



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Tuesday, September 19, 2023

9:00 AM

Room 302

CALL TO ORDER

The meeting was called to order at 9:00 AM by Committee Chair Richard Stock

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Kimberly Bigladeri	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Michelle Brown	Cortland County, NY	Elections Commissioner	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Beau Harbin	Cortland County, NY	Board Member	Present	
Margaret Mellott	Cortland Standard	Reproter	Remote	

Eddie Velazquez	Cortland Voice	Reporter	Remote	
KG			Remote	
KD			Remote	
Carlita Withers	Cortland County, NY	Assistant Accountant	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Aug 15, 2023 8:30 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	George Wagner, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

RESOLUTIONS

AGENDA ITEM NO. 1 – Local Law 8 of 2023 - a Local Law Creating an Exception to the Residency Requirements for Public Defender of Cortland County, Chief Assistant Public Defender of Cortland County, and Assigned Counsel Plan Administrator of Cortland County

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Susan Wilson, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

ON MOTION OF STOCK

Local Law 8 of 2023 - a Local Law Creating an Exception to the Residency Requirements for Public Defender of Cortland County, Chief Assistant Public Defender of Cortland County, and Assigned Counsel Plan Administrator of Cortland County

WHEREAS, the positions of Public Defender, Chief Assistant Public Defender and Assigned Counsel Plan Administrator require a combination of specialized education and experience, AND

WHEREAS, it is becoming increasingly difficult to find qualified candidates who also reside in Cortland County, AND

WHEREAS, it is the desire of the Legislature to have the ability to consider all qualified applicants regardless of residency, AND

WHEREAS, the Government Operations Committee of the Cortland County Legislature has recommended changes to the residency requirements for the positions of Public Defender, Chief Assistant Public Defender and Assigned Counsel Plan Administrator, AND

WHEREAS, a public hearing was held on September 28, 2023 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 enacted by the County Legislature of the County of Cortland as follows:

SECTION 1.

Preface: It is a strong desire of the Cortland County community to install Cortland County residents in the positions of Public Defender, Chief Assistant Public Defender and Assigned Counsel Plan Administrator in Cortland County. It is a strong belief of Cortland County that Cortland County residents are knowledgeable about and concerned with the affairs of Cortland County. As has been recognized by the Courts, we believe that a resident of our County has a stake in the life of this community that is not necessarily shared by a non-resident. A resident is more likely to be familiar with local problems, conditions and needs, and is better qualified to perform the duties of the relevant office(s) in question. *DeHond v. Nyquest*; (65 Misc. 2d 526, 529 - 530, 318 NYS2d [1971]). At the same time, however, the complexity and breadth of Cortland County Government present a challenge with respect to staffing and recruitment. We recognize that the pool of candidates from which we draw in our County is responsible and caring; however, it is sometimes difficult to staff an office from the pool in Cortland County. This law is being passed based upon the existence of the residency requirement in New York State Public Officer's Law §3.

SECTION 2.

Definitions:

Public Defender - The person holding such office pursuant to appointment by the Cortland County Legislature pursuant to Local Law Number 2 of 1966 as amended by Local Law 6 of 2021.

Chief Assistant Public Defender - The person holding such office as appointed by the Public Defender.

Assigned Counsel Plan Administrator - The person holding such office pursuant to appointment by the Cortland County Legislature in accordance with the Cortland County Assigned Counsel Plan (18-B Plan).

SECTION 3.

Purpose: It is the purpose of this Local Law to confirm the commitment of Cortland County to hire residents who have the necessary qualifications and skills to meet the requirements of the positions for Public Defender of Cortland County, Chief Assistant Public Defender of Cortland County, and Assigned Counsel Plan Administrator of Cortland County. This Law will permit Cortland County to alleviate the problem of staffing and recruitment by permitting Cortland County to solicit candidates for the offices of Public Defender of Cortland County, Chief Assistant Public Defender of Cortland County, and Assigned Counsel Plan Administrator of Cortland County from the Counties contiguous to Cortland County in the event of an inability to recruit a sufficient number of qualified candidates from within Cortland County for the position.

SECTION 4.

Authority: Under the Municipal Home Rule Law, Section 10, the County of Cortland has the authority to authorize a non-resident to hold the positions of Public Defender of Cortland County, Chief Assistant Public Defender of Cortland County, and Assigned Counsel Plan Administrator of Cortland County.

SECTION 5.

Authority of Cortland County to Hire Applicants for the Position of Public Defender of Cortland County and Assigned Counsel Plan Administrator: Upon a determination by the Personnel Officer that all recruitment efforts have been adequately pursued, including soliciting applicants from the Cortland County Bar Association, the Legislature shall be authorized to consider and hire applicants who are residents from any contiguous Counties to Cortland County to the positions of Public Defender and Assigned Counsel Plan Administrator.

Authority of Cortland County to Hire Applicants for the Position of Chief Assistant Public Defender of Cortland County: Upon written request from the Public Defender to consider non-Cortland County residents for the position of Chief Assistant Public Defender, the Personnel Officer shall determine if all

recruitment efforts have been adequately pursued, including soliciting applicants from the Cortland County Bar Association, and provide the Public Defender with an approval/denial to hire a non-Cortland County resident. Upon receiving the Personnel Officer's approval, the Public Defender shall be authorized to consider and hire applicants who are residents from any contiguous Counties to Cortland County to the position of Chief Assistant Public Defender.

SECTION 6.

Severability: If any section of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof that can be given effect without the invalid provision, but shall be confined in its operation to the section thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 7.

Effect: This local law shall take effect upon filing in the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.

AGENDA ITEM NO. 2 – Set Self Insurance Rates – Cortland County Health Insurance Program

RESULT:	APPROVED [6 TO 1]
	Next: 9/28/2023 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
NAYS:	Susan Wilson

ON MOTION OF STOCK

Set Self Insurance Rates – Cortland County Health Insurance Program

WHEREAS, the County sets premium equivalent rates to be charged to employees, retirees and/or County agencies participating in the County's Health, Dental and Vision Insurance programs, AND

WHEREAS, said premiums are based upon claims experience within each program, AND

WHEREAS, Assured Partners has recommended premium equivalents based upon projected claims during the period January 1, 2023 through December 31, 2023, NOW THEREFORE BE IT

RESOLVED, that effective January 1, 2024, the premium equivalents to be charged to the employees, retirees and/or County agencies participating in the Cortland County Health Insurance Program shall be in accordance with the schedule below.

MONTHLY INSURANCE PREMIUM EQUIVALENT RATES

HEALTH INSURANCE RATES - TRADITIONAL PLAN

<u>2023</u>		<u>2024</u>	10.4% increase
Individual	\$ 810.04	\$ 894.28	
Family	\$1970.30	\$ 2175.21	

HEALTH INSURANCE RATES - PPO PLAN

(For all employees hired in the General, Corrections, Civilian, and Department of Emergency Response and Communications Unions 1/1/2020 and after, employees hired in the CPAC union 1/1/2022 and after, and employees hired in the NYSNA union and Management Compensation Plan 1/1/2023 and after)

<u>2023</u>		<u>2024</u>	10.4% increase
Individual	\$729.03	\$804.85	
Family	\$1773.27	\$1957.69	

DENTAL INSURANCE RATES

<u>2023</u>		<u>2024</u>	NO CHANGE
Individual	\$15.04	\$15.04	
Family	\$60.17	\$60.17	

VISION INSURANCE RATES

<u>2023</u>		<u>2024</u>	NO CHANGE
Individual	\$3.25	\$3.25	
Family	\$13.00	\$13.00	

AGENDA ITEM NO. 3 – Adopt of Rules of Order - Cortland County Legislature

RESULT:	APPROVED [UNANIMOUS]
	Next: 9/28/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

ON MOTION OF STOCK

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 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 Article 7 (A) be and hereby is removed and replaced with the following:

“A. Finance, Administration and Economic Development - A seven (7) member Committee shall review the tentative budget filed by the Budget Officer and shall consider and recommend appropriations required for all purposes and prepare and report the annual estimates for the tax levy.

The Committee shall oversee:

The Finance Department, Administration Office, Office of the Manager of Audit and Financial Projects, the Department of Real Property Tax Services, occupancy tax, Tompkins Cortland Community College (TC3), Industrial Development Agency and Business Development Corporation, and the agency that provides promotional and tourism service. The Finance and Administration Committee shall serve as the Audit Committee.”

, AND BE IT FURTHER

RESOLVED, that Article 7(D) and (E) are hereby removed and replaced with the following:

“D. Public Works Committee - Not less than five (5) nor more than seven (7) members who shall oversee:

County Highway Department, Buildings and Grounds Department and Information Technology Department.”

, AND BE IT FURTHER

RESOLVED, that this resolution and changes to the Cortland County Legislature’s Rules of Order shall take effect January 1, 2024.

MONTHLY REPORTS

1. Weights and Measures Report August 2023

RESULT:	COMPLETED
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2. County Clerk Monthly Report

RESULT:	COMPLETED
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3. Monthly FOIL Report - Clerk of the Legislature

RESULT:	COMPLETED
----------------	------------------

4. September 2023 Vacacies

RESULT:	COMPLETED
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5. County Attorney Office Monthly Report

RESULT:	COMPLETED
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6. August Monthly Report - Board of Elections

RESULT:	COMPLETED
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DISCUSSION ITEMS

Executive Session

It was MOVED by Ms. Preston, seconded by Mr. Heider, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding current litigation. MOTION CARRIED.

An executive session was held from 9:51 a.m. to 10:09 a.m., at which time on motion of Ms. Preston, seconded by Mr. Stock, it was unanimously approved by voice vote to exit executive session.

It was MOVED by Ms. Preston, seconded by Mr. Heider, and unanimously approved by voice vote of members present, to enter into an executive session to discuss matters leading to the appointment of a particular person. MOTION CARRIED.

An executive session was held from 10:10 a.m. to 10:29 a.m., at which time on motion of Ms. Preston, seconded by Mr. Heider, it was unanimously approved by voice vote to exit executive session.

ADJOURNMENT

The meeting was closed at 10:29 AM



Government Operations Committee

Committee Meeting

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

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~ Minutes ~

Tuesday, August 15, 2023

8:30 AM

Room 302

CALL TO ORDER

The meeting was called to order at 8:30 AM by Committee Chair Richard Stock

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Vice Chair	Present	
Paul Heider	Cortland County, NY	Committee Member	Present	
Richard Stock	Cortland County, NY	Committee Chair	Present	
Susan Wilson	Cortland County, NY	Committee Member	Excused	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Kimberly Bigladeri	Cortland County, NY	Deputy Clerk of the Legislature	Present	
Brooke Kemak	Cortland County, NY	Deputy County Clerk	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Scott Roman	Cortland County, NY	Director of Emergency Response and Communications	Present	
Victoria Staves	Cortland County, NY	Benefits Manager	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Kevin McMannis	Statewide Purchasing Alliance		Present	
Doug Bowman	Statewide	President	Present	

Minutes Acceptance: Minutes of Aug 15, 2023 8:30 AM (MINUTES)

	Purchasing Alliance			
Dave Scinto	United Health Care	Account Executive	Present	
Ben Ratka	Assured Partners		Present	
Anthony Brothers	Assured Partners	Senior Vice President of Sales	Present	
Bill Brothers	Assured Partners	Executive Vice President	Present	
Ann Homer	Cortland County, NY	Board Member	Remote	
Donald Chu	Cortland County	Resident	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Jun 13, 2023 8:30 AM

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Mitchel Eccleston, Committee Member
SECONDER: Sandra Price, Committee Member
AYES: Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED: Susan Wilson

PRESENTATIONS

1. Medicare Advantage & Pharmacy Benefits Presentations

RESULT: **COMPLETED**

RESOLUTIONS

AGENDA ITEM NO. 1 – Accept Proposal/Authorize Agreement - Cortland County Health Insurance Plan Pharmacy Benefit Manager - Personnel Department

RESULT: **APPROVED [UNANIMOUS]**
Next: 8/24/2023 6:00 PM
MOVER: George Wagner, Committee Member
SECONDER: Paul Heider, Committee Member
AYES: Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED: Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO. 124-23

Accept Proposal/Authorize Agreement - Cortland County Health Insurance Plan Pharmacy Benefit Manager - Personnel Department

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

WHEREAS, five (5) Pharmacy Benefit Manager proposals were received and analyzed, AND

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

RESOLVED, that the Cortland County Legislature hereby accepts and awards the administration of the Cortland County Health Insurance Plan Pharmacy Benefit Manager to Keenan (ESI) and hereby authorizes and directs the County Administrator, upon review and approval by the County Attorney, to execute a contract for pharmacy benefit management from January 1, 2024 through December 31, 2026.

