



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, September 9, 2021

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:01 AM by Committee Chair, Susan Wilson

Attendee Name	Organization	Title	Status	Arrived	Departed
Sandra Price	Cortland County, NY	Committee Member	Present		
George Wagner	Cortland County, NY	Committee Vice-Chair	Present		
Linda Jones	Cortland County, NY	Committee Member	Present		
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member,	Remote		
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		
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present		
Brooke Kemak	Cortland County, NY	Deputy County Clerk	Present		
John Banewicz	Cortland County, NY	County Treasurer	Present		
Laurie Leonard	Cortland County, NY	Personnel Officer	Present		
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present		
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present		
Charles Sudbrink	Cortland County, NY	Superintendent of Highways	Present		
Christopher Newell	Cortland County, NY	Board Member	Present		11:00 AM
Valerie Puma	Cortland Standard	Reporter	Present		

MINUTES

1. Government Operations Committee - Committee Meeting - Aug 12, 2021 10:00 AM

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

RESOLUTIONS

AGENDA ITEM NO. 1 – Reallocate Salary Grade for Various Positions in the Highway Department - Highway Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/14/2021 9:00 AM
MOVER:	Sandra Price, 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.

Reallocate Salary Grade for Various Positions in the Highway Department - Highway Department

WHEREAS, the Personnel/Civil Service Office has reviewed the salary grade for many positions in the Cortland County Highway Department, AND

WHEREAS, it is recommended that the following positions, which are in the CSEA Local 812, Unit 6550 labor contract, be reallocated:

Parts Chaser: Grade 2 to Grade 5
Engineer Technician: Grade 11 to Grade 14
Motor Equipment Operator: Grade 11 to Grade 14
Landfill Equipment Operator: Grade 11 to Grade 14
Recycling Equipment Operator/Mechanic: Grade 11 to Grade 14
Sign Technician: Grade 11 to Grade 14
Airport Maintenance Worker: Grade 13 to Grade 16
Heavy Equipment Operator: Grade 13 to Grade 16
Highway Construction Mechanic: Grade 13 to Grade 16
Senior Engineering Technician: Grade 13 to Grade 16
Assistant Heavy Equipment Maintenance Mechanic: Grade 14 to Grade 17
Heavy Equipment Maintenance Mechanic: Grade 15 to Grade 18
Crew Leader: Grade 15 to Grade 18
Heavy Equipment Maintenance Supervisor: Grade 20 to Grade 21
Assistant Highway Maintenance Supervisor: Grade 23 to Grade 24
Senior Engineer: Grade 25 to Grade 26
Principal Engineer: Grade 27 to Grade 28

, NOW THEREFORE BE IT

RESOLVED, that the positions noted below are hereby reallocated in the CSEA Local 812, Unit 6550 labor contract effective September 24, 2021 at 12:01 AM as follows:

Parts Chaser, Grade 5, \$14.9573-18.7442/hr
 Engineer Technician, Grade 14, \$19.7556-24.7574/hr
 Motor Equipment Operator, Grade 14, \$19.7556-24.7574/hr
 Landfill Equipment Operator, Grade 14, \$19.7556-24.7574/hr
 Recycling Equipment Operator/Mechanic, Grade 14, \$19.7556-24.7574/hr
 Sign Technician, Grade 14, \$19.7556-24.7574/hr
 Airport Maintenance Worker, Grade 16, \$21.1408-26.4932/hr
 Heavy Equipment Operator, Grade 16, \$21.1408-26.4932/hr
 Highway Construction Mechanic, Grade 16, \$21.1408-26.4932/hr
 Senior Engineering Technician, Grade 16, \$21.1408-26.4932/hr
 Assistant Heavy Equipment Maintenance Mechanic, Grade 17, \$21.8852-27.4262
 Heavy Equipment Maintenance Mechanic, Grade 18, \$22.6675-28.4065/hr
 Crew Leader, Grade 18, \$22.6675-28.4065/hr
 Heavy Equipment Maintenance Supervisor, Grade 21, \$25.2540-31.6478/hr
 Assistant Highway Maintenance Supervisor, Grade 24, \$28.2496-35.4019/hr
 Senior Engineer, Grade 26, 30.5057-38.2292/hr
 Principal Engineer, Grade 28, \$32.9900-41.3425/hr

AGENDA ITEM NO. 2 – 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: 9/23/2021 6:00 PM
MOVER:	George Wagner, Committee Vice-Chair
SECONDER:	Eugene Waldbauer, 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. 3 – Adopt Cortland County Employee Social Media Policy

RESULT: PULLED

Next: 10/14/2021 10:00 AM

ON MOTION OF WILSON

RESOLUTION NO.

Adopt Cortland County Employee Social Media 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 guidance for employee use of social media, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the Cortland County Employee Social Media 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. 4 – Authorize County Administrator to Create Temporary Positions - Personnel Department

RESULT: APPROVED [UNANIMOUS]

Next: 9/14/2021 10:00 AM

MOVER: Eugene Waldbauer, 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.

Authorize County Administrator to Create Temporary Positions - Personnel Department

WHEREAS, Cortland County has seen an abnormal amount of employee turnover in recent years, AND

WHEREAS, the County has also experienced unusual absenteeism for many reasons, not to mention COVID-related, AND

WHEREAS, the needs of the County will be better served by allowing the County Administrator to create temporary positions as needed for not more than 90 days, with no benefits, AND

WHEREAS, these temporary positions would use titles already established, with the corresponding pay grades and starting at the lowest step, NOW THEREFORE BE IT

RESOLVED, that the County Administrator be and hereby is authorized to create these temporary positions after being reviewed by the Personnel Officer, AND BE IT FURTHER

RESOLVED, that the County Administrator will notify the Chair of the Government Operations Committee whenever a temporary positions is created.

DISCUSSION ITEMS

1. Nepotism Policy

RESULT: COMPLETED

MONTHLY REPORTS

1. Board of Elections Monthly Budget Report

RESULT: COMPLETED

2. Personnel Year to Date Budget Report August 30, 2021

RESULT: COMPLETED

3. September Vacancy Report

RESULT: COMPLETED

4. 2021 August County Clerk Report

RESULT: COMPLETED

5. County Attorney Monthly Report

RESULT: COMPLETED

6. Weights & Measures Monthly Budget Report

RESULT: COMPLETED

7. Weights and Measures August Report

RESULT: COMPLETED

8. Legislature Monthly Budget Report

RESULT: COMPLETED

9. Clerk of the Legislature Monthly Budget Report

RESULT: COMPLETED

ADJOURNMENT

The meeting was closed at 11:10 AM



Government Operations Committee

Committee Meeting

~ Minutes ~

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

1.1

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 Acceptance: Minutes of Aug 12, 2021 10:00 AM (MINUTES)

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

Minutes Acceptance: Minutes of Aug 12, 2021 10:00 AM (MINUTES)

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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Minutes Acceptance: Minutes of Aug 12, 2021 10:00 AM (MINUTES)

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

Minutes Acceptance: Minutes of Aug 12, 2021 10:00 AM (MINUTES)

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

Minutes Acceptance: Minutes of Aug 12, 2021 10:00 AM (MINUTES)

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

Minutes Acceptance: Minutes of Aug 12, 2021 10:00 AM (MINUTES)

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:

Minutes Acceptance: Minutes of Aug 12, 2021 10:00 AM (MINUTES)

