inspected, where applicable:

1. Work site prior to the issuance of a Building Permit;
2. Footing and foundation;
3. Preparation for concrete slab;
4. Framing;
5. Structural, electrical, plumbing, mechanical, fire-protection, and other similar servicesystems of the building;
6. Fire resistant construction;
7. Fire resistant penetrations;
8. Solid fuel burning heating appliances, chimneys, flues, or gas vents;
9. inspections required to demonstrate Energy Code compliance, including but not limited to insulation, fenestration, air leakage, system controls, mechanical equipment size, and, where required, minimum fan efficiencies, programmable thermostats, energy recovery, whole-house ventilation, plumbing heat traps, and high-performance lighting and controls;
10. Installation, connection, and assembly of factor manufactured buildings and manufactured homes; and
11. A final inspection after all work authorized by the Building Permit has been

completed.

C. After inspection, the work or a portion thereof shall be noted as satisfactory as completed, or the Owner shall be notified as to the manner in which the work fails to comply with the Uniform Code or Energy Code, including a citation to the specific code provision or provisions that have not been met. Work not in compliance with any applicable provision of the Uniform Code or Energy Code shall remain exposed until such work shall have been brought into compliance with all applicable provisions of the Uniform Code and the Energy Code, reinspected, and found satisfactory as completed.

SECTION 6. STOP WORK ORDERS.

A. The Code Enforcement Officer is authorized to issue Stop Work Orders pursuant to this section. The Code Enforcement Officer shall issue a Stop Work Order to halt:

1. Any work that is determined by the Code Enforcement Officer to be contrary to any applicable provision of the Uniform Code or Energy Code, without regard to whether such work is or is not work for which a Building Permit is required, and without regard to whether a Building Permit has or has not been issued for such work; or

2. Any work that is being conducted in a dangerous or unsafe manner in the opinion of the Code Enforcement Officer, without regard to whether such work is or is not work for which a Building Permit is required, and without regard to whether a Building Permit has or has not been issued for such work; or

3. Any work for which a Building Permit is required which is being performed without the required Building Permit, or under a Building Permit that has become invalid, has expired, or has been suspended or revoked.

B. Stop Work Orders shall (1) be in writing, (2) be dated and signed by the Code Enforcement Officer, (3) state the reason or reasons for issuance, and (4) if applicable, state the conditions which must be satisfied before work will be permitted to resume.

C. The Code Enforcement Officer shall cause the Stop Work Order, or a copy thereof, to be served on the owner of the affected property (and, if the owner is not the Permit Holder, on the Permit Holder) personally or by certified mail. The Code Enforcement Officer shall be permitted, but not required, to cause the Stop Work Order, or a copy thereof, to be served on any builder, architect, tenant, contractor, subcontractor, construction superintendent, or their agents, or any other Person taking part or assisting in work affected by the Stop Work Order, personally or by certified mail; provided, however, that failure to serve any Person mentioned in this sentence shall not affect the efficacy of the Stop Work Order.

D. Upon the issuance of a Stop Work Order, the owner of the affected property, the Permit Holder, and any other Person performing, taking part in, or assisting in the work shall immediately cease all work which is the subject of the Stop Work Order, other than work expressly authorized by the Code Enforcement Officer to correct the reason for issuing the Stop Work Order.

E. The issuance of a Stop Work Order shall not be the exclusive remedy available to address any event described in subdivision A of this section, and the authority to issue a Stop Work Order shall be in addition to, and not in substitution for or limitation of, the right and authority to pursue any other remedy or impose any other penalty under section 11 (Violations) of this local law or under

any other applicable local law or State law. Any such other remedy or penalty may be pursued at any time, whether prior to, at the time of, or after the issuance of a Stop Work Order.

SECTION 7. CERTIFICATES OF OCCUPANCY AND CERTIFICATES OF COMPLIANCE

A. A Certificate of Occupancy or Certificate of Compliance shall be required for any work which is the subject of a Building Permit and for all structures, buildings, or portions thereof, which are converted from one use or occupancy classification or subclassification to another. Permission to use or occupy a building or structure, or portion thereof, for which a Building Permit was previously issued shall be granted only by issuance of a Certificate of Occupancy or Certificate of Compliance.