A roll call vote took place as follows:

	AYE	NAY
Stock	1	
Eccleston	1	
Heider	1	
Preston	1	
Price		1
Wagner	1	
Wilson		1

RESULT: APPROVED [5 TO 1]

Next: 8/24/2023 6:00 PM

MOVER: Kelly L. Fairchild-Preston, Committee Vice Chair

SECONDER: Paul Heider, Committee Member

AYES: Wagner, Fairchild-Preston, Heider, Stock, Eccleston

NAYS: Sandra Price

EXCUSED: Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO. 123-23

Authorize Agreement - Medicare Advantage Plan - Personnel Department

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

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

WHEREAS, each participating municipality will enter into its own contract with United HealthCare under the BCPA to receive the preferred pricing and coverage of the alliance, AND

WHEREAS, Cortland County received four Medicare Advantage Plan proposals that were analyzed by the County health insurance consultants, AND

WHEREAS, upon this analysis, it has been determined that the Broome County Purchasing Alliance will provide the best value and benefits for the County and its retirees, AND

WHEREAS, Cortland County wishes to participate in the BCPA MAPD Program effective January 1, 2024, NOW THEREFORE BE IT

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

RESOLVED, that the Cortland County Legislature hereby authorizes and directs the County Administrator, upon review and approval by the County Attorney, to execute a contract for Medicare Advantage Plan Option 4 through the Broome County Purchasing Alliance with United Health Care from January 1, 2024 through December 31, 2024.

AGENDA ITEM NO. 3 – Agreement Between CSEA Local 812, Department of Emergency Response and Communications Unit #6

It was MOVED by Mr. Wagner, seconded by Mr. Heider, and unanimously approved by voice vote of members present, to enter into an executive session to discuss the collective negotiations pursuant to article fourteen of the civil service law. MOTION CARRIED.

An executive session was held from 10:24 a.m. to 10:40 a.m., at which time on motion of Mr. Heider, seconded by Mr. Wagner, it was unanimously approved by voice vote to exit executive session.

RESULT:	APPROVED [UNANIMOUS]
	Next: 8/24/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO. 149-23

Agreement Between CSEA Local 812, Department of Emergency Response and Communications Unit #6

WHEREAS, Cortland County and CSEA Local 812, Department of Emergency Response and Communications Unit #6550-02 negotiating committees have met to negotiate a new contract, AND

WHEREAS, the negotiating committees have agreed on a new contract, AND

WHEREAS, CSEA ratified the contract on June 30, 2023, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the Agreement by and between the County of Cortland and CSEA Cortland County Local 812, Unit #6550-02, for the time period of January 1, 2024 to December 31, 2028.

AGENDA ITEM NO. 4 – Reallocate Clerk of the Legislature Salary Grade - Personnel/Civil Service Department

It was MOVED by Mr. Heider, seconded by Mr. Wagner, and unanimously approved by voice vote of members present, to enter into an executive session to discuss the employment history of a particular person or corporation. MOTION CARRIED.

An executive session was held from 10:49 a.m. to 11:29 a.m., at which time on motion of Ms. Price, seconded by Ms. Preston, it was unanimously approved by voice vote to exit executive session.

RESULT:	PULLED
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ON MOTION OF STOCK

RESOLUTION NO.

Reallocate Clerk of the Legislature Salary Grade - Personnel/Civil Service Department

WHEREAS, the County Administrator and the Personnel Officer have reviewed the salary grade for the Clerk of the Legislature, AND

WHEREAS, the County Administrator and the Personnel Officer each recommend that the aforesaid position be reallocated from Grade 8 (\$63,924 - \$85,083) to Grade 6 (\$73,873 - \$98,324),

NOW THEREFORE BE IT

RESOLVED, that the position of Clerk of the Legislature be and hereby is reallocated from Management/Management Confidential Compensation Employment Policy effective August 25, 2023.

AGENDA ITEM NO. 5 – Approval of Shared Municipal Imaging and Digital Document Storage Agreement with Tompkins County - County Clerk

RESULT:	PULLED
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ON MOTION OF STOCK

RESOLUTION NO.

Approval of Shared Municipal Imaging and Digital Document Storage Agreement with Tompkins County - County Clerk

WHEREAS, Tompkins and Cortland County applied for and received a cooperative grant in 2017 to image and digitize municipal records and to securely store these records, AND

WHEREAS, the agreement, which was a part of the 2017 Shared Municipal Grant, needs to be renewed every 5 years, AND

WHEREAS, the benefits of this agreement has been and will be the digitization of hundreds of cubic feet of records and would greatly increase efficiencies and preservation of County, Town and City records, AND

WHEREAS, the agreement allows the mutual ability for each County to back up their records in each other's counties,, thereby increasing not only the preservation of records but also the recovery of records in a disaster event, NOW THEREFORE BE IT

RESOLVED, that Cortland County continue the agreement with Tompkins County for Shared Municipal digitization of records and a mutual digital back up system for the period June 1, 2023 through May 31, 2028.

Minutes Acceptance: Minutes of Aug 15, 2023 8:30 AM (MINUTES)

MONTHLY REPORTS

1. County Clerk Monthly Report for Jan-July 2023

RESULT:	COMPLETED
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2. August 2023 Vacancy Report

RESULT:	COMPLETED
----------------	------------------

3. County Attorney Office Monthly Report

RESULT:	COMPLETED
----------------	------------------

4. Weights and Measures Report

RESULT:	COMPLETED
----------------	------------------

5. Board of Elections Monthly Reports

RESULT:	COMPLETED
----------------	------------------

6. County Attorney Office Monthly Report

RESULT:	COMPLETED
----------------	------------------

7. Monthly FOIL Report - Clerk of the Legislature

RESULT:	COMPLETED
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8. July 2023 Vacancy Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 11:30 AM



CORTLAND COUNTY LEGISLATURE RULES OF ORDER
Adopted 11/18/21 – Resolution 310-21

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CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 11/18/21 – Resolution 310-21

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CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 11/18/21 – Resolution 310-21

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CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 11/18/21 – Resolution 310-21

ARTICLE I DEFINITIONS

1. **Agenda** – is a summary of the order of business expected to come before a particular meeting of the Legislature. All bid openings, communications, petitions, notices, committee reports, annual reports, audits, resolutions, proclamations, recognitions, as well as any other business to appropriately come before the Legislature shall be listed.
2. **Amendment** – is a proposal to change the wording of a motion or a resolution. Upon request of any legislator in attendance, an amendment must be submitted in writing and distributed to all members.
3. **Amend Something Previously Adopted** – is a motion to change the Legislature's action on a portion of a resolution that has been adopted. This motion is in order as long as the portion to be amended is not something that has already been done that cannot be undone. A motion to amend something previously adopted requires a two-thirds vote without notice, or a majority vote of the entire membership with notice.
4. **Article** – is any resolution, petition, communication, notice, or report.
5. **Article postponed indefinitely** – is any article which is terminated for the particular Legislative session at which it is postponed indefinitely.
6. **Article postponed to time certain** – is any article postponed to a specific time (time c e r t a i n) to be taken up on a specific day.
7. **Authorized Agency** – is a corporation, association, institution, or agency authorized to receive and expend County money (see County Law, § 351).
8. **Chair** – is the Chair of the Cortland County Legislature, elected in accordance with Article II, Section 2-A of these Rules, Local Law No. 2 of 1972, and County Law §151.
9. **Citizen's Advisory Committee** – the County Legislature, by resolution, may appoint a committee of citizens of the County to act in an advisory capacity to any committee, department or office on any subject relating to the County government, pursuant to provisions in County Law §154. Term of said Committee shall not exceed the term of the appointing Legislature.
10. **Claim** – is any claim, bill, or account submitted to the Legislature pursuant to County Law (see County Law, § 369).
11. **Clerk** – is the Clerk of the Cortland County Legislature appointed in accordance with Article II of these Rules, Local Law No. 2 of 1972, and County Law §400-4(a) and County Law §475 or any amendments.
12. **Committee of the Whole** – is a committee composed of the members of the Legislature for the purpose of considering a subject which the members do not wish to refer to a Standing or Special



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

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Committee, but which is not in proper form for their final action. Committee of the Whole is NOT an executive session.

13. **Conflict of Interest** – no municipal officer or employee shall have an interest, direct or indirect, in any contract with the County of Cortland, or engage in any other activity prohibited by the Cortland County Code of Ethics (Local Law No. 2 of 2008), when such officer or employee, individually or as a member of a board, has the power or duty to:
 - A. Negotiate, prepare, authorize or approve a contract or authorize or approve payment thereunder;
 - B. Audit bills or claims under the contract; or
 - C. Appoint an officer or employee who has any of the powers or duties set forth above.
14. **Communication** – is any written instrument advising the Legislature of facts, situations, or problems (past, present, or future) having to do with the operation of Cortland County Government or the Legislature's powers under County Law. For informational purposes, official communications may be distributed to and received and filed by the Legislature.
15. **Day** – a period from a certain day within which, or after, or before which, an act is authorized or required to be done, meaning the number of calendar days exclusive of the calendar day from which the reckoning is made. If such period is a period of two days, Saturday, Sunday, or a public holiday must be excluded from the reckoning if it is an intervening day between the day from which the reckoning is made and the last day of the period. In computing any specified period of time from a specified event, the day upon which the event happens is deemed the day from which the reckoning is made. The day from which any specified period of time is reckoned shall be excluded in making the reckoning (see General Construction Law §20).
16. **Department Head** – is the County employee or employees elected, or appointed by the Legislature, chiefly responsible for the operation of any County Department.
17. **Ex-officio** – a member of the committee or board by virtue of an office held. Ex-officio members of committees have the same rights and privileges as all other members of the committee or board, including the right to vote. If an ex-officio member is NOT under the authority of the organization (Legislature), he/she has all rights and privileges, but not the obligations of a regular member, and does not count toward a quorum. An ex-officio member who IS under the authority of the Legislature (Chair) IS counted in the quorum.
18. **Excused Absence** – Prior notification of an absence to a Committee Chair, Clerk or Chair of the Legislature.
19. **Executive Session** – that portion of a meeting not open to the public. **Proceedings in Executive Session shall be confidential** unless the Legislature votes otherwise, or is required to be made public in accordance with NYS Public Officer's Law. The Legislature may conduct an executive session upon a majority vote of the Legislature taken in an open meeting, after a motion to enter



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

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

However, no action by formal vote shall be taken to appropriate public moneys during executive session.

Minutes of executive session shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. The summary need not include any matter which is not required to be made public by the Freedom of Information Law. Minutes taken in executive session shall be available to the public within one week from the date of the executive session.

Attendance at executive session shall be permitted to any members of the legislature and any other persons authorized by the Legislature.

20. **Interest** – a direct or indirect pecuniary or material benefit accruing to a County officer, employee or appointed official, spouse or child, whether the result of a contract with the County or otherwise. For the purpose of this chapter, a County officer, employee or appointed official shall be deemed to have an interest in the contract if (i) a spouse and/or children, except a contract of employment with the County; (ii) a firm, partnership or association of which such officer, employee or appointed official or spouse or child is a member or employee; (iii) a corporation of which such officer, employee or appointed official, or child is an officer or director; and (iv) the outstanding capital stock of a corporation which is owned by, or controlled directly or indirectly by an officer, employee or appointed official, or his/her spouse or child.
21. **Journal** – is the copy of the record of proceedings, with an index, of the Cortland County Legislature for a calendar year in printed bound volume, or recorded by electronic means in a single volume, or both, certified by the Clerk of the Legislature as a true copy. The Clerk of the Legislature shall ensure



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that a printed copy is published annually pursuant to County Law (see County Law, § 211), and will make copies available upon request to current legislators.