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</i> <i>\$1,375.74 per month</i>		<i>\$16,508.88</i>
<i>Option Year 2: 9/1/2025 - 8/31/2026</i> <i>\$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

Minutes Acceptance: Minutes of Aug 12, 2021 10:00 AM (MINUTES)

ON MOTION OF SUSAN WILSON, COMMITTEE CHAIR**AGENDA ITEM NO. 1****Reallocate Salary Grade for Various Positions in the Highway Department - Highway Department**

WHEREAS, the Personnel/Civil Service Office has reviewed the salary grade for many positions in the Cortland County Highway Department, AND

WHEREAS, it is recommended that the following positions, which are in the CSEA Local 812, Unit 6550 labor contract, be reallocated:

Parts Chaser: Grade 2 to Grade 5
 Engineer Technician: Grade 11 to Grade 14
 Motor Equipment Operator: Grade 11 to Grade 14
 Landfill Equipment Operator: Grade 11 to Grade 14
 Recycling Equipment Operator/Mechanic: Grade 11 to Grade 14
 Sign Technician: Grade 11 to Grade 14
 Airport Maintenance Worker: Grade 13 to Grade 16
 Heavy Equipment Operator: Grade 13 to Grade 16
 Highway Construction Mechanic: Grade 13 to Grade 16
 Senior Engineering Technician: Grade 13 to Grade 16
 Assistant Heavy Equipment Maintenance Mechanic: Grade 14 to Grade 17
 Heavy Equipment Maintenance Mechanic: Grade 15 to Grade 18
 Crew Leader: Grade 15 to Grade 18
 Heavy Equipment Maintenance Supervisor: Grade 20 to Grade 21
 Assistant Highway Maintenance Supervisor: Grade 23 to Grade 24
 Senior Engineer: Grade 25 to Grade 26
 Principal Engineer: Grade 27 to Grade 28

, NOW THEREFORE BE IT

RESOLVED, that the positions noted below are hereby reallocated in the CSEA Local 812, Unit 6550 labor contract effective September 24, 2021 at 12:01 AM as follows:

Parts Chaser, Grade 5, \$14.9573-18.7442/hr
 Engineer Technician, Grade 14, \$19.7556-24.7574/hr
 Motor Equipment Operator, Grade 14, \$19.7556-24.7574/hr
 Landfill Equipment Operator, Grade 14, \$19.7556-24.7574/hr
 Recycling Equipment Operator/Mechanic, Grade 14, \$19.7556-24.7574/hr
 Sign Technician, Grade 14, \$19.7556-24.7574/hr
 Airport Maintenance Worker, Grade 16, \$21.1408-26.4932/hr
 Heavy Equipment Operator, Grade 16, \$21.1408-26.4932/hr
 Highway Construction Mechanic, Grade 16, \$21.1408-26.4932/hr
 Senior Engineering Technician, Grade 16, \$21.1408-26.4932/hr
 Assistant Heavy Equipment Maintenance Mechanic, Grade 17, \$21.8852-27.4262
 Heavy Equipment Maintenance Mechanic, Grade 18, \$22.6675-28.4065/hr
 Crew Leader, Grade 18, \$22.6675-28.4065/hr
 Heavy Equipment Maintenance Supervisor, Grade 21, \$25.2540-31.6478/hr
 Assistant Highway Maintenance Supervisor, Grade 24, \$28.2496-35.4019/hr
 Senior Engineer, Grade 26, 30.5057-38.2292/hr
 Principal Engineer, Grade 28, \$32.9900-41.3425/hr

ON MOTION OF SUSAN WILSON, COMMITTEE CHAIR

AGENDA ITEM NO. 2

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

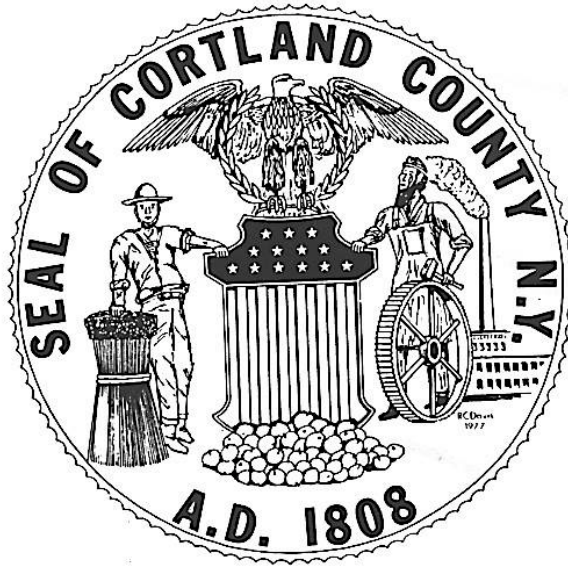
WHEREAS, Local Law No.1 of 1971 established the Cortland County Code of Ethics, AND

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.



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	Deputy Director of Information Technology
Clerk, Board of Legislature	Public Defender
Deputy Clerk, Board of Legislature	Chief Assistant Public Defender
County Attorney	County Coroners
Chief Assistant County Attorney	District Attorney
Director of Veteran's Services	Chief Assistant District Attorney
County Clerk	Supervisor, Solid Waste Management
Deputy County Clerk(s)	Grant Administrator
Director of Finance	Administrative Services Manager
Deputy Director of Finance	Employment and Training Director
Manager of Audit and Financial Projects	Plan Administrator (Assigned Counsel)
County Treasurer	Director of Emergency Response and
Superintendent of Highways	Communication
Deputy Superintendent of Highways	Deputy Director of Emergency Response
Director of Community Services (Mental Health)	and Communication
Personnel Officer	Probation Director II
Deputy Personnel Officer	Commissioners of Election
Commissioner of Social Services	Public Health Director
Deputy Commissioner(s) of Social Services	Deputy Director Public Health
Director of Social Services (Administrative Services)	Director of Environmental Health
Chief Social Services Attorney(s)	Director of Planning
Sheriff	County Administrator
Undersheriff	Director, Real Property Tax Service Agency
Director of Information and Technology	Director of Weights and Measures (Sealer)
Director of Area Agency on Aging	Superintendent of Buildings and Grounds
Assistant Director of Area Agency on Aging	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

ON MOTION OF SUSAN WILSON, COMMITTEE CHAIR**Adopt Cortland County Employee Social Media 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 guidance for employee use of social media, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the Cortland County Employee Social Media 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.

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 when~~ posting material that could be considered ~~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 ~~might~~ 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 their 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 spokespersons².
- 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 not allowed~~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.

ON MOTION OF SUSAN WILSON, COMMITTEE CHAIR**AGENDA ITEM NO. 4****Authorize County Administrator to Create Temporary Positions - Personnel Department**

WHEREAS, Cortland County has seen an abnormal amount of employee turnover in recent years, AND

WHEREAS, the County has also experienced unusual absenteeism for many reasons, not to mention COVID-related, AND

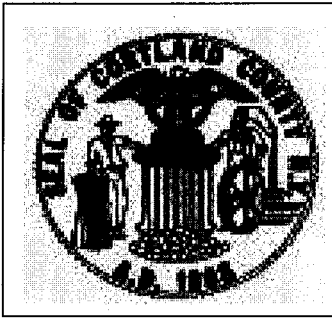
WHEREAS, the needs of the County will be better served by allowing the County Administrator to create temporary positions as needed for not more than 90 days, with no benefits, AND

WHEREAS, these temporary positions would use titles already established, with the corresponding pay grades and starting at the lowest step, NOW THEREFORE BE IT

RESOLVED, that the County Administrator be and hereby is authorized to create these temporary positions after being reviewed by the Personnel Officer, AND BE IT FURTHER

RESOLVED, that the County Administrator will notify the Chair of the Government Operations Committee whenever a temporary positions is created.