B. The Code Enforcement Officer shall issue a Certificate of Occupancy or Certificate of Compliance if the work which was the subject of the Building Permit was completed in accordance with all applicable provisions of the Uniform Code and Energy Code and, if applicable, that the structure, building or portion thereof that was converted from one use or occupancy classification or subclassification to another complies with all applicable provisions of the Uniform Code and Energy Code. The Code Enforcement Officer or an Inspector authorized by the Code Enforcement Officer shall inspect the building, structure, or work prior to the issuance of a Certificate of Occupancy or Certificate of Compliance. In addition, where applicable, the following documents, prepared in accordance with the provisions of the Uniform Code by such person or persons as may be designated by or otherwise acceptable to the Code Enforcement Officer, at the expense of the applicant for the Certificate of Occupancy or Certificate of Compliance, shall be provided to the Code Enforcement Officer prior to the issuance of the Certificate of Occupancy or Certificate of Compliance:

1. A written statement of structural observations and/or a final report of special inspections,
2. Flood hazard certifications,
3. A written statement of the results of tests performed to show compliance with the Energy Code, and
4. Where applicable, the affixation of the appropriate seals, insignias, and manufacturer's data plates as required for factory manufactured buildings and/or manufactured homes.

C. Contents of Certificates of Occupancy and Certificates of Compliance. A Certificate of Occupancy or Certificate of Compliance shall contain the following information:

1. The Building Permit number, if any;
2. The date of issuance of the Building Permit, if any;
3. The name (if any), address and tax map number of the property;
4. If the Certificate of Occupancy or Certificate of Compliance is not applicable to an entire structure, a description of that portion of the structure for which the Certificate of Occupancy or Certificate of Compliance is issued;
5. The use and occupancy classification of the structure;
6. The type of construction of the structure;
7. The occupant load of the assembly areas in the structure, if any;
8. Any special conditions imposed in connection with the issuance of the Building

Permit; and

9. The signature of the Code Enforcement Officer issuing the Certificate of Occupancy or Certificate of Compliance and the date of issuance.

D. Temporary Certificate of Occupancy. The Code Enforcement Officer shall be permitted to issue a Temporary Certificate of Occupancy allowing the temporary occupancy of a building or structure, or a portion thereof, prior to completion of the work which is the subject of a Building Permit. However, in no event shall the Code Enforcement Officer issue a Temporary Certificate of Occupancy unless the Code Enforcement Officer determines (1) that the building or structure, or the portion thereof covered by the Temporary Certificate of Occupancy, may be occupied safely, (2) that any required fire and life safety components, such as fire protection equipment and fire, smoke, carbon monoxide, and heat detectors and alarms are installed and operational, and (3) that all required means of egress from the structure have been provided. The Code Enforcement Officer may include in a Temporary Certificate of Occupancy such terms and conditions as he or she deems necessary or appropriate to ensure the health and safety of the persons occupying and using the building or structure and/or performing further construction work in the building or structure. A Temporary Certificate of Occupancy shall be effective for a period of time, not to exceed six (6) months, which shall be determined by the Code Enforcement Officer and specified in the Temporary Certificate of Occupancy. During the specified period of effectiveness of the Temporary Certificate of Occupancy, the Permit Holder shall undertake to bring the building or structure into full compliance with all applicable provisions of the Uniform Code and the Energy Code.

E. Revocation or suspension of certificates. If the Code Enforcement Officer determines that a Certificate of Occupancy, Certification of Compliance, or a Temporary Certificate of Occupancy was issued in error or on the basis of incorrect information, and if the relevant deficiencies are not corrected to the satisfaction of the Code Enforcement Officer within such period of time as shall be specified by the Code Enforcement Officer, the Code Enforcement Officer shall revoke or suspend such certificate.

SECTION 8. UNSAFE BUILDINGS, STRUCTURES, AND EQUIPMENT AND CONDITIONS OF IMMINENT DANGER

Unsafe buildings, structures, and equipment and conditions of imminent danger and in the custody of Cortland County shall be identified and addressed in accordance with all applicable laws.