22. **Legislature** – is the Cortland County Legislature, the elected county governing body, by whatsoever name designated. Whenever the term "County Board," "Board of Supervisors," "County Governing Board," "Elective governing body of the county" is referred to in any law, contract, or document pertaining to any of the functions, powers, obligations, and duties of such governing body, it shall be deemed to mean and refer to the County Legislature (see County Law§150-a).
23. **Majority Leader** – The members of the Legislature belonging to the recognized political party having the greatest number of total votes on said Legislature shall elect from its members a Majority Leader. In the event of a tie for the greatest numbers of members in the recognized political parties, the majority leader will be selected from the party with the greatest number of total weighted votes. The name of the Majority Leader shall be submitted to the Clerk of the Legislature in writing on the prescribed form signed by a majority of members of the respective party with five (5) calendar days of the biennial organizational meeting.
24. **Majority Vote of County Legislature** – the majority number of weighted votes of the total membership of the Legislature.
25. **Meeting** – the official convening of a legislative body for the purpose of conducting public business. This includes any meeting of a committee and any special, organizational, or other meeting.
26. **Member** – is either a duly elected member of the Cortland County Legislature or a member appointed by authority of Local Law No. 2, Article II, § 204, VACANCIES, for year 1972.
27. **Minority Leader** – The members of the Legislature belonging to the recognized political party having the second greatest number of total votes on said Legislature shall elect from its members a Minority Leader. In the event of a tie for the second greatest numbers of members in the recognized political parties, the minority leader will be selected from the party with the greatest number of total weighted votes. The name of the Minority Leader shall be submitted to the Clerk of the Legislature in writing on the prescribed form signed by a majority of members of the respective party with five (5) calendar days of the biennial organizational meeting.
28. **Minority Report** – is the written report of a minority party or a minority of any standing or special or committee.
29. **Motion** – is a formal proposal for action by a member in a meeting.
30. **Motion to Discharge** – is a motion relieving a Standing or Special committee of its responsibility to consider a matter referred to it and placing the matter on the agenda of the following meeting of the Legislature.
31. **Motion to Reconsider** – is a motion, subject to time limits, to bring again before the Legislature a motion which has been adopted, defeated, or postponed indefinitely, as long as something has not already been done which cannot be undone. This motion may only be made by a member who voted on the prevailing side. Requires a majority vote of the Legislature.



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32. **Motion to Rescind** – is a motion to revoke the Legislature's action on a motion which has been adopted, as long as something has not already been done which cannot be undone. Requires a two-thirds vote of the Legislature.
33. **Motion to Suspend the Rules** – is a motion suspending the Rules of Order which requires a two-thirds vote and may be made by any member of the Legislature.
34. **Notice to Incoming Members** – the notice referenced in Article II, Section B. 1 of these Rules shall be in writing and shall be served by United States mail addressed to each incoming member at his/her last known postal address at least 48 hours before the date and time of the meeting (see County Law, §151(1).)
35. **Petition** – is a written request for action by the Legislature on a matter having to do with the operation of Cortland County Government or the Legislature's power under County Law.
36. **Previous Question** – is a motion to immediately end debate and amendment and take a vote on the question(s) before the Legislature. It requires a second, and a two-thirds vote, which is taken separately from and before the vote on the motion(s) to which it is applied.
37. **Privilege of the Floor** – is an opportunity granted to a person who is not a member of the Legislature to address an issue that is on the current Legislative agenda (see Article III Section 1.A.vi. for detail).
38. **Quorum** – is a majority of the total number of members of the Legislature, should no vacancy exist (see County Law §153(2) and General Construction Law §41).
39. **Recessed Meeting** – is a meeting called to complete unfinished business, or a meeting called because of failure to obtain a quorum at a meeting.
40. **Receive and File** – is a motion to receive a communication and have it placed on file with the Clerk of the Legislature.
41. **Refer (motion to)** – is a motion to refer a matter to a Standing or Special Committee as the Legislature deems appropriate.
42. **Regular Meeting** – is a meeting called for the purpose of transacting any and all business which the Legislature is authorized or permitted by law to transact.
43. **Resolution** – is a written instrument for consideration by the Legislature as recommended by a committee or the Chair in carrying out its power and duties pursuant to Statute or expressing the sense of the Legislature on a matter having to do with the operation of Cortland County Government.
44. **Resolutions of a Permanent Nature** – require a two-thirds vote of the total weighted vote and shall include those:



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- A. authorizing the purchase of property (See County Law, § 215);
 - B. authorizing the issuance of bonds (See General Municipal Law, § 99-g);
 - C. conveying property previously owned by the County, except property acquired by tax sale deed or for purposes of establishing a highway right of way (see County Law, § 215);
 - D. giving an easement or other substantial interest in property owned by the County (see County Law, § 215);
 - E. regarding membership of County employees in a State Retirement System;
 - F. authorizing a class of property tax exemptions;
 - G. creating departments, boards, or councils;
 - H. amendment of the Rules of Order of the Cortland County Legislature;
 - I. motions suspending the adopted parliamentary authority;
 - J. any other action requiring a two-thirds vote as mandated by Federal, State or County law.
45. **Resolutions Not of a Permanent Nature** – require a majority vote of the total weighted vote and shall include those:
- A. transferring any funds within account numbers in excess of \$25,000;
 - B. authorizing contracts;
 - C. authorizing awarding of bids;
 - D. authorizing correction of an assessment roll if approved by the Director of Real Property Tax Services; or
 - E. other business which may appropriately come before the Legislature, which does not require a vote other than a majority vote.
46. **Roll Call Vote** – shall be taken as required by Statute or may be ordered on any pending motion at the request of a single member. The total number of weighted votes shall be entered in the record, along with the names of members voting for or against a matter considered by the County Legislature.
47. **Special Article** – is any resolution, petition, report, communication or motion which may appropriately come before the Legislature at a meeting without, however, being included on the agenda which has been distributed in accordance with the timeframe established in Article V of these Rules.
48. **Special Committee** – is a special committee established by resolution of the Legislature. Any resolution creating a special committee shall specify the powers and duties of the committee and the number of its members. Members are to be appointed by the Chair from the membership of the Legislature. Each member shall serve for the period specified in the resolution, but in no event longer than his or her term on the Legislature (County Law, § 154[2]).
49. **Special Meeting** – is a meeting called by the Clerk of the Legislature upon direction of the Chair



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or upon a written request signed by a majority of the members of the Legislature. Notice in writing stating the time, place and purpose of the special meeting shall be served personally or by mail or by electronic means upon each member (as he/she directs) by the Clerk of the Legislature at least forty-eight (48) hours before the date fixed for holding the meeting, or a member may waive the service of the notice for such meeting by a writing signed by him/her. Only business specified in the notice thereof may be transacted at a special meeting. (see County Law, §152).

50. **Special Order** – is an order of the day that is made with the stipulation that any rules interfering with its consideration at the specified time shall be suspended except those relating: (a) to adjournment or recess, (b) to questions of privilege, (c) to special orders that were made before this special order was made, or (d) to a question that has been assigned priority over all other business at a meeting by being made *the* special order for the meeting.
51. **Sponsor** – is the member or members whose motion or resolution is appropriately brought before the Legislature.
52. **Standing Committee** – is a committee established in accordance with Article XII of these Rules (see Article XII of these rules, County Law §154(1), and Local Law No. 2 of 1972).
53. **Table** – is a motion to allow the Legislature to lay the pending question(s) aside temporarily when something of an urgent nature arises. Is subject to time limits and requires a majority vote of the Legislature.
54. **Take from the Table** – is to make pending again before the Legislature a motion or resolution that had been previously tabled. It requires a second, is not debatable and requires a majority vote for adoption.
55. **Total Vote** – is the total number of weighted votes of all members of the Legislature.
56. **Weighted Vote** – the number of votes each Legislator casts at a Legislative meeting in a roll call vote pursuant to the current duly adopted plan of apportionment.
57. **Whole Number of Members** – is the total number of members that the Legislature would have were there no vacancies and were none of the members disqualified from acting (see County Law, § 153(9) and General Construction Law §41).

ARTICLE II **ORGANIZATION**

1. **Biennial Organizational Meeting**
 - A. **Scheduling**

In accordance with County Law §151 and Local Law No. 2 for year 1972, Article II, Section 202, the County Legislature shall meet on the first Wednesday of January at 10:00 a.m., except when the first Wednesday shall be January 1st, in which event it shall be the following day, and every even year thereafter



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for the purpose of organization and for the transaction of such other business as may come before it.

B. Notification

- i. The Clerk of the Legislature last appointed, in accordance with Article I, # 34, shall serve upon each member of the Legislature entitled to vote at the organizational meeting a notice stating:
 - a. the date, time, and location of the organizational meeting;
 - b. that a Chair shall be elected; and
 - c. any other matter to come before the Board.
- ii. In the event of the inability or failure of the Clerk of the Legislature last appointed to serve notice as provided in Article II, Section B. 1 of these Rules, the County Clerk of Cortland County shall call the biennial organizational meeting on or before January 15th in even- numbered years.

C. Business

- i. The business to come before the biennial organizational meeting following the election of the Legislature shall be as follows:
 - a. election of a Chair (County Law §151, Local Law No. 2 of 1972);
 - b. appointment of a Clerk (County Law §400(4)(a), County Law §475, and Local Law No. 2 of 1972);
 - c. receive and file the designation of the Majority Leader and Minority Leader (if available);
 - d. appointment of a County Attorney (County Law §400(4)(a), §500);
 - e. appointment of a County Auditor (County Law §600);
 - f. appointment of a Public Defender (County Law §716);
 - g. appointment of a Veterans' Services Officer (County Law §800); and
 - h. any other business necessary and appropriate to come before the meeting.
- ii. The business to come before the biennial organizational meeting held in the even numbered year mid-term of the Legislature shall be as follows:
 - a. election of a Chair (County Law §151, Local Law No. 2 of 1972);
 - b. receive and file the designation of the Majority Leader and Minority Leader (if available);



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- c. any other business necessary and appropriate to come before the meeting.

2. Elections and Appointments

A. Appointment Process Timeline

- i. In September of the year during which the term of appointment is set to end (no later than the last working day of the month), the current employees shall indicate to the Chair of the Committee to which they report:
- a. Clerk of the Legislature – Government Operations Committee
 - b. County Attorney – Government Operations Committee
 - c. County Auditor – Finance & Administration Committee
 - d. Public Defender – Judiciary & Public Safety Committee
 - e. Veterans' Services Officer – Health & Human Services Committee

* Whether or not they shall seek another term of appointment, the notice by the current appointee shall be delivered in writing to the appropriate Committee Chair AND the Personnel Officer.

- ii. In October, following the appointees' indication in September of a decision to seek another term, the Chair of the Committee shall:
- a. In the event the appointee seeks re-appointment, the current appointee's performance evaluation shall be reviewed in the month of October; or

In the event the appointee does NOT seek re-appointment, have the Personnel Officer post the position as vacant as of December 31st of that year, subject to appointment at the biennial organizational meeting of the Legislature as the Rules of Order provide.

- iii. In November, following the current appointee's performance evaluation, the Chair of the Committee to whom the appointee reports shall indicate the committee's:
- a. Recommendation to re-appoint the current appointee; or
 - b. Request to determine the position as an anticipated vacancy as of December 31 of that year and to have the Personnel Officer post the position as such subject to appointment at the biennial organizational meeting of the Legislature as the Rules of Order provide.

Any person who meets the minimum qualifications for one of the appointed positions shall apply to the Personnel Officer to fill one of the anticipated vacancies. The current appointee who has not been recommended for re-appointment may apply for the posted position.

- iv. At the next organizational meeting following the election of the current Legislature, the full Legislature shall appoint persons to fill each of the positions scheduled to be



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filled as follows:

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

B. Procedure for Election of a Chair

- i. The Chair shall be elected by a majority vote of the whole number of weighted votes of the total membership of the Legislature. The Clerk of the County Legislature last elected shall act as Chair pro tem. If the Clerk of the Legislature last appointed is not available, the County Clerk shall preside over the election of the Chair. He/She shall call the County Legislature to order and call the roll, followed by a pledge of allegiance to the flag. Whereupon the Chair pro tem shall declare, "The first order of business is the election of the Chair." Nominations for the office of Chair shall then be taken from the floor and such nominations must be seconded. Before proceeding to an election, the Chair pro tem shall inquire if there are any further nominations. If there is no response, the Chair pro tem shall declare the nominations closed. Voting shall be by full roll call with each legislator, when the legislator's name is called, declaring the name of the candidate of the legislator's choice who has been duly nominated and seconded. Should there be no weighted majority of the Legislature after the initial roll is called, the two nominees receiving the highest number of votes shall then be the only candidates named for a second round of roll call voting. Voting will again be by full roll call with each legislator, when the legislator's name is called, declaring the name of one of the two candidates remaining. Upon voting of the County Legislature; whereupon the Chair pro tem shall declare the duly elected Chair. Upon election, the Chair shall immediately assume all duties and responsibilities of the office and shall continue to act in such capacity until the termination of his/her office.
- ii. The Chair's term will be through December 31 in the next odd-numbered year.
- iii. In the event a Chair is not elected at the biennial organizational meeting, a Chair shall be elected at a recessed meeting held no later than February 1 in the even-numbered year.
- iv. In the event of the failure of the Legislature to elect a Chair on or before February 1 in the even-numbered year, the County Clerk of Cortland County shall appoint a member



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of the Legislature as Chair, who shall serve through December 31 of the next odd-numbered year.