DRAFT



County of Cortland County

60 Central Avenue
Cortland, NY 13045
Phone: (607) 753-5076
Fax: (607) 758-5517
www.cortland-co.org

Cortland County

Policy and Procedures **Nepotism Policy**

1. **Purpose:**

This policy is designed to guard against employment relations from which nepotism or charges of nepotism might arise, to assure reliability and appearance of fairness in the best interest of the County, to assure and maintain accountability and to avoid the potential for employment related conflicts of interest.

2. **Policy:**

It is the policy of the Cortland County not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status. Notwithstanding this policy, no person shall be appointed or employed in any position in the County if such appointment or employment would cause the employee to come under the supervision of a relative, either directly or through a chain of authority. Further, no person shall hold a position where they would be responsible for auditing or evaluating the work of a relative.

3. **Application:**

This policy applies to all categories of employment, including full and part time, temporary, casual or seasonal appointments, **volunteers and interns** within all Departments/divisions of the County. This section does not prohibit the appointment, in the competitive service, of a individual if (1) the individual is within reach for selection from an appropriate certified eligibility list and (2) an equally qualified alternative selection cannot be made from the certified eligibility list.

4. **Definitions:**

1. Relative: ~~Includes individuals who are related by blood, marriage or adoption including the following: parent, child, spouse,~~

brother, sister, grandparent, grandchild, adopted or foster child, in-laws and step-relationships.

A parent, step-parent, spouse, domestic partner, sibling, step-sibling, sibling's spouse, natural, adopted or foster child, step-child, grandparent, parent of spouse or domestic partner; including in-laws and members of the household of an employee, and individuals having these relationships to the spouse of the employee.

2. **Employee:** All persons filling positions of any rank within County government, including elected or appointed officials, paid staff, volunteers, interns, and members of any administrative board, commission or agency of that government.
3. **Supervision:** Shall mean any employee, regardless of job description or title, having authority (or practical power) in the interest of the employer to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, **approve/deny use of leave accruals** or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend this action, if, in the connection with the foregoing, the exercise of this authority is not of a merely routine or clerical nature, but requires the use of independent judgment.
4. **Conflict of Interest** For the purpose of this policy, a conflict of interest shall mean a situation in which the employee of the relative would be in a position to affect the terms and conditions of one another's employment, including making decisions about work assignments, compensation, **approval/deny use of leave accruals discipline, advancement or performance evaluation.**
5. **Nepotism:** The practice among those with power or influence of favoring relatives or friends, especially by giving them jobs.

5. Procedure:

Employment of Relatives:

Cortland County permits members of the same family to work at the County. However, the County will not authorize employment would result in nepotism or in a possible conflict of interest.

- A. Except as otherwise required by law, a relative of a current Cortland County employee may not be employed under any of the following circumstances:

1. No employee may supervise or be supervised by a relative directly or indirectly. For example: No employee of a department may be related to the Department Head. However, an employee in Unit A of a department may be related to the Director of Unit B, provided the Director has no direct or indirect supervisory responsibility over Unit A.
2. Relatives of members of the Mental Health Community Services Board, the Board of Health and the Assigned Counsel Plan (ACP) Committee may not be employed in the respective departments.
3. An employee cannot participate or have influence in any decision (formally or informally) or use his/her position to secure any decision, that affects the hiring/appointment, continuation, implementation, termination, compensation, benefits, evaluations, promotions, disciplinary actions, or terms and conditions of a relative's employment.
4. Relatives shall not be employed in the same department if the Department Head determines that safety, efficiency, morale, or administration of the department's operation is adversely affected.
5. When other circumstances exist that may lead to potential conflicts of interest of one or both parties in the best interest of Cortland County.
6. Any pre-existing relative relationships that predate this policy shall be exempt under this policy. However, if the existing employment relationship is changed so that this conflict no longer exists, i.e., the relative is in a position that no longer directly reports to the relative supervisor, this policy will apply for future employment decisions. Resolution No. 385-03 adopted 8-12-03 Revised 2-13-15.

Post-Employment Relationships

- B. If two (2) employees subsequently begin a personal relationship (i.e., dating, cohabitation or becomes a relative as defined in Section 4), or one that in the County's judgement creates potential conflicts of interest or the perception of favoritism:
 1. It is the responsibility and obligation of the employees involved to disclose the existence of the relationship to their *Department Head and Personnel Officer.

2. The *Department Head in conjunction with the Personnel Officer shall make reasonable efforts to minimize problems and reserves the right to address the concern through reassignment of duties or relocating.

NOTE:

When* is used in Section B&C substitute with:

Chairman of Standing Committee to whom the department head reports, if department head is the employee who has the relative* (as defined by this policy) relationship and/or has a post-employment relationship.

Policy Exceptions

- C. Any exceptions to the above policy required to fill positions (including volunteers and interns) must adhere to the following requirements prior to any offers of employment or appointment:

1. The *Department Head and the Personnel Officer are to create a written Nepotism Compliance Plan and Agreement that describes the situation warranting an exception, outlines the plan to address and avoid conflicts of interest and nepotism, and must include the signatures of all affected parties involved, *Department Head, the Personnel Officer. See Attachment A for general plan outline. This may need to be adapted to suit different circumstances.
2. The Nepotism Plan and Agreement proposed by the Department Head and Personnel Officer is forwarded to the County Administrator for approval. The County Administrator in consultation with the County Attorney and the Chairman of the Legislator, shall have the final authority and responsibility for determining if a potential for adverse impact exists or does not exist; and deciding whether to approve the appointment or promotion of the applicant or employee.

Any pre-existing Post-Employment Relationship that pre-dates this policy shall be exempt under this policy. However, if the existing employment relationship is changed so that this conflict no longer exists i.e., the employee is in a position that no longer directly reports to the employee supervisor, this policy will apply for future employment decision.

- ~~7. The County shall employ no person in any position that places such person under supervision of another employee to whom such person is a relative. Exceptions may be approved, by the County Administrator, for employment that would be for the benefit of the County.~~
- ~~8. Whenever a department head proposes, as an exception to the County's policy, to employ a person or to continue the employment of a person in a position that would fall under the administrative supervision of anyone to whom the person is related in any manner specified in paragraph 1, such supervisor shall prepare a written request for approval of each appointment or continuation. This request, which shall include an alternative procedure for supervision, shall be submitted to his or her immediate supervisor for review and recommendation, through each higher supervisory level, to the County Administrator, for approval. Exceptions will only be permitted where there are unique circumstances and there is a benefit to the County.~~
- ~~9. When two existing employees marry, and a determination has been made that the potential for creating adverse impact as described above exists, the department head in conjunction with the Personnel Officer, shall make reasonable efforts to minimize problems of supervision, or safety, security or morale through reassignment of duties, relocation or transfer. The proposed plan for accommodation shall be submitted to the County Administrator for approval.~~
- ~~10. The County Administrator, in consultation with the County Attorney and the Chairman of the Legislature, shall have the final authority and responsibility for determining if a potential for adverse impact exists or does not exist, and deciding whether to approve the appointment or promotion of the applicant or employee.~~

6. Effective Date:

This policy shall become effective upon adoption by the County Legislature and applies to all future appointments and promotions of employees of Cortland County.