SECTION 9. COMPLAINTS

The Code Enforcement Officer shall review and investigate complaints which allege or assert the existence of conditions or activities that fail to comply with the Uniform Code, the Energy Code, this local law, or any other local law or regulation adopted for administration and enforcement of the Uniform Code or the Energy Code. The process for responding to a complaint shall include such of the following steps as the Code Enforcement Officer may deem to be appropriate:

- A. performing an inspection of the conditions and/or activities alleged to be in violation, and documenting the results of such inspection;
- B. if a violation is found to exist, providing the owner of the affected property and any other Person who may be responsible for the violation with notice of the violation and opportunity to abate, correct or cure the violation, or otherwise proceeding in the manner described in section 17 (Violations) of this local law;

C. if appropriate, issuing a Stop Work Order; and/or

D. if a violation which was found to exist is abated or corrected, performing an inspection to ensure that the violation has been abated or corrected, preparing a final written report reflecting such abatement or correction, and filing such report with the complaint.

SECTION 10. RECORD KEEPING

A. The CEO shall keep permanent official records of all transactions and activities conducted in relation to this local law, including records of:

1. All applications received, reviewed and approved or denied;

2. All plans, specifications and construction documents approved;

3. All Building Permits, Certificates of Occupancy, Certificates of Compliance, Temporary Certificates, Stop Work Orders, and Operating Permits issued;

4. All inspections and tests performed;

5. All statements and reports issued;

6. All complaints received;

7. All investigations conducted;

8. All condition assessment reports received;

9. All fees charged and collected; and

10. All other features and activities specified in or contemplated by this local law.

B. All such records shall be public records open for public inspection during normal business hours. All plans and records pertaining to buildings or structures, or appurtenances thereto, shall be retained for at least the minimum time period so required by State law and regulation.

SECTION 11. VIOLATIONS

A. The Code Enforcement Officer is authorized to order in writing the remedying of any condition or activity found to exist in, on or about any building, structure, or premises in violation of the Uniform Code, the Energy Code, or this local law. An Order to Remedy shall be in writing; shall be dated and signed by the Code Enforcement Officer; shall specify the condition or activity that violates the Uniform Code, the Energy Code, or this local law; shall specify the provision or provisions of the Uniform Code, the Energy Code, or this local law which is/are violated by the specified condition or activity; and shall include a statement substantially similar to the following:

“The person or entity served with this Order to Remedy must completely remedy each violation described in this Order to Remedy by _____ [specify date], which is thirty (30) days after the date of this Order to Remedy.”

The Order to Remedy may include provisions ordering the person or entity served with such Order to Remedy (1) to begin to remedy the violations described in the Order to Remedy immediately, or within some other specified period of time which may be less than thirty (30) days; to continue diligently to remedy such violations until each such violation is fully remedied; and, in any event, to complete the remedying of all such violations within thirty (30) days of the date of such Order to Remedy; and/or (2) to take such other protective actions (such as vacating the building or barricading the area where the violations exist) which are authorized by this local law or by any other applicable statute, regulation, rule, local law or ordinance, and which the Code Enforcement Officer may deem appropriate, during the period while such violations are being remedied. The Code Enforcement Officer shall cause the Order to Remedy, or a copy thereof, to be served on the owner of the affected property personally or by registered mail or certified mail within five (5) days after the date of the Order to Remedy. The Code Enforcement Officer shall be permitted, but not required, to cause the Order to Remedy, or a copy thereof, to be served on any builder, architect, tenant, contractor, subcontractor, construction superintendent, or their agents, or any other Person taking part or assisting in work being performed at the affected property personally or by registered mail or certified mail within five (5) days after the date of the Order to Remedy; provided, however, that failure to serve any Person mentioned in this sentence shall not affect the efficacy of the Compliance Order.

B. Injunctive Relief. An action or proceeding may be instituted in the name of the County of Cortland, in a court of competent jurisdiction, to prevent, restrain, enjoin, correct, or abate any violation of, or to enforce, any provision of the Uniform Code, the Energy Code, this local law, or any term or condition of any Building Permit, Certificate of Occupancy, Certificate of Compliance, Temporary Certificate, Stop Work Order, Operating Permit, Order to Remedy, or other notice or order issued by the Code Enforcement Officer pursuant to any provision of this local law. In particular, but not by way of limitation, where the construction or use of a building or structure is in violation of any provision of the Uniform Code, the Energy Code, this local law, or any Stop Work Order, Order to Remedy or other order obtained under the Uniform Code, the Energy Code or this local law, an action or proceeding may be commenced in the name of Cortland County, in the Supreme Court or in any other court having the requisite jurisdiction, to obtain an order directing the removal of the building or structure or an abatement of the condition in violation of such provisions. No action or proceeding described in this subdivision shall be commenced without the appropriate authorization from the Cortland County Legislature.