C. Appointment of a Clerk

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a Clerk of the Legislature, in accordance with County Law §400 (4)(a) and County Law §475. The Clerk of the Legislature shall also serve as County Historian.
- ii. The Clerk of the Legislature shall be appointed by a majority vote of the weighted votes of the total of the Legislature.
- iii. The Clerk of the Legislature shall serve at the pleasure of the Legislature until replaced or removed by the Legislature (see County Law, § 475[1]).

D. Appointment of the County Attorney

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a resident attorney as County Attorney, in accordance with § 500 of County Law.
- ii. The term of office of the County Attorney shall run concurrent with the elected members of the Legislature, in accordance with County Law, § 500.
- iii. The County Attorney shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

E. Appointment of the County Auditor

- i. At each organizational meeting following the election of the Legislature, the Legislature may appoint a County Auditor, in accordance with County Law, § 600.
- ii. The term of office of the County Auditor shall be for the term for which the membership of the Legislature appointing him/her was elected, in accordance with County Law, § 600, or for a term as may be determined by local law not to exceed four years.
- iii. The County Auditor shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

F. Appointment of a Public Defender

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a Public Defender, in accordance with Local Law No. 6 for year 2021. (See County Law, § 716).

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- ii. The term of the office of Public Defender shall be for the term for which the membership of the Legislature appointing him/her was elected or for a term as may be determined by local law not to exceed four years.
- iii. The Public Defender shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

G. Appointment of a Veterans' Services Officer

- i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a County Veterans' Services officer, in accordance with County Law § 800.
- ii. The term of office of the Veterans' Services shall be for the term for which the membership of the Legislature appointing him/her was elected or for a term as may be determined by local law not to exceed four years.
- iii. The Veteran's Services Officer shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

**ARTICLE III
AUTHORITY OF THE CHAIR****1. Legislative Meetings****A. At any meeting of the Legislature, the Chair shall:**

- i. call the meeting to order at the set time;
- ii. proceed to the business in the manner prescribed by these Rules, unless there is no quorum;
- iii. preserve order and decorum in debate, preventing personal reflections and confining members' remarks to the question under debate; this ruling shall be subject to appeal from the ruling of the Chair;
- iv. recognize members entitled to speak in debate, ruling which member is first entitled to speak when two or more members seek recognition simultaneously; this ruling shall be subject to appeal from the ruling of the Chair;
- v. rule on the priority of business and all points of order, subject to appeal from the ruling of the Chair. On each appeal, the Chair shall have the right to speak first and last in debate, if the question is debatable, to explain the reason(s) for the ruling;
- vi. grant the privilege of the floor to individuals who have signed in before the beginning of the session and set the time limit, up to but not more than five (5) minutes per speaker, which, upon authority of the Chair, may be extended:

Public Comment: Privilege of the floor shall be granted to any individual in the manner prescribed as follows: Any person or group may request permission to appear before the



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Legislature by signing on the provided sign-in sheet. The Legislature will provide a thirty (30) minute public comment period, at the discretion of the Chair, or upon majority vote of the Legislature, the public comment period may be extended, before resolutions are acted upon. Said thirty minutes will be divided evenly among the number of persons or groups that wish to appear before the Legislature, with no one person or group appearing for more than five (5) minutes. The five-minute time limit per speaker may be extended and/or limited at the discretion of the Chair or upon majority vote of the Legislature to accommodate the group. This rule shall not apply to the County Administrator, Department heads, or others invited to appear before the legislature. The Chair shall preserve order and decorum. He or she shall prevent any persons speaking, including members of the Legislature, from making personal or derogatory comments regarding individuals and he or she shall confine the speakers to subject matters pertaining to the agenda. The Chair shall have the authority to have disruptive individuals removed from the meeting.

These actions shall be subject to appeal from the ruling of the Chair:

- i. in the absence of a quorum, take actions necessary to obtain a quorum;
- ii. on the request of any member, or at his/her own discretion, divide a resolution that contains two or more distinct propositions; and which can be considered separately;
- iii. vote on all questions, unless excused from voting on a particular question;
- iv. preserve order and decorum in debate, preventing personal reflections and confining members' remarks to the question under debate;
- v. recognize members entitled to speak in debate, ruling which member is first entitled to speak when two or more members seek recognition simultaneously;
- vi. appoint a Chair pro-tem to preside over the Committee of the Whole;
- vii. excuse a member from any meeting in accordance with the definition of an excused absence;
- viii. declare any meeting recessed at which a quorum cannot be obtained.

B. At any meeting of the Legislature, the Chair may:

- i. vary the order of business from the defined order of business, subject to appeal from the ruling of the Chair by the legislative body;
- ii. call any qualified individual temporarily to the position of Clerk of the Legislature, in accordance with County Law §400;
- iii. allow a minority report (either minority party or minority of a committee) to be presented and heard; and
- iv. introduce a resolution to the Legislature when content or subject matter does not fall within the jurisdiction of a statutory committee.

C. The Chair may direct the Clerk of the Legislature to call a Special Meeting of the Legislature subject to limitation of these rules, and County law.



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2. Committee Responsibilities

The Chair shall:

- A. within 15 days of his/her election to the position of Chair, appoint all Committee Chairs and members of Standing Committees, filing a list of same with the Clerk of the Legislature. When feasible, each political party shall be represented on each committee in its proportion to representation on the Legislature;
- B. within 15 days of creation of a Special Committee, appoint its Chair and members, filing a list of same with the Clerk of the Legislature. When feasible, each political party shall be represented on each committee in its proportion to representation on the Legislature;
- C. fill any vacancies in any Standing or Special Committee, in compliance with County Law § 154;
- D. reassign or remove committee Chairs or members as necessary;
- E. when deemed necessary, call a meeting of a Standing or Special Committee subject to the limitations of these rules;
- F. subject to the approval by resolution of the Legislature, assign additional duties to Standing or Special Committees;
- G. sit on Standing or Special Committees as an ex-officio member in compliance with County Law § 450.

3. Communications

A. **Resolutions**

Upon receipt of any resolution, forward it to:

- i. the Clerk of the Legislature;
- ii. the Chair of the appropriate committee(s);
- iii. the Majority Leader;
- iv. the Minority Leader; and
- v. other appropriate individuals.

B. **Communications from the Clerk of the Legislature**

Upon receipt of any petition, communication, or notice from the Clerk of the Legislature, forward it,



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if applicable, to:

- i. the Chair of the appropriate committee(s);
- ii. the Majority Leader;
- iii. the Minority Leader; and
- iv. other appropriate individuals.

C. Communications from Others

Upon receipt of any petition, communication, or notice from any individual other than the Clerk of the Legislature, forward it, if applicable, to:

- i. the Clerk of the Legislature;
- ii. the Chair of the appropriate committee(s);
- iii. the Majority Leader;
- iv. the Minority Leader; and
- v. other appropriate individuals.

4. Oath of Office

Within 20 days of being elected Chair, execute and file in the office of the County Clerk of Cortland County an official oath by being sworn in and signing the official oath book as Chair, in compliance with County Law, § 450. The Chair will also execute and file an official undertaking in such amount as required by the Legislature.

5. Administrative Responsibilities – The Chair

- A. shall supervise the Clerk of the Legislature;
- B. shall oversee the use of the Legislative Chambers and offices or shall designate an individual to oversee the use of the Legislative Chambers and offices;
- C. shall, no later than the last session in June of each year, give a State of the County address, at which time member reports may also be given;
- D. may represent the County in all proceedings before the Public Service Commission and at all other public hearings and conferences deemed necessary to attend;
- E. shall, in case of attack or public disaster, direct the performance by agencies and public offices of the County of specific duties and implement the provisions of Article Three of the New York State Emergency Defense Act and the County Emergency Plan;



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- F. shall become familiar with the property, function, and fiscal affairs of the County;
- G. shall ensure that the statutory and local laws and resolutions of the Legislature and directions of County officials empowered to make the same are faithfully executed. Any neglect of duty shall be reported to the Legislature;
- H. shall determine which official shall perform a particular power or duty not clearly defined by law;
- I. may attend meetings of all boards, commissions, or other bodies appointed by the Legislature; those exercising County functions; or those expending County funds, in compliance with County Law, § 450;
- J. may inspect all books, accounts, records, or documents pertaining to the property, money, or assets of the County over which the County has control, in compliance with County Law, § 450;
- K. may make recommendations to the Legislature on legislation, rules, and regulations, and such other matters deemed material and advisable;
- L. may transfer employees temporarily from one department or office to another, with the approval of the appropriate department head(s) or the Legislature, in compliance with County Law, § 450;
- M. shall recommend to the Legislature persons for appointment to the Industrial Development Agency, which shall be politically balanced;
- N. shall approve the agenda for Legislative sessions prior to distribution;
- O. shall, after his/her election as Chair, assign seating for the members of the Legislature, or delegate this authority to the Clerk of the Legislature;
- P. shall appoint the members of all management teams for the negotiating of labor contracts;
- Q. shall perform an annual performance evaluation with the appropriate Committee Chairs and other appropriate personnel for the Clerk of the Legislature, County Attorney, County Auditor, Public Defender, and Veterans' Services Officer;
- R. shall, in consultation with the Committee Chairs, Department Heads, and other appropriate individuals, perform an annual performance evaluation for the County Administrator in compliance with the Administrator's current contract.

6. **Temporary Chair**

In the absence of the Chair for a meeting, the Majority Leader shall serve as temporary chair. In the absence



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of the Chair and the Majority Leader, the Minority Leader shall serve as the temporary chair. In the absence of the Chair, the Majority Leader, and the Minority Leader, a temporary chair shall be elected by a majority vote of those members present and voting. Said vote shall be overseen by the Clerk of the Legislature.

7. **Permanent Vacancy**

In the event of a vacancy in the office of Chair as defined by Public Officers' Law, § 30, the Clerk of the Legislature shall, within ten calendar days of such vacancy, call a meeting of the Legislature with notice provided in accordance with these Rules. At such meeting, a member shall be elected Chair, who shall serve as Chair for the unexpired term.

In the event of the failure of the Legislature to elect a new Chair within 30 days after the vacancy, the County Clerk shall appoint a member of the Legislature to serve as Chair for the unexpired term.

ARTICLE IV **AUTHORITY OF COMMITTEE CHAIR**

1. **Each committee Chair shall:**

- A. appoint a Vice-Chair to preside in his/her absence;
- B. schedule committee meetings and cause committee members and the Clerk to have notice of all meetings. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least 72 hours before such meeting. Public notice of the time and place of every other meeting shall be given, to the extent practicable, a reasonable time prior thereto (Public Officers Law §104.);
- C. schedule a special committee meeting on receipt of a request signed by at least a majority of the committee members. Said request shall state a date, time, place, and subject for said meeting;
- D. prepare, or cause to be prepared by the Clerk of the Legislature an agenda for each committee meeting;
- E. add additional items not included on the agenda upon a majority vote of those present and voting, a quorum being present;
- F. upon receipt of any resolution, petition, communication, or notice, consult with each member of the committee in the manner he/she deems appropriate. Action can only be taken in an appropriately called and conducted meeting;
- G. invite appropriate individuals to a committee meeting when their resolutions are being considered;



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- H. when reporting any resolution to the Legislature, provide all appropriate relative material to the Clerk of the Legislature;
- I. delegate two members of the committee, who shall participate in the selection of a Department Head in a department assigned to it in these Rules, for appointment by the Legislature.

2. **Each committee Chair may:**

- A. appoint a person(s) from the standing committee membership to study any issue deemed appropriate, accountable to the full committee;
- B. schedule meetings with Department Heads or heads of authorized agencies to discuss mutual objectives and problems;
- C. explain the purpose and provisions of resolutions reported from the committee before the debate begins in a Legislative session; and
- D. present a resolution not already on the agenda to the Legislature by a motion suspending the rules.