Reference: Resolution No. 385-03 adopted August 12, 2003.
Revised 2-13-1; January 2020

J:policies/NepotismPolicyRevJan2020

Appendix A

Nepotism Compliance Plan and Agreement
(Regarding Employment Relationships to Immediate Family Members)

It is the goal of Tompkins County to seek qualified candidates for County positions through appropriate search procedures preceding each appointment. There shall be no bars to the appointment of immediate family members in the same or different units and/or departments as long as prior to employment or appointment, an exception to Tompkins County Administrative policy 02-07 (Employment of Relatives) has been approved by the Legislative committee responsible for the Human Resources function, has been approved by the Legislative committee to which the particular Department reports, and an approved written plan to address potential conflicts of interest that may arise from that relationship has been established and agreed upon.

Background

[Insert background information regarding the situation needing an exception to policy]

Plan

In compliance with the provisions of the aforementioned policy, both of which require the establishment of a plan intended to avoid conflicts of interest that may otherwise be created by the direct or indirect supervision of family members, all parties shall agree to the following provisions:

* [List provisions of plan]

This plan is hereby memorialized in the form of a Compliance Agreement signed by all affected parties.

Agreement

This is to certify that I have read the above stated plan and agree that I fully understand the terms of that plan. I agree to abide by and enforce the elements of that plan.

Employee(s)

Date: ____/____/____

This is to certify that I have read the above stated plan and agree that I fully understand the terms of that plan. I agree to abide by and enforce the elements of that plan.

Department Head(s)

Date: ____/____/____

As County Administrator and Human Resources Commissioner, we recognize that this employment relationship requires the special written provisions provided herein and consistent oversight to ensure that decisions related to personnel matters are not based on the relationship of an immediate family member. We have discussed the responsibilities relating to the compliance with Tompkins County policy and Code of Ethics with the employees involved. We recognize that we are responsible for acting upon and coordinating the investigation of concerns regarding conflicts of interest or favoritism involving members of the same immediate family.

County Administrator

Date: ____/____/____

Human Resources Commissioner

Date: ____/____/____

As provided in the County's Code of Ethics and Administrative Policy, the Legislature's [Committee Name which Department reports] Committee and the Legislature's Budget, Capital, and Personnel Committee has reviewed and approved the above stated plan.

[Committee Name] Committee Chair

Date: ____/____/____

Budget, Capital, and Personnel Committee Chair

Date: ____/____/____

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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	51,535.63	.00	31,690.37	61.9%
A14505	51010 PART-TIME PAY	63,688	0	63,688	44,453.42	.00	19,234.58	69.8%
A14505	51015 TEMP PAY	35,000	0	35,000	7,550.00	.00	27,450.00	21.6%
A14505	51020 OVERTIME PAY	0	0	0	693.14	.00	-693.14	100.0%*
A14505	54000 TELEPHONE	8,000	-90	7,910	1,509.38	582.28	5,818.34	26.4%
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	174.73	873.68	41.8%
A14505	54020 POSTAGE	42,000	-399	41,601	5,885.13	.00	35,715.87	14.1%
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	10,398.86	.00	54,596.14	16.0%
A14505	54060 LEGAL NOTICES / AD	3,000	0	3,000	.00	.00	3,000.00	.0%
A14505	54065 EQUIP RENT / LEASE	63,295	1,000	64,295	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	666.32	.00	573.68	53.7%
A14505	58020 RETIREMENT	16,110	0	16,110	.00	.00	16,110.00	.0%
A14505	58030 FICA	11,239	0	11,239	7,726.88	.00	3,512.12	68.8%

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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	9,824.98	.00	12,715.31	43.6%
A14505	58062	DENTAL INS	271	0	271	177.48	.00	93.24	65.6%
A14505	58065	VISION CARE BENEFIT	59	0	59	38.25	.00	20.55	65.1%
TOTAL ELECTIONS			527,520	0	527,520	258,127.01	757.01	268,636.29	49.1%
TOTAL GENERAL FUND			524,220	0	524,220	232,758.41	757.01	290,704.89	44.5%
TOTAL REVENUES			-3,300	0	-3,300	-25,368.60	.00	22,068.60	
TOTAL EXPENSES			527,520	0	527,520	258,127.01	757.01	268,636.29	

FOR 2021 12

ACCOUNTS FOR:		ORIGINAL	TRANSFRS/ ADJUSTMTS	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
A14305	PERSONNEL - CIVIL SERVICE	APPROP		BUDGET			BUDGET	USED
A14305 51005	PERSONAL SERVICES	314,405.31	.00	314,405.31	169,267.08	.00	145,138.23	53.8%
A14305 51020	OVERTIME PAY	1,000.00	.00	1,000.00	616.12	.00	383.88	61.6%
A14305 51035	OTHER COMPENSATION	.00	.00	.00	17,248.46	.00	-17,248.46	100.0%*
A14305 54000	TELEPHONE	1,264.00	.00	1,264.00	861.02	.00	402.98	68.1%
A14305 54001	PRINTING/COPYING	400.00	.00	400.00	.00	.00	400.00	.0%
A14305 54005	Office Materials &	2,000.00	200.00	2,200.00	1,416.15	437.56	346.29	84.3%
A14305 54020	POSTAGE	3,500.00	.00	3,500.00	1,641.89	.00	1,858.11	46.9%
A14305 54035	EDUCATION & TRAINI	500.00	.00	500.00	.00	.00	500.00	.0%
A14305 54040	ASSOC/MEMBERSHIP D	1,300.00	.00	1,300.00	544.00	.00	756.00	41.8%
A14305 54041	PUBLICATIONS	1,400.00	-500.00	900.00	581.94	.00	318.06	64.7%
A14305 54045	Travel & Sustenanc	500.00	500.00	1,000.00	17.92	.00	982.08	1.8%
A14305 54055	PROFESSIONAL SERVI	.00	8,000.00	8,000.00	6,114.50	.00	1,885.50	76.4%
A14305 54060	LEGAL NOTICES / AD	4,500.00	.00	4,500.00	2,783.96	1,285.26	430.78	90.4%
A14305 54063	LEGAL FEES	60,000.00	-8,000.00	52,000.00	45,820.25	5,343.00	836.75	98.4%
A14305 54070	INSURANCE	2,401.35	.00	2,401.35	2,493.20	.00	-91.85	103.8%*
A14305 54075	OFFICE EQUIPMENT	200.00	-200.00	.00	.00	.00	.00	.0%
A14305 54213	I/D COPIER	1,678.00	.00	1,678.00	990.61	.00	687.39	59.0%
A14305 54380	EMPLOYEES EXPENSES	25,168.00	-25,168.00	.00	.00	.00	5,522.50	.0%
A14305 54444	FEES & PERMITS	5,522.50	.00	5,522.50	15,752.60	2,557.40	11,858.00	60.7%
A14305 54615	CONTRACTED MEDICAL	5,000.00	25,168.00	30,168.00	.00	.00	44,056.07	.0%
A14305 58020	RETIREMENT	44,056.07	.00	44,056.07	13,334.73	.00	10,738.78	55.4%
A14305 58030	FICA	24,073.51	.00	24,073.51	12,129.10	.00	-159.10	101.3%*
A14305 58040	WORKERS COMP	11,970.00	.00	11,970.00	44,059.59	.00	44,068.23	50.0%
A14305 58060	HEALTH INS	88,127.82	.00	88,127.82	223.69	.00	317.75	41.3%
A14305 58062	DENTAL INS	541.44	.00	541.44	48.20	.00	69.40	41.0%
A14305 58065	VISION CARE BENEFI	117.60	.00	117.60	.00	.00	.00	.0%
TOTAL PERSONNEL - CIVIL SERVICE		599,625.60	.00	599,625.60	335,945.01	9,623.22	254,057.37	57.6%
TOTAL EXPENSES		599,625.60	.00	599,625.60	335,945.01	9,623.22	254,057.37	