C. No remedy or penalty specified in this section shall be the exclusive remedy or remedy available to address any violation described in this section, and each remedy or penalty specified in this section shall be in addition to, and not in substitution for or limitation of, the other remedies or penalties specified in this section, in section 6 (Stop Work Orders) of this local law, in any other section of this local law, or in any other applicable law. Any remedy or penalty specified in this section may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any other remedy or penalty specified in this section, in section 6 (Stop Work Orders) of this local law, in any other section of this local law, or in any other applicable law. In particular, but not by way of limitation, each remedy and penalty specified in this section shall be in addition to, and not in substitution for or limitation of, the penalties specified in subdivision (2) of section 382 of the Executive Law, and any remedy or penalty specified in this section may be pursued at any time, whether prior to, simultaneously with, or after the pursuit of any penalty specified in subdivision (2) of section 382 of the Executive Law.

SECTION 12. PARTIAL INVALIDITY

If any section of this local law shall be held unconstitutional, invalid, or ineffective, in whole or in part, such determination shall not be deemed to affect, impair, or invalidate the remainder of this local law.

SECTION 13. EFFECTIVE DATE

This local law shall take effect immediately upon filing in the office of the New York State Secretary of State in accordance with section 27 of the Municipal Home Rule Law.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 7

Amend 2025 Budget - Increase Education and Training for NYSAC Fall Conference - Legislature

WHEREAS, the Cortland County Legislature recognizes the value of professional development, networking, and continuing education for its members through participation in events such as the New York State Association of Counties (NYSAC) conferences; AND

WHEREAS, the Fall NYSAC Conference provides County legislators with opportunities to engage in policy discussions, receive training on emerging issues, and exchange best practices with counterparts from across New York State; AND

WHEREAS, the current 2025 Education and Training budget line in the Legislature's budget is insufficient to cover the anticipated costs for legislator attendance at the 2025 Fall NYSAC Conference; AND

WHEREAS, it is necessary to increase the Education and Training budget line to allow for full participation of interested legislators; NOW THEREFORE BE IT

RESOLVED, that the 2025 Budget for the Cortland County Legislature be amended as follows:

Increase:

A10105.54035	Education and Training	\$2,000
A.359900	Appropriated Fund Balance	\$2,000

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 8

Designate Official Newspaper

WHEREAS, Section 214 of New York State County Law requires each County Legislature to annually designate a newspaper or newspapers published within the County for the publication of all local laws, notices and other matters required by law to be published; AND

WHEREAS, due to the temporary closure and suspension of publication of *The Cortland Standard*, the Cortland County Legislature had previously designated *The Post Standard*, a newspaper published outside of Cortland County, as the official newspaper in order to comply with notice requirements during the interim period; AND

WHEREAS, *The Cortland Standard*, located at 50 Main Street, PO Box 150, Cortland, NY 13045, has resumed operations and is once again publishing within Cortland County; AND

WHEREAS, the Cortland County Legislature finds it appropriate and necessary to redesignate a newspaper that is published within the County as the official newspaper in compliance with the

requirements of County Law Section 214; NOW THEREFORE BE IT

RESOLVED, that *The Cortland Standard*, of 50 Main Street, PO Box 150, Cortland, NY 13045, be and hereby is designated as the official newspaper of Cortland County for the publication of local laws, notices, and other matters required by law to be published for the period beginning August 29, 2025 through December 31, 2025; AND BE IT FURTHER

RESOLVED, that this designation supersedes and replaces any prior designation of *The Post Standard* as the official newspaper, effective August 29, 2025; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature, in conformance with County Law Section 214, shall cause this designation to be filed with the New York State Secretary of State.

MONTHLY REPORTS

1. Board of Elections Monthly Report
2. County Clerk Monthly Report
3. County Attorney Monthly Reports
4. Safety Director Monthly Report
5. Clerk of the Legislature Monthly Reports
6. Personnel Monthly Reports

DISCUSSION ITEMS

ADJOURNMENT