ARTICLE V

RESPONSIBILITIES AND DUTIES OF THE CLERK OF THE LEGISLATURE

The Clerk shall:

- 1. keep a record of all acts and proceedings of the Legislature and be the custodian of records and papers having to do with the Legislature's actions (See County Law, § 475);
- 2. record in the minutes whenever the Privilege of the Floor is granted, specifying the speaker and including a brief summary of what was said;
- 3. record in the minutes the sponsor and the seconder of all resolutions and motions;
- 4. call the roll in alphabetical order by the members' surnames, with the Chair being called last, and enter it in the minutes, specifying which members were present, absent, excused, and how each member voted;
- 5. certify local laws and resolutions in the order in which they are adopted and consecutively number local laws and resolutions in separate series as they are certified, each series continuing through one calendar year;
- 6. forward copies of local laws and resolutions adopted by the Legislature to the appropriate parties;
- 7. publish all roll call votes in the Journal and maintain a record of roll calls, which shall be available for public inspection prior to publication in the Journal;



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8. maintain a general index of all local laws and resolutions of a permanent nature;
9. file all adopted Local Laws with the Secretary of State and the Cortland County Clerk and republish in the Newspaper of record as required;
10. file with the Cortland County Clerk all documents as directed by a majority vote of the Cortland County Legislature;
11. distribute to each member and others as deemed appropriate, or as directed by the Legislature or Chair, copies of the minutes of a Legislative session prior to and with the agenda of the next Legislative meeting;
12. upon direction of the Chair, or upon written request signed by a majority of the whole number of members of the Legislature, call a Special Legislative Meeting and serve personally or by mail upon each member at least 48 hours before the date fixed for the meeting, a written notice stating the date, time, location, and purpose of the Special Meeting in the case of an emergency, the 48 hour requirement may be waived by a majority vote of the Legislators present and voting, a quorum being present and all members having been notified (see County Law, § 152);
13. in the absence of a quorum, notify all members that a recessed meeting will be held giving the date, time, and location of the recessed meeting;
14. in the absence of the Chair, the Majority Leader, and the Minority Leader for a meeting, call the Legislature to order and preside over the election of a Chair Pro-Tem from the membership of the Legislature, who shall exercise the powers and duties of the Chair for the duration of the Chair's absence;
15. upon receipt of any petition, communication, or notice from anyone other than the Chair, forward a copy to the Chair, the Majority Leader, the Minority Leader, and other appropriate individuals;
16. on the fourth business day prior to a regular Legislative meeting, prepare and distribute an agenda which shall include, among other things, a listing of articles received in his/her office; items not included on this agenda may be considered as Special Articles at the Legislative Session, but shall not be added to the agenda;
17. make copies of the agenda available to the public in his/her office after distributing it to the members and be responsible for posting said agenda to the Legislature's website;
18. make copies of all roll call votes available to the public one day after the conclusion of the meeting at which they were taken;
19. by 10:00 a.m. on the business day prior to a meeting, place a copy of each resolution to be considered at the meeting on the desk of each member, and send an electronic copy and have a paper copy on the desk of each member on the day of the meeting;
20. send notices of committee meetings to all Legislators, the County Attorney, and other appropriate



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individuals at least 72 hours in advance of a committee meeting;

21. record all notices of committee meetings;
22. receive reports as requested by the Legislature;
23. receive annual reports from Department Heads and heads of authorized agencies, as directed by the Legislature or required by law;
24. upon receipt of a tentative budget from the Budget Officer, distribute a copy to each member;
25. prepare a list of committees and their members, and distribute to all Legislators and Department Heads and have available for the general public within 30 days of the committee appointments;
26. within 50 days after election or appointment of new members, distribute to them the last Legislative Journal, the current County budget, and if available, the tentative County budget for the next fiscal year;
27. ensure each member has a copy of the current edition of *Robert's Rules of Order Newly Revised* and the Rules of Order of the Cortland County Legislature;
28. prepare an annual budget for the Legislature;
29. report to the Legislature through the Chair;
30. within seven business days following a Committee meeting but in no event no later than the day two days prior to the next Legislative Session, have prepared and forward draft minutes of the meeting to all Legislators that shall specify, among other items, the time, date, and place of the meeting, the persons in attendance, the resolutions voted on and the vote on each;
31. shall serve as the County Historian;
32. shall serve as the Public Information Officer;
33. shall serve as the (Freedom of Information Law) FOIL Officer for Cortland County;
34. ensure that minutes of all Legislative and committee meetings are posted to the County's website in accordance with the time frames identified in Public Officers' Law §106, including video recordings of the meetings.
35. perform such additional duties as the Legislature or the Chair may direct (See County Law, § 475);

ARTICLE VI

POWERS AND DUTIES OF THE COUNTY ATTORNEY, AND THE COUNTY ADMINISTRATOR

1. **The County Attorney shall:**



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- A. act as the legal advisor to the Legislature and other County officials in all matters involving an official act of a civil nature (See County Law, § 501);
- B. prosecute and defend all civil actions and proceedings brought by or against the Legislature, other County officials, or Cortland County (see County Law § 501);
- C. be present at all Legislative meetings unless excused by the Chair, and committee meetings, if requested by the Committee Chair. In cases where the County Attorney cannot be present, ensure that an Assistant County Attorney shall be present; and
- D. by 10:00 a.m. on the business day prior to a meeting, approve all resolutions included on the agenda for form and legal content, indicating his/her approval on the original copy, consulting with the sponsor if necessary, before approving said resolution.
- E. Perform such additional and related duties as may be prescribed by law, or as directed by the Legislature (see County Law § 501).

2. **The County Administrator shall:**

- A. be directly responsible to the County Legislature, and, on behalf of the County Legislature shall perform the functions of chief administrative officer, with the County Legislature retaining the final administrative authority (see Local Law No. 7 for the of 2002, Local Law No. 3 for the year 2003);
- B. be the Budget Officer of the County, responsible for preparing the tentative budget and presenting it to the Budget and Finance Committee for approval and then to the County Legislature for final adoption (see Local Law No. 5 of 2018 and County Law §353 and §354); and
- C. any other duties as assigned by the Legislature which do not curtail, diminish, transfer or divest the Cortland County Legislature (or any elected official) of any functions, powers or duties (see Local Law No. 7 of 2002, Local Law No. 3 of 2003, Local Law 5 of 2018 and Municipal Home Rule Law §23, County Law §154(6)).

ARTICLE VII

PRESENTATION OF RESOLUTIONS

- 1. All resolutions shall be in writing and shall include a brief title summarizing the purpose of the resolution (see County Law, § 153).
- 2. All resolutions shall be filed with the Clerk of the Legislature, and whenever possible shall be written in the affirmative.
- 3. Resolutions to be included on the agenda shall have the majority vote of those present (a quorum



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being present) of the appropriate Statutory Committee and shall be filed on or before the fourth calendar day before a regular meeting, and at least 48 hours before a Special Meeting. Resolutions not approved by the Finance and Administration Committee shall be so noted when presented to the Legislature.

4. Resolutions creating a Special Committee shall specify the powers and duties of the committee, the number of members and the term of the committee. (See County Law, § 154)
5. Resolutions pertaining to bills pending before the Congress or the State Legislature shall specify the bill number and the name of the sponsor(s).
6. An amended version of a resolution on the agenda may be filed by the sponsor for consideration at any time before the Legislature convenes.
7. Upon the request of any member, an amendment to a resolution shall be in writing. Copies of the amendment shall be distributed to all members.
8. A sponsor, upon approval of a majority of the committee, may request permission to withdraw a resolution any time before a final vote is taken. The same resolution with the same intent may not be withdrawn by the sponsor more than three (3) times per calendar year.
9. A sponsor shall be given an opportunity to explain a resolution, its purpose, and his/her reason for introducing the resolution prior to the opening of debate in the Legislature.
10. The same resolution with the same intent offered by the same sponsor may be introduced as a new agenda item only three (3) times per calendar year.
11. Any resolution withdrawn from the Legislative agenda shall begin the committee approval process again and shall not be re-introduced unless the committee approval process is completed.

ARTICLE VII MEETINGS

1. All meetings of the Legislature shall be held in the Legislative Chambers, Cortland County Office Building, 60 Central Avenue, Cortland, New York. The Legislature may, at any meeting, by resolution, change the time and place of the next regularly scheduled meeting, except that no meeting shall be held outside the City of Cortland without an affirmative vote of three-fourths of the total membership of the Legislature (see County Law, § 152).
2. All meetings of the Legislature shall be public (see County Law § 152 and Public Officers Law §103).
3. The Legislature shall, in addition to the organizational meeting, hold regular meetings at 6:00 p.m. on the fourth Thursday of each month January through October. November and December meeting dates will be scheduled by the Clerk.



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4. Special meetings shall be held in accordance with County Law §152(2) and these Rules. Only articles included in the written notice may come before the Legislature at the special meeting.
5. When the day specified for any meeting falls on a County holiday, such meeting shall be held at the time specified on the next business day.
6. If the Legislature is inquorate (without a quorum) for any meeting, a recessed meeting shall be declared.

ARTICLE IX **ORDER OF BUSINESS**

1. The order of business at each meeting of the Legislature shall be as follows, unless modified by the Chair in accordance with Authority of the Chair:
 - A. Salute to the Flag
 - B. Roll call of members
 - C. Approval of minutes of the previous meeting
 - D. Privilege of the Floor, including Public Comment Period as authorized by these rules
 - E. Proclamations and Recognitions
 - F. Presentation of petitions, communications, and notices
 - G. Reports of Standing and Special Committees
 - H. Special Orders
 - I. Articles Postponed to Day Certain
 - J. Unfinished Business
 - K. New Business/Presentation of Resolutions
 - L. Announcements
 - M. Adjournment
2. When necessary, the minutes of the previous meeting may be read if the members have not received them, or upon the request of any member. In the absence of corrections, the minutes shall stand approved without formal motion.
3. Articles Laid on the Table, except Articles Postponed to Day Certain, shall be considered Unfinished Business and shall be taken from the table upon approval of a majority vote of the total vote of the members present via the motion to Take from the Table.
4. No more than one amendment to an amendment may be pending at any given time on any resolution.



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5. The Legislature shall set aside any other business at the time stated for consideration of a Special Order.
6. The time for consideration of a Special Order shall be advanced, postponed, or rescinded only with the approval of a two-thirds vote of the total vote of the members present.

ARTICLE X

MOTIONS AND THEIR PRECEDENCE

1. When the Legislature is considering a question, motions shall have precedence over another in the order stated below:
 - A. To adjourn
 - B. To recess
 - C. To raise a question of privilege
 - D. To lay on the table
 - E. Previous question
 - F. To postpone to day certain
 - G. To commit (refer to a committee)
 - H. To go into Committee of the Whole
 - I. To go into Executive Session
 - J. To amend
 - K. To postpone indefinitely
 - L. Main motion
2. The privileged motion to adjourn, and the motion to lay on the table are not amendable. The privileged motion to recess may be amended only as to the length or time of the recess. A motion to postpone to day certain may be amended only as to the day to which the question is postponed.
3. The privileged motions to adjourn and to recess, and the motions for the previous question, and to lay on the table are not debatable.
4. A motion to adjourn shall not be made while the Chair is putting a question, while a member has the floor, while the Clerk is taking a roll call vote, or while the Legislature is in the Committee of the Whole.
5. A question of privilege may be raised while another member has the floor.
6. Any question shall be laid on the table or postponed to day certain only once.



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7. The Legislature, while in Committee of the Whole, shall not exercise Legislative powers and shall be presided over by a temporary Chair. The only motions that are in order under Committee of the Whole are to amend and adopt the report to be given and to “rise and report.” Any formal action must be taken in the regular Legislative body. Committee of the Whole cannot refer the issue under consideration to another committee.
8. When in Executive Session, the Legislature shall operate under these rules insofar as they are applicable. Proceedings in Executive Session shall be confidential unless the Legislature votes otherwise.
9. Any Committee may be discharged from further consideration of any matter entrusted to it by these Rules upon a majority vote of the whole number of members. The matter shall automatically be placed by the Clerk on the agenda for the next regular Legislative meeting.
10. A motion to reconsider any vote must be made on the day the vote proposed to be reconsidered was taken or at the next regular meeting of the Legislature. Such motion may be made only by a member voting on the prevailing side. Such motion may be made under any order.
11. A motion to rescind any resolution or motion shall be made only when no motion is on the floor. It shall require the affirmative vote of two-thirds of the Legislature, or a majority of the Legislature with previous notice.