POSITION VACANCY REPORT

As of September 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	9/7/2021	Cathy Caputo	*
Driver Grade 2 \$13.0996-\$16.4161/hr	Aging	Resignation	6/25/2021	7/7/2021	7/7/2021	7/7/2021	8/2/2021	Paul Powers	*
Secretary II Grade 2 \$18.6797-\$22.7267/hr	Aging	Transfer to Public Def.	8/23/2021	8/23/2021	8/23/2021	8/23/2021	Posted		*
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	9/7/2021	Tessa Skinner	*
Custodian Grade 3 \$13.8805-\$17.3948/hr	Building & Grounds	Resignation	4/16/2021	5/17/2021	5/19/2021	5/19/2021	8/9/2021	Symantha Smith	*
Custodian Grade 3 \$13.8805-\$17.3948/hr	Building & Grounds	Removal	5/17/2021	5/17/2021	5/19/2021	5/19/2021	8/16/2021	Jeffrey Zeeuw	*
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	Removed	Abolished	*
Executive Assistant to the Co Adm Grade 10 \$44,607-\$54,272/yr	County Administrator	New	8/27/2021	8/26/2021	Approved by resolution	8/26/2021	Posted		*
Keyboard Specialist Grade 5 \$14.9573-\$18.7442/hr	County Attorney	Resignation	4/30/2020	3/25/2020	3/25/2020				*
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
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	9/7/2021	Colleen O'Neill	*
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		*

Attachment: September 2021 (9857 : September Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of September 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	Resignation	5/21/2021	5/10/2021	5/11/2021	5/11/2021	8/2/2021	Lilly Coriano	*
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	Promotion	6/27/2021	5/11/2021	5/12/2021	5/12/2021	Canvass/Post		*
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		*
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		*
Case Aide Grade 7 \$15.8497-\$19.8626/hr	DSS	Resignation	8/9/2021	7/26/2021	8/11/2021	8/11/2021	Posted		*
Caseworker Grade 17 \$21.8852-\$27.4262/hr	DSS	Resignation	8/13/2021	7/23/2021	7/26/2021	7/26/2021	Posted		*
Support Investigator Grade 10 \$17.3628-\$21.7588/hr	DSS	Resignation	8/20/2021	8/2/2021	8/2/2021	8/2/2021	Cert/Post		*
Social Welfare Examiner Trainee Grade 9 \$16.8308-\$21.0920/hr	DSS	Resignation	8/20/2021	8/11/2021	8/11/2021	8/11/2021	Posted		*
Secretary to the Commiss. Of DSS Grade 2 \$18.6797-\$22.7267/hr	DSS	Resignation	8/24/2021	8/11/2021	8/11/2021	8/11/2021	Posted		*
Caseworker Grade 17 \$21.8852-\$27.4262/hr	DSS	Resignation	8/27/2021	8/11/2021	8/11/2021	8/11/2021	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		*

Attachment: September 2021 (9857 : September Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of September 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
Social Welfare Manager Grade 17 \$21.8852-\$27.4262/hr	DSS	Retirement	10/29/2021	8/13/2021	8/16/2021	8/16/2021	Cert/Post		*
Senior Social Welfare Examiner Grade 12 \$18.4991-\$23.1828/hr	DSS	Promotion	10/29/2021	8/13/2021	8/16/2021	8/16/2021	Cert/Post		*
Social Welfare Examiner Trainee Grade 9 \$16.8308-\$21.0920/hr	DSS	Promotion	10/29/2021	8/13/2021	8/16/2021	8/16/2021	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	8/16/2021	Cassidy Tiska	*
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	7/26/2021	Suzanne Osterhoudt	*
Public Health Educator Grade 16 \$21.1408-\$26.4932/hr	Health	Resignation	8/6/2021	7/27/2021	7/27/2021	7/27/2021	8/30/2021	Nicole Koekebacker	Grant Funded
Public Health Educator Grade 16 \$21.1408-\$26.4932/hr	Health	Resignation	8/6/2021	8/23/2021	8/23/2021	8/23/2021	Posted		*
Epidemiology Manager Grade 6 \$59,571-\$72,477/yr	Health	New	8/27/2021	8/26/2021	Approved by resolution	8/26/2021	Posted		Grant Funded
PHN \$30.0662-\$35.2175/hr	Health	New	8/27/2021	8/26/2021	Approved by resolution	8/26/2021	Posted		Grant Funded
Principal Account Clerk Grade 13 \$19.1113-\$23.9499/hr	Health	New	8/27/2021	8/26/2021	Approved by resolution	8/26/2021	Posted		*
Public Health Director Grade 1 \$85,522-\$104,050/YR	Health	Temporary		2/8/2020	2/18/2020	2/18/2020	Posted		*

Attachment: September 2021 (9857 : September Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of September 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
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		*
Seasonal Aides \$13.50/hr	Highway	5 Temporary Positions	May-21	3/8/2021	3/9/2021	3/9/2021	Removed	Season Over	*
Wade Pool Attendants \$13.50/hr	Highway	2 Temporary Positions	May-21	3/8/2021	3/9/2021	3/9/2021	Removed	Season Over	*
Park Attendants \$13.50/hr	Highway	5 Temporary Positions	May-21	3/8/2021	3/9/2021	3/9/2021	Removed	Season Over	*
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		*
Motor Equipment Operator Grade 11 \$17.9178-\$22.4542/hr	Highway	Resignation	8/5/2021	8/3/2021	8/4/2021	8/4/2021	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	8/30/2021	Patricia Dawson	*
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		1 **
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		*

Attachment: September 2021 (9857 : September Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of September 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
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		*
Deputy Personnel Officer Grade 6 \$59,571-\$72,477/yr	Personnel	Promotion	5/28/2021	8/9/2021	8/9/2021	8/9/2021	8/24/2021	Pamela Abbott	*
Personnel Technician Trainee Grade 4 \$20,2040-\$24,5813/hr	Personnel	Promotion	8/24/2021	8/9/2021	8/9/2021	8/9/2021	Posted		*
Personnel Technician Trainee Grade 4 \$20,2040-\$24,5813/hr	Personnel	New	5/28/2021	5/27/2021	Approved by resolution	5/27/2021	Removed	Backfill promotion	*
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	*
Probation Officer/Trainee Grade 15 \$20,4342-\$25,6078/hr Grade 17 \$21,8852-\$27,4262/hr	Probation	Resignation	9/1/2021	8/26/2021	8/26/2021	8/30/2021	Canvass		*
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	8/12/2021	Melissa Ballowe Smith	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	8/23/2021	Lisa Knapp	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
Investigator (Public Defender) Grade 2 \$18,6797-\$22,7267/hr	Public Defender	Resignation	8/12/2021	8/16/2021	8/17/2021	8/18/2021	Posted		*
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		*

Attachment: September 2021 (9857 : September Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of September 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	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		*
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 Officer (Deputy Sheriff) CPO \$20.1069-\$32.1663/hr	Sheriff	Promotion	7/14/2021	6/21/2021	6/22/2021	6/29/2021			*

Attachment: September 2021 (9857 : September Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

County Clerk Monthly Report: August 2021 (66.67%)

	<u>YTD 2019</u>	<u>YTD 2020</u>	<u>YTD 2021</u>
Clerk Fees	262,861.66	251,061	328,610
DMV Fees	329,681.93	220,688	272,276
User Fee	182,215.52	165,021	204,522
Internet Fee	4884.54	7945	15,013
Local Mtg Tax	175,616.54	230,659	292,169
DWI Fines	8092.18	3,873	5,200
Mtg Tax Exp	41,543.76	41,544	41,544
 TOTAL	 1,004,896.13	 920,791	 1,159,334
% OF Est Rev	65.00%	61.23%	79%
Est Rev	1,545,616.00	1,503,816	1,474,216.00
Actual Rev	1,523,808.39	1,555,190.00	TBD

Prepared, entered and submitted Budget for 2022

Continuing with appointments at DMV but do allow many customers
access without making an appointment
Work order placed to prevent customers from entering the drivethrough
without proper height clearance
Chaired court committee and webex meeting for NYSACC

Attachment: 2021 August Co Clerk Report (9875 : 2021 August County Clerk Report)

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 08

ACCOUNTS FOR:
GENERAL FUND

ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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A14105 COUNTY CLERK

A14105 43060 19LGG RECORDS MANAG	0	-28,572	-28,572	-28,572.00	.00	82,191.39	100.0%
A14105 51005 PERSONAL SERVICES	224,057	0	224,057	141,865.39	.00	-391.21	63.3%
A14105 51035 OTHER COMPENSATION	0	0	0	391.21	.00	471.68	100.0%*
A14105 54000 TELEPHONE	981	0	981	509.32	.00	100.00	51.9%
A14105 54001 PRINTING/COPYING	1,000	0	1,000	900.00	.00	100.00	90.0%
A14105 54005 Office Materials &	5,200	0	5,200	2,814.20	.00	1,994.94	61.6%
A14105 54015 Maintenance Agreem	5,657	0	5,657	1,308.15	.00	4,348.85	23.1%
A14105 54020 POSTAGE	2,000	0	2,000	1,586.49	.00	413.51	79.3%
A14105 54040 ASSOC/MEMBERSHIP D	7,275	0	7,275	7,245.00	.00	30.00	99.6%
A14105 54045 Travel & Sustenanc	1,500	0	1,500	264.00	.00	1,236.00	17.6%
A14105 54055 PROFESSIONAL SERVI	5,000	0	5,000	2,246.06	.00	634.77	87.3%
A14105 54060 19LGG PROFESSIONAL AD	100	33,116	33,116	24,088.80	2,119.17	100.00	100.0%
A14105 54065 LEGAL NOTICES / AD	49,200	0	49,200	49,200.00	.00	100.00	100.0%
A14105 54070 EQUIP RENTAL/LEASE	3,928	0	3,928	6,013.28	.00	-2,085.28	153.1%*
A14105 54213 INSURANCE	2,052	0	2,052	1,196.86	.00	855.14	58.3%
A14105 54444 I/D COPIER	1,575	0	1,575	.00	1,575.00	.00	100.0%
A14105 58020 FEES & PERMITS	31,367	0	31,367	10,388.58	.00	31,367.00	.0%
A14105 58030 RETIREMENT	17,140	0	17,140	9,601.95	.00	6,751.42	60.6%
A14105 58040 FICA	9,476	0	9,476	23,879.99	.00	-125.95	101.3%*
A14105 58060 WORKERS COMP	36,247	0	36,247	281.90	.00	147.10	65.9%
A14105 58062 HEALTH INS	429	0	429	47.96	.00	26.04	64.8%
A14105 58065 DENTAL INS	74	0	74	.00	.00	.00	.0%
A14105 58065 VISION CARE BENEFIT	404,258	4,544	408,802	255,257.14	13,112.27	140,432.13	65.6%
TOTAL COUNTY CLERK	404,258	4,544	408,802	255,257.14	13,112.27	140,432.13	65.6%
TOTAL GENERAL FUND	404,258	4,544	408,802	255,257.14	13,112.27	140,432.13	65.6%
TOTAL REVENUES	0	-28,572	-28,572	-28,572.00	.00	.00	.0%
TOTAL EXPENSES	404,258	33,116	437,374	283,829.14	13,112.27	140,432.13	65.6%

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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 08

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	404,258	4,544	408,802	255,257.14	13,112.27	140,432.13	65.6%

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

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 08

ACCOUNTS FOR:
GENERAL FUND

ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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A14115 COUNTY CLERK - MOTOR VEHICLES

A14115 51005 PERSONAL SERVICES	300,412	0	300,412	190,854.41	.00	109,557.31	63.5%
A14115 54000 CELL & LONG/DISTAN	2,140	0	2,140	1,345.71	69.31	724.98	66.1%
A14115 54005 Office Materials &	1,300	0	1,300	263.15	.00	1,036.85	20.2%
A14115 54020 POSTAGE	2,500	0	2,500	1,752.29	.00	747.71	70.1%
A14115 54055 PROFESSIONAL SERVI	500	0	500	199.00	.00	301.00	39.8%
A14115 54060 LEGAL NOTICES / AD	100	0	100	.00	.00	100.00	.0%
A14115 54070 LIABILITY INSURANC	5,713	0	5,713	6,072.30	.00	-359.30	106.3%*
A14115 54213 I/D COPIER	849	0	849	495.32	.00	353.68	58.3%
A14115 58020 RETIREMENT	42,058	0	42,058	.00	.00	42,058.00	.0%
A14115 58030 FICA	22,982	0	22,982	13,551.67	.00	9,430.33	59.0%
A14115 58040 WORKERS COMP	16,459	0	16,459	16,677.77	.00	-218.77	101.3%*
A14115 58060 HEALTH INS	78,686	0	78,686	50,743.38	.00	27,943.06	64.5%
A14115 58062 DENTAL INS	654	0	654	368.86	.00	285.14	56.4%
A14115 58065 VISION CARE BENEFI	123	0	123	66.79	.00	56.21	54.3%
TOTAL COUNTY CLERK - MOTOR VEHICLES	474,476	0	474,476	282,390.65	69.31	192,016.20	59.5%
TOTAL GENERAL FUND	474,476	0	474,476	282,390.65	69.31	192,016.20	59.5%
TOTAL EXPENSES	474,476	0	474,476	282,390.65	69.31	192,016.20	59.5%

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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 08

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	474,476	0	474,476	282,390.65	69.31	192,016.20	59.5%