ARTICLE XI RULES OF VOTING

1. A majority of the total vote (weighted vote) of the whole number of members of the Legislature (17) shall be necessary to adopt any question, proposition, resolution, motion, or any other matter, except where it is otherwise provided herein or by statute that another form of approval is required.
2. Every member present when a vote is taken on any matter shall vote unless he/she has a direct interest in the matter or is excused by a majority weighted vote of the members present.
3. Members must be in their designated seat when voting.
4. A roll call vote shall be called by the Clerk on any question where it is required by statute or these Rules, or on the request of any member (see County Law, § 153).
5. If a roll call vote is commenced on any question, it must be completed.
6. Members shall be called in alphabetical order according to their surnames, except that the Chair (permanent, temporary or Chair Pro-Tem) shall always be called last.
7. Any member shall have the right to have his/her vote on any question recorded and entered in the minutes upon his/her request, without explanation and without requesting a roll call vote.
8. An absent legislator cannot vote on a motion. However, mathematically, the Legislature cannot reduce the total number of weighted votes. A member recorded as absent or excused shall not have



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a vote. The total number of weighted votes cannot be reduced by an absence or excuse of a member, so the total vote required to adopt any motion shall be based on the total vote of the full Legislature.

ARTICLE XII **COMMITTEES**

1. Members of all Standing Committees shall be appointed for terms of two years, or until reassigned or removed by the Chair, commencing January 1 of the even-numbered year, but nothing herein contained shall be construed to allow any person to continue to serve on any Committee after ceasing to be a member of the Legislature.
2. In accordance with these Rules, the Chair shall have the authority to reassign or remove committee members.
3. Committees shall operate under these Rules as far as they are applicable, except that the previous question shall not be in order.
4. Each Standing Committee may examine the bills, accounts, and claims of the departments, boards, councils, and authorized agencies assigned to it in these Rules.
5. Each Standing Committee may review and receive recommendations from Legislators and make recommendations to the Budget Officer and/or Finance and Administration Committee regarding department proposed budgets under the jurisdiction of that committee.
6. Each Standing Committee shall have general supervision of and receive articles relating to the departments, boards, councils, and authorized agencies assigned to it in these Rules.
7. Each Standing Committee shall initiate, sponsor, and/or review all resolutions affecting the departments, boards, councils, and authorized agencies assigned to in it these Rules.
8. For any item to be moved from the Standing Committee to the Legislature requires a majority vote of the committee members present (a quorum being present).
9. Any item having an unbudgeted financial impact on Cortland County shall be presented to the Finance and Administration Committee before being presented to the full Legislature. Resolutions not approved by the Finance and Administration Committee shall be so noted when presented to the Legislature.
10. Each Standing Committee shall fulfill the responsibilities assigned to it.
11. Special Committees shall be created by resolution for a period not to exceed the term of the Legislature adopting the resolution.
12. The following are the Standing Committees, their responsibilities, and their composition:



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- A. **Finance, ~~and Administration~~ and Economic Development** – A seven (7) member Committee shall review the tentative budget filed by the Budget Officer and shall consider and recommend appropriations required for all purposes and prepare and report the annual estimates for the tax levy.

The Committee shall oversee:

~~The Treasurer's Office, the~~ Finance ~~Office~~ Department, Administration Office, Office of the Manager of Audit and Financial Projects, the Department of Real Property Tax Services, occupancy tax, Tompkins Cortland Community College (TC3), Industrial Development Agency and Business Development Corporation, and the agency that provides promotional and tourism service. The Finance and Administration Committee shall serve as the Audit Committee.

- B. **Judiciary and Public Safety** – Not less than five (5) nor more than seven (7) members who shall oversee:

The District Attorney's Office, Coroners, Assigned Counsel, Public Defender, Sheriff's Department, Probation Department, Department of Emergency Response and Communications.

- C. **Government Operations** – Not less than five (5) nor more than seven (7) members who shall oversee:

Personnel/Civil Service Office, County Attorney, Board of Elections, Weights & Measures, County Clerk/Department of Motor Vehicles and the Clerk of the Legislature/Historian.

All matters concerning operation and revision of these Rules shall be referred to the Committee.

- D. **~~Highway/Solid Waste~~Public Works Committee** – Not less than five (5) nor more than seven (7) members who shall oversee:

County Highway Department, Buildings and Grounds Department and Information Technology Department.

- ~~E. **Buildings and Grounds** – Not less than five (5) nor more than seven (7) members who shall oversee:~~

~~Buildings and Grounds Department, the Safety Office and Information and Technology Department.~~

- F.E. **Health & Human Services** – Shall consist of no less than five (5) and no more than seven (7) members who shall oversee:

The Health Department, Mental Health Department, Department of Social Services, Employment and Training Office and Grant Administration, Area Agency on Aging and Veterans' Services.

- G.F. **Agriculture/Planning/Environmental** – Not less than five (5) nor more than seven (7) members who shall oversee:



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County Planning Department, Soil and Water Conservation District, Cooperative Extension, public transportation, SPCA, and including but not limited to any associated agency.

ARTICLE XIII SUSPENSION OR AMENDMENT OF RULES

1. Any Rule may be amended or rescinded by a two-thirds vote of the full Legislature.
2. Any Rule may be suspended by a two-thirds vote of the members present and voting and any suspension shall be effective only while the matter before the Legislature at the time of the suspension remains under discussion.

ARTICLE XIV INTENT OF THESE RULES AND PARLIAMENTARY QUESTIONS

1. It is the intent of this Legislature to determine the rules of its own proceedings pursuant to County Law §153 and Local Law No. 2 for year 1972 establishing the County Legislature with the power to enact local laws or rules governing the conduct of the members at such sessions and the manner of transaction business thereat.
2. Except as otherwise provided herein, the current edition of *Robert's Rules of Order Newly Revised* shall govern parliamentary procedure at all meetings.

ARTICLE XV EFFECTIVE DATE

These Rules shall take effect immediately upon adoption and shall remain in effect until amended, revised, or rescinded.

Adopted January 2010 – Revised 7-28-11

Adopted January 4, 2012 – Revised 4-26-12, 6-27-13

Adopted January 2, 2014 – Amended 6-26-14, 9-24-15

Adopted October 26, 2017 – Revised 12-8-20

Adopted December 18, 2020 – Revised 8-12-21

Adopted August 26, 2021 – Revised 11-4-21

Adopted November 18, 2021

Weights and Measures
For August 2023
Government Operations Committee

For the month of August I tested 66 computing scales, 5 fuel oil trucks and 2 large vehicle scales. All of the larger stores are complete so most of the scales left for the year are at smaller businesses. Most of all the devices will have been tested for the year in the next month at which point I will be doing in store package checking and pricing accuracy audits. I also need to do Pharmacy scales that I must borrow standards from the state.

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

County Clerk Monthly Report: January- August 2023 (66.67%)

	<u>YTD 2021</u>	<u>YTD 2022</u>	<u>YTD 2023</u>
Clerk Fees	328,610	330,150	281,049
DMV Fees	272,276	233,538	255,140
User Fee	204,522	170,666	190,353.51
Internet Fee	15,013	10,438	15,535.75
Local Mtg Tax	292,169	329,330	204,941
DWI Fines	5,200	6,003	2,995
Mtg Tax Exp	41,544	41,544	41,544
TOTAL	1,159,334	1,121,369	991,559
% OF Est Rev	79%	75%	65%
Est Rev	1,474,216.00	1,487,516	1,534,316
Actual Rev	1,705,470.00	1,615,993.68	TBD

Prepared, entered and submitted Budget for 2024 Preparation and submission

Met with representative from NYS Archives

Met with Tompkins Co IT

Grant is about 2/3 the way completed

Requests by Month

Run Date: 09/12/2023 2:57 PM

Create Date	Request Type	Completed/Closed	Close Date	Reference No
8/1/2023	Sheriff Department Request	Yes	8/6/2023	S000495-080123
8/1/2023	Sheriff Department Request	Yes	8/6/2023	S000496-080123
8/2/2023	Sheriff Department Request	Yes	8/6/2023	S000497-080223
8/2/2023	Sheriff Department Request	Yes	8/6/2023	S000498-080223
8/2/2023	Sheriff Department Request	Yes	8/6/2023	S000499-080223
8/3/2023	County FOIL Request	No		R000208-080323
8/3/2023	Sheriff Department Request	Yes	8/6/2023	S000500-080323
8/3/2023	Sheriff Department Request	Yes	8/6/2023	S000501-080323
8/4/2023	Sheriff Department Request	Yes	8/6/2023	S000502-080423
8/4/2023	Sheriff Department Request	Yes	8/6/2023	S000503-080423
8/4/2023	Sheriff Department Request	Yes	8/6/2023	S000504-080423
8/4/2023	Sheriff Department Request	Yes	8/6/2023	S000505-080423
8/7/2023	Sheriff Department Request	Yes	9/10/2023	S000506-080723
8/7/2023	Sheriff Department Request	Yes	8/27/2023	R000209-080723
8/7/2023	Sheriff Department Request	No		S000507-080723
8/7/2023	Sheriff Department Request	Yes	8/31/2023	S000508-080723
8/7/2023	Sheriff Department Request	Yes	8/21/2023	S000509-080723
8/8/2023	Sheriff Department Request	Yes	8/28/2023	S000510-080823
8/8/2023	Sheriff Department Request	Yes	8/28/2023	S000511-080823
8/8/2023	County FOIL Request	No		R000210-080823
8/8/2023	Sheriff Department Request	Yes	8/28/2023	S000512-080823
8/8/2023	Sheriff Department Request	Yes	8/28/2023	S000513-080823
8/8/2023	Sheriff Department Request	Yes	8/28/2023	S000514-080823
8/8/2023	Sheriff Department Request	Yes	8/31/2023	S000515-080823
8/8/2023	County FOIL Request	No		R000211-080823
8/9/2023	Sheriff Department Request	Yes	9/3/2023	S000516-080923
8/9/2023	County FOIL Request	No		R000212-080923
8/9/2023	County FOIL Request	No		R000213-080923
8/10/2023	Sheriff Department Request	Yes	8/28/2023	S000517-081023
8/10/2023	Sheriff Department Request	Yes	8/28/2023	S000518-081023
8/10/2023	County FOIL Request	No		R000214-081023
8/10/2023	Sheriff Department Request	Yes	8/28/2023	S000519-081023
8/10/2023	Sheriff Department Request	Yes	8/28/2023	S000520-081023
8/11/2023	Sheriff Department Request	Yes	8/28/2023	S000521-081123
8/14/2023	Sheriff Department Request	No		S000522-081423
8/15/2023	Sheriff Department Request	Yes	8/28/2023	S000523-081523
8/15/2023	Sheriff Department Request	Yes	8/28/2023	S000524-081523
8/15/2023	Sheriff Department Request	Yes	8/28/2023	S000525-081523
8/15/2023	County FOIL Request	No		R000215-081523
8/15/2023	Sheriff Department Request	Yes	9/3/2023	S000526-081523
8/15/2023	Sheriff Department Request	Yes	9/3/2023	S000527-081523
8/15/2023	County FOIL Request	Yes	8/22/2023	R000216-081523
8/15/2023	County FOIL Request	No		R000217-081523
8/16/2023	Sheriff Department Request	Yes	9/3/2023	S000528-081623
8/16/2023	Sheriff Department Request	Yes	9/3/2023	S000529-081623

Attachment: September FOIL Report (11688 : Monthly FOIL Report - Clerk of the Legislature)