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

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 08

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	49,813.61	.00	25,488.39	66.2%
A14205 51010 PART-TIME PAY	168,464	0	168,464	99,473.36	.00	68,990.64	59.0%
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	439.94	.00	352.06	55.5%
A14205 54001 COPYING/PRINTING	60	0	60	.58	.00	59.42	1.0%
A14205 54005 Office Materials &	500	0	500	269.22	.00	230.78	53.8%
A14205 54020 POSTAGE	192	0	192	29.50	.00	162.50	15.4%
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	53.42	446.58	10.7%
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	882.35	.00	630.65	58.3%
A14205 54215 I/D LEXIS NEXIS	2,406	0	2,406	1,403.36	.00	1,002.64	58.3%
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	12,441.32	.00	6,206.79	66.7%
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	21,112.79	.00	22,951.12	47.9%
A14205 58062 DENTAL INS	271	0	271	171.40	.00	99.60	63.2%
A14205 58065 VISION CARE BENEFIT	59	0	59	24.19	.00	34.81	41.0%
TOTAL COUNTY ATTORNEY	372,541	2,225	374,766	214,755.95	2,053.42	157,956.89	57.9%
TOTAL GENERAL FUND	372,541	2,225	374,766	214,755.95	2,053.42	157,956.89	57.9%
TOTAL EXPENSES	372,541	2,225	374,766	214,755.95	2,053.42	157,956.89	

Attachment: 2021 MUNIS YTD 8-31-21 (9862 : County Attorney Monthly Report)

08/31/2021 12:09
 madsit

Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2021 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	372,541	2,225	374,766	214,755.95	2,053.42	157,956.89	57.9%

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

Attachment: 2021 MUNIS YTD 8-31-21 (9862 : 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

August 31, 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 – August 31, 2021</u>	172



**CORTLAND COUNTY ATTORNEY
FRAN CASULLO**

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

August 30, 2021

Family Court matters referred for prosecution by the County Attorney's Office in Juvenile Delinquency (JD), Persons in Need of Supervision (PINS) and Violation of Probation/Support matters:

January 1, 2018 – December 31, 2018

2018 -	JD referred for petition:	20	(**01 RTA)
	PINS petitions:	12	
	Vio. Probation/Support:	<u>09</u>	
		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 – August 30, 2021

2021-	JD referred for petition:	09	(**1 RTA)
	PINS petitions:	01	
	Vio. Probation/Support:	<u>02</u>	
		12	

JD referrals for petition by classification of offense:

2020	Property crimes:	24	2021	Property crimes:	01
	Crimes against persons:	04		Crimes against persons:	04
	Sex offenses:	<u>01</u>		Sex offenses:	<u>04</u>
		29			09

****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
FRAN CASULLO**

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

August 30, 2021

Orders prepared in Family Court matters referred for prosecution by the County Attorney's Office in Juvenile Delinquency (JD), Persons in Need of Supervision (PINS) and Violation of Probation/Support matters:

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

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

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

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

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

January 1, 2021 – August 30, 2021: 12 orders

Attachment: SEPT Committee Report (9862 : County Attorney Monthly Report)



**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

M. Tabitha Palladino
Legal Associate

Jeri DuVall
Assistant County Attorney

Maria Adsit
Confidential Secretary

DEBT COLLECTION

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

August 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.)

August 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: SEPT Committee Report (9862 : 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				
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: 8/31/2021, 12:46 PM

OBJ CODE	ACCOUNT TITLE	2021 BUDGET	SPENDING TO DATE	BUDGET BALANCE	% OF BUDGET REMAINING
	Legal Associate	36,913.00	25,397.67	\$ 11,515.33	31.20%
	Sec. to County Attorney	38,389.00	24,415.94	\$ 13,973.06	36.40%
51005	PERSONAL SERVICES	75,302.00	49,813.61	\$ 25,488.39	33.85%
	County Attorney	95,560.00	47,505.86	\$ 48,054.14	50.29%
	Chief Assistant County Attorney	38,483.00	30,480.31	\$ 8,002.69	20.80%
	Assistant County Attorney	34,421.00	21,487.19	\$ 12,933.81	37.58%
	Keyboard Specialist	-	-	\$ -	--
51010	PART-TIME PAY:	168,464.00	99,473.36	\$ 68,990.64	40.95%
51020	OVERTIME PAY	-	595.37	\$ (595.37)	--
51035	OTHER COMPENSATION	-	19,926.16	\$ (19,926.16)	--
54000	TELEPHONE (BASE + USE)	792.00	439.94	\$ 352.06	44.45%
54001	COPYING/PRINTING	60.00	0.58	\$ 59.42	99.03%
54005	SUPPLIES	500.00	269.22	\$ 230.78	46.16%
54020	POSTAGE	192.00	29.50	\$ 162.50	84.64%
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	53.42	\$ 446.58	89.32%
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	882.35	\$ 630.65	41.68%
54215	I/D INT COUNTY DEPT (LEXIS)	2,406.00	1,403.36	\$ 1,002.64	41.67%
54444	NOTARY FEES	120.00	-	\$ 120.00	100.00%
58020	RETIREMENT	34,127.00	22,751.36	\$ 11,375.64	33.33%
58030	FICA	18,648.00	10,113.56	\$ 6,112.10	32.78%
58031	MEDICARE	-	2,422.34		
58040	WORKERS COMP	6,975.00	4,650.00	\$ 2,325.00	33.33%
58060	HEALTH INS	44,064.00	21,774.45	\$ 22,289.55	50.58%
58062	DENTAL INS	271.00	177.48	\$ 93.52	34.51%
58065	VISION CARE BENEFITS	59.00	25.50	\$ 33.50	56.78%
	TOTAL \$	\$ 374,766.00	\$ 237,269.31	\$ 137,496.69	36.69%
% of Year Remaining					33.42%

Attachment: SEPT Committee Report (9862 : County Attorney Monthly Report)

CORTLAND COUNTY ATTORNEY
2021 BUDGET SPENDING REPORT
REPORT DATE: 8/31/2021, 12:46 PM

4.5.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: SEPT Committee Report (9862 : County Attorney Monthly Report)

MUNIS RECONCILIATION
County Attorney Spending
8/31/2021, 12:47 PM

4.5.b

OBJ CODE	ACCOUNT TITLE	SPENDING TO DATE	MUNIS	DIFFERENCE	EXPLANATION
	Paralegal	\$ 25,397.67			
	Sec. to County Attorney	\$ 24,415.94			
51005	PERSONAL SERVICES	\$ 49,813.61	\$ 49,813.61	\$ -	
	County Attorney	\$ 47,505.86			
	Chief Assistant County Attorney	\$ 30,480.31			
	Assistant County Attorney	\$ 21,487.19			
	Keyboard Specialist	\$ -			
51010	PART-TIME PAY:	\$ 99,473.36	\$ 99,473.36	\$ -	
51020	OVERTIME PAY	\$ 595.37	\$ 595.37	\$ -	
51035	OTHER COMPENSATION	\$ 19,926.16	\$ 18,563.50	\$ 1,362.66	Comp Payout (posted to ?? In MUNIS)
54000	TELEPHONE (USAGE)	\$ 439.94	\$ 439.94	\$ -	
54001	COPYING/PRINTING	\$ 0.58	\$ 0.58	\$ -	
54005	SUPPLIES	\$ 269.22	\$ 269.22	\$ -	
54020	POSTAGE	\$ 29.50	\$ 29.50	\$ -	
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	\$ 53.42	\$ -	\$ 53.42	PO#20212469 Not Paid Yet
54070	INSURANCE	\$ 1,682.04	\$ 1,682.04	\$ -	
54212	I/D PHONE (BASE FEES)	\$ -	\$ -	\$ -	
54213	I/D COPIER	\$ 882.35	\$ 882.35	\$ -	
54215	I/D INT COUNTY DEPT (LEXIS)	\$ 1,403.36	\$ 1,403.36	\$ -	
54500	MEDICAL FEES	\$ -	\$ -	\$ -	
58020	RETIREMENT	\$ 22,751.36	\$ -	\$ 22,751.36	Jan-Aug Retirement not posted yet in MUNIS
58030	FICA	\$ 10,113.56	\$ 12,441.32	\$ 94.58	Adjustment Pending - working with Personnel to correct
58031	MEDICARE	\$ 2,422.34			
58040	WORKERS COMP	\$ 4,650.00	\$ 7,067.71	\$ (2,417.71)	WC Posted in Advance
58060	HEALTH INS	\$ 21,774.45	\$ 21,112.79	\$ 661.66	Adjustment Pending - working with Personnel to correct
58062	DENTAL INS	\$ 177.48	\$ 171.40	\$ 6.08	Adjustment Pending - working with Personnel to correct
58065	VISION CARE BENEFITS	\$ 25.50	\$ 24.19	\$ 1.31	Adjustment Pending - working with Personnel to correct
	TOTAL \$	\$ 237,269.31	\$ 214,755.95	\$ 22,513.36	

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: SEPT Committee Report (9862 : County Attorney Monthly Report)

08/26/2021 09:45
wfoleyCortland 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
A66105 SEALER OF WEIGHTS & MEASURES							
A66105 51005 PERSONAL SERVICES	51,046	0	51,046	28,467.70	.00	22,578.30	55.8%
A66105 54000 TELEPHONE	700	0	700	374.87	241.59	83.54	88.1%
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 Agreem	0	185	185	.00	.00	185.00	.0%
A66105 54020 POSTAGE	150	0	150	7.62	.00	142.38	5.1%
A66105 54040 ASSOC/MEMBERSHIP D	125	0	125	25.00	.00	100.00	20.0%
A66105 54048 Prog Spec Material	0	100	100	.00	.00	100.00	.0%
A66105 54050 Equip. Repairs & M	200	0	200	.00	.00	200.00	.0%
A66105 54070 INSURANCE	245	0	245	253.40	.00	-8.40	103.4%*
A66105 54074 VEHICLE INSURANCE	290	0	290	308.74	.00	-18.74	106.5%*
A66105 54078 Fuel	1,000	0	1,000	367.65	.00	632.35	36.8%
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	1,971.31	.00	1,934.69	50.5%
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	10,543.65	.00	7,731.59	57.7%
A66105 58062 DENTAL INS	90	0	90	52.20	.00	38.04	57.8%
A66105 58065 VISION CARE BENEFI	20	0	20	11.25	.00	8.35	57.4%
TOTAL SEALER OF WEIGHTS & MEASURES	86,224	0	86,224	45,023.89	341.59	40,858.60	52.6%
TOTAL GENERAL FUND	86,224	0	86,224	45,023.89	341.59	40,858.60	52.6%
TOTAL EXPENSES	86,224	0	86,224	45,023.89	341.59	40,858.60	

Attachment: YTD BUDGET FOR August MEETING (9884 : Weights & Measures Monthly Budget Report)

08/26/2021 09:45
 wfoley

Cortland County
YEAR-TO-DATE BUDGET REPORT
P
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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	45,023.89	341.59	40,858.60	52.6%

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

08/26/2021 09:45
wfoley

Cortland County
YEAR-TO-DATE BUDGET REPORT

P
glytdbud 3

REPORT OPTIONS

Sequence	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
Org	A66105
Object	
Project	
Rollup code	
Account type	
Account status	

Weights and Measures Report
For August
Government Operations Committee

The month of August saw the completion of scales in several small grocery and hardware store scales, 2 large vehicle scales, 3 produce stands and finished the last of the gas stations. Completed calibration on 4 milk bulk tanks including a couple that were over 8,000 gallons. Also did scales at a milk processing plant and scale at a local BBQ.

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

09/02/2021 09:43
shempsteadCortland County
YEAR-TO-DATE BUDGET REPORTP
glytdbud 1

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	115,660.49	.00	66,889.51	63.4%
A10105 54000 TELEPHONE	450	0	450	170.76	.00	279.24	37.9%
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	1,606.83	.00	12,425.27	11.5%
A10105 54047 MILEAGE REIMBURSEM	11,032	-11,032	0	.00	.00	.00	.0%
A10105 54055 PROFESSIONAL SERVI	0	55,527	55,527	5,478.10	2,000.00	48,048.90	13.5%
A10105 54055 1011 PROFESSIONAL S	10,000	2,160	12,160	3,160.00	.00	9,000.00	26.0%
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	8,843.31	.00	5,697.90	60.8%
A10105 58040 WORKERS COMP	16,915	0	16,915	17,139.83	.00	-224.83	101.3%*
A10105 58062 DENTAL INS	90	0	90	59.16	.00	31.08	65.6%
A10105 58065 VISION CARE BENEFI	20	0	20	12.75	.00	6.85	65.1%
TOTAL COUNTY LEGISLATURE	278,528	57,687	336,215	177,826.65	2,398.49	155,989.94	53.6%
TOTAL GENERAL FUND	268,528	57,687	326,215	167,826.65	2,398.49	155,989.94	52.2%
TOTAL REVENUES	-10,000	0	-10,000	-10,000.00	.00	.00	
TOTAL EXPENSES	278,528	57,687	336,215	177,826.65	2,398.49	155,989.94	

Attachment: Legislature September Budget Report (9887 : Legislature Monthly Budget Report)

09/02/2021 09:46
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	54,169.28	.00	47,261.75	53.4%
A10405 51035 OTHER COMPENSATION	0	0	0	9,505.45	.00	-9,505.45	100.0%*
A10405 54000 TELEPHONE	696	0	696	519.12	.00	176.88	74.6%
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	657.98	454.05	407.92	73.2%
A10405 54015 Maintenance Agreem	0	16,002	16,002	11,466.44	4,535.56	.04	100.0%
A10405 54020 POSTAGE	500	0	500	381.78	50.00	68.22	86.4%
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	9,459.45	1,326.16	6,768.92	61.4%
A10405 54213 I/D COPIER	1,600	0	1,600	1,095.92	.00	504.08	68.5%
A10405 54400 Food Materials & S	700	0	700	399.69	.00	300.31	57.1%
A10405 58020 RETIREMENT	14,200	0	14,200	.00	.00	14,200.35	.0%
A10405 58030 FICA	7,759	0	7,759	4,808.62	.00	2,950.86	62.0%
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	93.96	.00	86.52	52.1%
TOTAL CLERK OF THE LEGISLATIVE BOARD	159,240	17,574	176,814	100,272.03	6,365.77	70,176.59	60.3%
TOTAL GENERAL FUND	159,240	17,574	176,814	100,272.03	6,365.77	70,176.59	60.3%
TOTAL EXPENSES	159,240	17,574	176,814	100,272.03	6,365.77	70,176.59	

Attachment: Clerk of the Legislature September Budget Report (9885 : Clerk of the Legislature Monthly