Create Date	Request Type	Completed/Closed	Close Date	Reference No
8/16/2023	Sheriff Department Request	Yes	8/23/2023	S000530-081623
8/17/2023	Sheriff Department Request	Yes	9/3/2023	S000531-081723
8/17/2023	Sheriff Department Request	Yes	9/3/2023	S000532-081723
8/17/2023	Sheriff Department Request	Yes	9/3/2023	S000533-081723
8/17/2023	Sheriff Department Request	Yes	8/28/2023	S000534-081723
8/17/2023	Sheriff Department Request	Yes	8/28/2023	S000535-081723
8/17/2023	Sheriff Department Request	Yes	8/28/2023	S000536-081723
8/17/2023	Sheriff Department Request	Yes	8/28/2023	S000537-081723
8/17/2023	Sheriff Department Request	Yes	8/28/2023	S000538-081723
8/17/2023	Sheriff Department Request	No		S000539-081723
8/18/2023	Sheriff Department Request	Yes	8/28/2023	S000540-081823
8/18/2023	Sheriff Department Request	Yes	8/28/2023	S000541-081823
8/18/2023	Sheriff Department Request	Yes	8/28/2023	S000542-081823
8/18/2023	Sheriff Department Request	Yes	8/28/2023	S000543-081823
8/18/2023	Sheriff Department Request	Yes	8/28/2023	S000544-081823
8/18/2023	Sheriff Department Request	Yes	8/28/2023	S000545-081823
8/18/2023	Sheriff Department Request	Yes	8/28/2023	S000546-081823
8/18/2023	Sheriff Department Request	Yes	8/28/2023	S000547-081823
8/21/2023	Sheriff Department Request	No		S000548-082123
8/21/2023	Sheriff Department Request	Yes	8/28/2023	S000549-082123
8/22/2023	Sheriff Department Request	Yes	8/28/2023	S000550-082223
8/22/2023	Sheriff Department Request	Yes	8/28/2023	S000551-082223
8/22/2023	County FOIL Request	No		R000218-082223
8/22/2023	Sheriff Department Request	Yes	8/28/2023	S000552-082223
8/21/2023	County FOIL Request	No		R000219-082323
8/23/2023	County FOIL Request	No		R000220-082323
8/25/2023	Sheriff Department Request	No		S000553-082523
8/29/2023	County FOIL Request	No		R000221-082923
8/29/2023	Sheriff Department Request	Yes	9/3/2023	S000554-082923
8/30/2023	Sheriff Department Request	Yes	9/3/2023	S000555-083023
8/30/2023	County FOIL Request	No		R000222-083023
8/30/2023	Sheriff Department Request	Yes	9/10/2023	S000556-083023
8/30/2023	Sheriff Department Request	Yes	9/10/2023	S000557-083023
8/31/2023	County FOIL Request	Yes	9/5/2023	R000232-090523
8/1/2023	County FOIL Request	Yes	9/6/2023	R000234-090623
8/1/2023	County FOIL Request	Yes	9/6/2023	R000235-090623
8/1/2023	County FOIL Request	No		R000236-090623

Attachment: September FOIL Report (11688 : Monthly FOIL Report - Clerk of the Legislature)

POSITION VACANCY REPORT

As of September 1, 2023

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/\$22.1642-\$28.0545	Aging	Resignation	6/2/2023	6/14/2023	6/15/2023	6/15/2023	8/1/2023	David Brown	
Aging Services Specialist Grade 15/\$22.1642-\$28.0546	Aging	Resignation	6/16/2023	6/14/2023	6/15/2023	6/15/2023	8/7/2023	Carol Dresser	
Food Service Helper Grade 3/\$15.0557-\$19.0567	Aging	Resignation	7/14/2023	7/6/2023	7/6/2023	7/6/2023	7/17/2023	Theresa Thorsen	
Food Service Helper Grade 3/\$15.0557-\$19.0568	Aging	Resignation	7/16/2023	7/6/2023	7/6/2023	7/6/2023	8/4/2023	Courtney Vossler	
Aging Services Specialist Grade 15/\$22.1642-\$28.0544	Aging	Resignation	7/28/2023	6/12/2023	6/12/2023	6/12/2023	8/14/2023	Matt Kemak	
Age Well Center Manager Grade 10/\$18.8329-\$23.8377	Aging	Removal	8/11/2023	8/15/2023	8/15/2023	8/15/2023	Posted		
Aging Services Coordinator Grade 17/\$23.7382-\$30.0465	Aging	Demotion	8/14/2023	8/15/2023	8/15/2023	8/15/2023	Posted		
Information Processing Clerk Grade 8/\$17.7082-\$20.4141	Assigned Counsel	Promotion	7/3/2023	6/28/2023	6/28/2023	6/28/2023	8/16/2023	Samantha Pickert	
Case Manager for Indigent Defendants Grade 14/\$21.4282-\$27.1251	Assigned Counsel	Resignation	8/16/2023	8/24/2023	8/24/2023	8/24/2023	Posted		Grant Funded
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Termination	12/28/2022	1/3/2023	1/6/2023	1/6/2023	Posted		
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Promotion	7/24/2023	7/10/2023	7/10/2023	7/10/2023	exam file apps		
Paralegal Grade 6H/\$23.4869-\$31.2611	County Attorney	New	11/18/2022	11/17/2022	Approved by Resolution	11/17/2022	Posted		*
Chief Assistant County Attorney Grade 4/\$85,369-\$113,625	County Attorney	Resignation	6/20/2023	6/15/2023	6/15/2023	6/20/2023	Posted		
Senior Index Clerk Grade 8/\$17.7082-\$22.4141	County Clerk	Removal	4/10/2023	4/3/2023	4/3/2023	4/3/2023	Posted		
Senior Motor Vehicle Clerk Grade 11/\$18.2559-\$23.1072	County Clerk	Resignation	8/11/2023	7/26/2023	7/26/2023	7/26/2023	8/14/2023	Kim Lewis	
Motor Vehicle Clerk Grade 9/\$18.2559-\$23.1072	County Clerk	Promotion	unknown	7/26/2023	7/26/2023	7/26/2023	Posted		

Attachment: September 2023 (11666 : September 2023 Vacancies)

POSITION VACANCY REPORT

As of September 1, 2023

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Information Processing Clerk Grade 8/\$17.7082-\$20.4141	District Attorney	Removal	6/21/2023	6/30/2023	6/30/2023	6/30/2023	Posted		
Social Welfare Examiner Trainee Grade 10/\$18.8329-\$23.8377	DSS	Promotion	6/9/2012	6/16/2023	6/16/2023	6/16/2023	8/7/2023	Ashley Fairbank	Grant Funded
Senior Caseworker Grade 20/\$26.4087-\$33.467	DSS	Promotion	3/13/2023	2/24/2023	2/27/2023	3/1/2023	Posted		
Support Investigator Grade 12/\$20.0654-\$25.3977	DSS	Promotion	4/28/2023	4/14/2023	4/14/2023	4/17/2023	8/7/2023	Matthew Day	
Social Welfare Examiner Trainee Grade 10/\$18.8329-\$23.8377	DSS	New Postion	4/28/2023	4/27/2023	Approved by Resolution	4/27/2023	Posted		
Case Aide Grade 8/\$17.7082-\$22.4141	DSS	Resignation	5/7/2023	6/14/2023	6/15/2023	6/15/2023	Posted		Grant Funded
Case Aide Grade 8/\$17.7082-\$22.4141	DSS	Promotion	5/22/2023	5/1/2023	5/1/2023	5/1/2023	Posted		Grant Funded
Caseworker Grade 18/\$24.5868-\$31.1206	DSS	Resignation	6/2/2023	6/7/2023	6/13/2023	6/14/2023	8/14/2023	Divina Collacchi	Grant Funded
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	DSS	Promotion	6/2/2023	5/16/2023	5/16/2023	5/16/2023	Posted		Grant Funded
Caseworker Grade 18/\$24.5868-\$31.1205	DSS	Resignation	6/12/2023	5/24/2023	5/24/2023	5/24/2023	8/14/2023	Megan Moffitt	Grant Funded
Senior Social Welfare Examiner Grade 15/\$22.1643-\$28.0544	DSS	Resignation	6/23/2023	5/30/2023	5/31/2023	5/31/2023	Posted		Grant Funded
Social Welfare Examiner Trainee Grade 10/\$18.8329-\$23.8377	DSS	Promotion	6/23/2023	5/30/2023	5/31/2023	5/31/2023	Posted		Grant Funded
Support Investigator Grade 12/\$20.0654-\$25.3977	DSS	Removal	7/23/2023	7/21/2023	7/21/2023	7/25/2023	Posted		Grant Funded
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	DSS	Reinstatement	7/24/2023	7/10/2023	7/12/2023	7/13/2023	Posted		
Case Aide Grade 8/\$17.7082-\$22.4141	DSS	Removal	8/9/2023	8/3/2023	8/3/2023	8/3/2023	Posted		Grant Funded
Caseworker Grade 18/\$24.5868-\$31.1206	DSS	Resignation	8/11/2023	7/24/2023	7/25/2023	7/25/2023	Posted		
Social Welfare Examiner Trainee Grade 10/\$18.8329-\$23.8377	DSS	Resignation	9/1/2023	8/21/2023	8/21/2023	8/21/2023	Posted		Grant Funded

Attachment: September 2023 (11666 : September 2023 Vacancies)

POSITION VACANCY REPORT

As of September 1, 2023

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
Community Service Worker Grade 5/\$16.2237-\$20.5351/hr	DSS	Temporary	N/A	7/7/2023	7/12/2023	7/13/2023	Posted		
Community Service Worker Grade 5/\$16.2237-\$20.5351/hr	DSS	Temporary	N/A	7/7/2023	7/12/2023	7/13/2023	Posted		
Community Service Worker Grade 5/\$16.2237-\$20.5351/hr	DSS	Temporary	N/A	7/7/2023	7/12/2023	7/13/2023	Posted		
Employment & Training Specialist Grade 13 \$20.7293-\$26.2381	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020	Posted		Grant Funded
Deputy Election Commissioner Grade 12/\$47,566-\$63,710	Elections	Promotion	5/25/2023	5/17/2023	5/17/2023	5/17/2023	8/7/2023	Karen Jenney	
Senior Dispatcher Grade 8/\$25.0106-\$34.1584	ERAC	New Position	1/1/2023	11/21/2022	11/21/2022	11/21/2022	Exam File		
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	5/1/2023	5/3/2023	5/6/2023	5/6/2023	8/14/2023	Edward Barhite	
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	8/24/2023	8/29/2023	8/29/2023	8/29/2023	Posted		
RN/ \$29.6033-\$34.6753 hr PHN / \$31.8942-\$37.3569 hr	Health	Removal of Provisional	4/23/2022	5/2/2022	5/2/2022	5/2/2022	Posted		*
Public Health Fellow Grade 16/\$22.9307-\$29.0244/hr	Health	Resignation	7/28/2023	7/24/2023	7/24/2023	7/26/2023	Posted		
Public Health Educator Grade 16/\$22.9307-\$29.0244/hr	Health	Resignation	8/8/2023	7/26/2023	7/26/2023	7/26/2023	8/14/2023	Hannah Commins	
Public Health Fellow Grade 16/\$22.9307-\$29.0244/hr	Health	Resignation	8/14/2023	8/4/2023	8/4/2023	8/7/2023	Posted		
Public Health Educator Grade 16/\$22.9307-\$29.0244/hr	Health	Resignation	8/15/2023	7/24/2023	7/24/2023	7/26/2023	Posted		
Public Health Fellow Grade 16/\$22.9307-\$29.0244/hr	Health	Resignation	8/31/2023	8/24/2023	8/24/2023	8/24/2023	Posted		
Heavy Equipment Operator Grade 16/\$22.0488-\$27.9023	Highway	Resignation	8/11/2022	8/12/2022	8/12/2022	8/12/2022	Post		Grant Funded
Heavy Equipment Operator Grade 16/\$22.0488-\$27.9023	Highway	Resignation	3/31/2023	4/5/2023	4/5/2023	4/5/2023	Posted		
Motor Equipment Operator Trainee Grade 11 \$19.4349/hr / Motor Equipment Operator	Highway	Promotion	5/8/2023	6/5/2023	7/12/2023	7/12/2023	Posted		

Attachment: September 2023 (11666 : September 2023 Vacancies)

POSITION VACANCY REPORT

As of September 1, 2023

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
Heavy Equipment Operator Grade 16/\$22.0488-\$27.9024	Highway	Resignation	5/25/2023	6/2/2023	6/2/2023	6/5/2023	Posted		Grant Funded
Parts Chaser Grade 5/\$16.2237-\$20.5351/hr	Highway	Removal	7/25/2023	7/19/2023	7/19/2023	7/19/2023	Posted		
Motor Equipment Operator Trainee Grade 11 \$19.4349/hr / ~~Motor Equipment Operator~~	Highway	Resignation	8/18/2023	8/10/2023	8/14/2023	8/14/2023	Posted		
Network Technician Grade 18/\$24.5868-\$31.1265	IT	Resignation	6/9/2023	6/12/2023	6/12/2023	6/12/2023	Posted		
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		*
Senior Mental Health Clinician Grade 28/\$34.9958-\$40.0754	Mental Health	Temporary	11/28/2022	11/18/2022	11/18/2022	11/21/2022	Posted		*
Clinical Director of Mental Health Programs ~~Grade 6/\$73.873-\$98.324~~	Mental Health	Removal	2/17/2023	2/13/2023	2/13/2023	2/13/2023	Cert/Posted		
Mental Health Clinician Grade 26/\$33.0886-\$41.8817	Mental Health	New	5/26/2023	5/25/2023	Approved by Resolution	5/25/2023	8/22/2023	Susan Towers	
Compliance/Privacy Officer Grade 7/\$68,718-\$91,464	Mental Health	New	6/23/2023	6/22/2023	Approved by Resolution	6/22/2023	8/7/2023	Aaron Hammond	
Mental Health Rehab Specialist Grade 16/\$22.9307-\$29.0244	Mental Health	Resignation	6/29/2023	5/10/2023	5/10/2023	5/10/2023	Posted		
Mental Health Rehab Specialist Grade 16/\$22.9307-\$29.0244	Mental Health	Resignation	7/21/2023	7/25/2023	7/25/2023	7/26/2023	8/14/2023	Adam Burhans	
Senior Medical Services Clerk Grade 10/\$18.8329-\$23.8377/hr	Mental Health	Resignation	8/4/2023	7/26/2023	7/26/2023	7/26/2023	8/14/2023	Basha Zurbruegg	
Medical Services Clerk Grade 8/\$17.7082-\$22.4141	Mental Health	Resignation	8/14/2023	8/8/2023	8/8/2023	8/9/2023	Posted		
Peer Specialist Grade 9/\$18.2559-\$23.1072	Mental Health	Resignation	8/23/2023	8/9/2023	8/9/2023	8/9/2023	Posted		
Driver, per diem Grade 4 \$15.0058-\$18.8989/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Grant Administrator Grade 10/\$55,315-\$75,625	Planning	New	1/1/2023	11/18/2022	11/21/2022	11/21/2022	Posted		*
Mobility Coordinator Grade 17/\$23.7382-\$30.0465	Planning	New	5/26/2023	5/25/2023	Approved by Resolution	5/25/2023	Posted		

Attachment: September 2023 (11666 : September 2023 Vacancies)

POSITION VACANCY REPORT

As of September 1, 2023

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
Fiscal Officer Grade 7/\$23.7382-\$30.0465	Planning	Retirement	9/15/2023	8/16/2023	8/16/2023	8/16/2023	Posted		
Probation Assistant Grade 12/\$20.0654-\$25.3977	Probation	New	6/23/2023	6/22/2023	Approved by Resolution	6/22/2023	8/21/2023	Autumn Stevens	
Keyboard Specialist Grade 5/\$16.2237-\$20.5351	Probation	Promotion	7/7/2023	7/7/2023	7/7/2023	7/7/2023	8/7/2023	Melissa Hummel	
Public Defender Grade 3/\$91,771-\$122,148	Public Defender	Resignation	6/9/2023	5/18/2023	5/18/2023	5/18/2023	Posted		
Case Manager for Indigent Defendants Grade 14/\$21.4282-\$27.1251	Public Defender	Resignation	7/19/2023	6/16/2023	6/16/2023	6/19/2023	8/7/2023	Gianna DiNardo	
Client Liaison Specialist Grade 7/\$17.1917-\$21.7603	Public Defender	Promotion	8/4/2023	8/25/2023	8/25/2023	8/25/2023	Posted		Grant Funded
Associate Assistant Public Defender Grade 7/\$68,718-\$91,464	Public Defender	New	8/25/2023	8/24/2023	Approved by Resolution	8/24/2023	Posted		Grant Funded
~~Assistant Public Defender~~ PT Jail Cook (12 hrs) Grade 2 \$17.4089-\$23.1381	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$17.4089-\$23.1381	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4211	Sheriff	Resignation	7/24/2021	9/15/2021	9/15/2021	9/16/2021	8/7/2023	Lance Price	*
Correction Officer Grade 1 \$22.0637-\$36.4207	Sheriff	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4212	Sheriff	Resignation	11/6/2021	11/5/2021	11/5/2021	11/8/2021	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Retirement	12/31/2021	12/23/2021	12/28/2021	1/4/2022	Cert/Posted		*
Correction Officer Grade 1 \$22.0637-\$36.4208	Sheriff	Resignation	1/9/2022	1/18/2022	1/19/2022	1/19/2022	Cert/Posted		*
Keyboard Specialist Grade 5/\$16.2237-\$20.5351	Sheriff	New	8/26/2022	8/25/2022	Approved by Resolution	8/25/2022	Cert		*
Correction Officer Grade 1 \$22.0637-\$36.4209	Sheriff	Resignation	9/30/2022	9/22/2022	9/22/2022	9/22/2022	Cert/Posted		*
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	New 2023	1/1/2023	11/29/2022	11/30/2022	11/30/2022	Cert		*

Attachment: September 2023 (11666 : September 2023 Vacancies)

POSITION VACANCY REPORT

As of September 1, 2023

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 \$22.0637-\$36.4206	Sheriff	Resignation	1/18/2023	1/6/2023	1/6/2023	1/9/2023	Cert/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Resignation	1/27/2023	2/6/2023	2/7/2023	2/7/2023	Cert/Posted		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0974	Sheriff	Promotion	3/2/2023	3/8/2023	3/16/2023	3/16/2023	8/1/2023	Antonio Gonzalez	
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Retirement	3/29/2023	3/21/2023	3/21/2023	3/22/2023	Cert/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Retirement	3/31/2023	4/3/2023	4/3/2023	4/3/2023	Cert/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4214	Sheriff	Resignation	4/6/2023	4/6/2023	4/17/2023	4/17/2023	Cert/Posted		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	Resignation	4/6/2023	4/11/2023	4/17/2023	4/17/2023	Cert		
Correction Officer Grade 1 \$22.0637-\$36.4213	Sheriff	Retirement	4/7/2023	3/21/2023	3/21/2023	3/22/2023	Cert/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4212	Sheriff	Resignation	4/13/2023	3/21/2023	3/21/2023	3/22/2023	Cert/Posted		
Correction Officer Grade 1 \$22.0637-\$36.4206	Sheriff	Resignation	4/14/2023	3/22/2023	3/23/2023	3/23/2023	Cert/Posted		
Keyboard Specialist Grade 5/\$16.2237-\$20.5351	Sheriff	Resignation	5/12/2023	4/28/2023	5/5/2023	5/13/2023	8/14/2023	Theresa Neuman	
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0973	Sheriff	Promotion	6/20/2023	6/26/2023	6/26/2023	6/26/2023	exam file apps		
Correction Officer Grade 1 \$22.0637-\$36.4207	Sheriff	Resignation	6/22/2023	6/26/2023	6/26/2023	6/26/2023	exam file apps		
Correction Officer Grade 1 \$22.0637-\$36.4208	Sheriff	Resignation	7/10/2023	7/6/2023	7/7/2023	7/25/2023	exam file apps		
Undersheriff Grade 4/\$85,369-\$113,625/yr	Sheriff	Retirement	7/27/2023	7/12/2023	7/24/2023	7/25/2023	N/A		
Correction Officer Grade 1 \$22.0637-\$36.4212	Sheriff	Resignation	8/7/2023	8/9/2023	8/9/2023	8/9/2023	exam file apps		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	Retirement	9/14/2023	8/28/2023	8/29/2023	8/29/2023	exam file apps		

Attachment: September 2023 (11666 : September 2023 Vacancies)

POSITION VACANCY REPORT

As of September 1, 2023

[illegible]

Attachment: September 2023 (11666 : September 2023 Vacancies)

POSITION VACANCY REPORT**As of September 1, 2023**

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

Attachment: September 2023 (11666 : September 2023 Vacancies)

VACANCIES FILLED IN AUGUST 2023

Department	Title	Date Filled
Aging	Aging Services Specialist	8/1/2023
	Aging Services Specialist	8/7/2023
	Food Service Helper	8/4/2023
	Aging Services Specialist	8/14/2023
Assigned Counsel	Information Processing Clerk	8/16/2023
County Clerk	Senior Motor Vehicle Clerk	8/14/2023
DSS	Support Investigator	8/7/2023
	Caseworker	8/14/2023
	Caseworker	8/14/2023
	Social Welfare Examiner Trainee	8/7/2023
Elections	Deputy Election Commissioner	8/7/2023
ERAC	Dispatcher	8/14/2023
Health	Public Health Educator	8/14/2023
Mental Health	Mental Health Clinician	8/22/2023
	Compliance/Privacy Officer	8/7/2023
	Mental Health Rehab Specialist	8/14/2023
	Senior Medical Services Clerk	8/14/2023
Probation	Probation Assistant	8/21/2023
	Keyboard Specialist	8/7/2023
Public Defender	Case Manager for Indigent Defendants	8/7/2023
Sheriff	Correction Officer	8/7/2023
	County Police Officer (Deputy Sheriff)	8/1/2023
	Keyboard Specialist	8/14/2023

Attachment: Vacancies Filled Sept 2023 (11666 : September 2023 Vacancies)

NEW VACANCIES THAT OCCURRED IN AUGUST 2023

Department	Title	Date of Vacancy
Aging	Age Well Center Manager	8/11/2023
	Aging Services Coordinator	8/14/2023
Assigned Counsel	Case Manager for Indigent Defendants	8/16/2023
County Clerk	Senior Motor Vehicle Clerk	8/11/2023
DSS	Case Aide	8/9/2023
	Caseworker	8/11/2023
ERAC	Dispatcher	8/24/2023
Health	Public Health Educator	8/8/2023
	Public Health Fellow	8/14/2023
	Public Health Educator	8/15/2023
	Public Health Fellow	8/31/2023
Highway	Motor Equipment Operator	8/18/2023
Mental Health	Senior Medical Services Clerk	8/4/2023
	Medical Services Clerk	8/14/2023
	Peer Specialist	8/23/2023
Public Defender	Client Liaison Specialist	8/4/2023
	Associate/Asst. Public Defender	8/25/2023*
Sheriff	Correction Officer	8/7/2023
*created at August legislative session		

Attachment: New Vacancies Sept 2023 (11666 : September 2023 Vacancies)



**CORTLAND COUNTY ATTORNEY
VICTORIA J. MONTY**

Jeri A. DuVall
Assistant County Attorney

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

Nicole Compton
Secretary

MONTHLY REPORT – Dated September 6, 2023

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2023	2022	2021	2020	2019
\$1,367.63	\$151,289.00	\$0.00	\$0.00	\$4,348.13

INSURANCE RECOVERIES & SETTLEMENTS

YTD 2023	2022	2021	2020	2019
\$0.00	\$13,280.98	\$20,622.62	\$22,219.98	\$122,477.76

FINES COLLECTED:

YTD 2023	2022	2021	2020	2019
\$400.00	\$400.00	(data unknown)	(data unknown)	(data unknown)

CONTRACTS & AGREEMENTS referred to County Attorney's Office for review:

NEW Since last report	YTD 2023	2022	2021	2020	2019
27	229	371	307	359	360

INCIDENT/ACCIDENT/THREAT REPORTS reviewed by County Attorney's Office:

NEW Since last report	YTD 2023	2022	2021	2020	2019
5	64	92	126	144	143

Attachment: August_Report_20230801_thru_20230831 (11669 : County Attorney Office Monthly Report)

JD/PINS PETITIONS - 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:

Type	YTD 2023	2022	2021	2020	2019
JD	10	12	17	21	22
JD - RTA*	5	4	3	8	13
PINS	10	9	4	4	15
Probation Violations - Support	6	10	3	5	6

* Respondent 16 years of age at date of offense(s), committed 10/01/2018-9/30/2019; 17 years of age at date of offense(s), committed after 10/01/2019

JD (including RTA) referrals for petition by classification of offense:

	YTD 2023	2022	2021	2020	2019
Property Crimes	7	11	9	24	19
Crimes Against Persons	5	2	7	4	6
Sex Offenses	2	1	6	1	10
Other (e.g., Violation of Probation)	1	3	0	0	0

COURT ORDERS – 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:

NEW Since last report	YTD 2023	2022	2021	2020	2019
0	40	49	21	65	87

CORTLAND COUNTY BOARD OF ELECTIONS

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Republican Commissioner

Michelle S. Brown

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Deputy Commissioner

Karen A. C. Jenney

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MONTHLY REPORT –August 2023

Voter Registrations/Records:

New	Address	Party	Name	IA/Purge/Other	Duplicates	Incomplete	DOH	OCA	TOTAL
107	179	63	14	29	0	77	32	0	501

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
110	122	0	1	62	77	372

FOIL Requests:

Received	In process	Completed
8	0	8

- Programming ballots and delivery/pickup of voting machine for Marathon Special School Election held on August 14, 2023.
- Received 1 County and 4 Town Propositions for GE23 by the August 7th deadline.
- 8 inspector training classes were held, for a total of 47 inspectors trained.