



Government Operations Committee

Committee Meeting

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

~ Agenda ~

Tuesday, October 7, 2025

10:30 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m1b406760ca6d4408ba15314fecc6d0bc>

Tuesday, October 7, 2025 10:30 AM | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2345 944 5163

Password: pcMkZJiZ263

Join by phone

+1-415-655-0001 US Toll

Access code: 234 594 45163

CALL TO ORDER

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

MINUTES

1. Government Operations Committee - Committee Meeting - Sep 9, 2025 10:30 AM
2. Government Operations Committee - Special Committee Meeting - Sep 25, 2025 4:45 PM

RESOLUTIONS

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 1

Amend Anti-Discrimination Policy

WHEREAS, there is a need to amend the Cortland County Anti-Discrimination Policy to update and clarify the existing policy; AND

WHEREAS, there is also a need to amend the title of the current policy to include prohibition against harassment; AND

WHEREAS, the County Attorney has reviewed the amendments; AND

WHEREAS, the Government Operations Committee approves these amendments; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the amendments to the

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 2

Authorize Agreement for Appalachian Regional Commission (ARC) "Grants to Grow" Grant and Amend 2025 Cortland County Budget - County Clerk

WHEREAS, Cortland County began utilizing Laserfiche in 2017 with the support of Tompkins County for the use of Records Management, and numerous permanent records were digitized and stored according to New York State standards; AND

WHEREAS, in 2024 Cortland County entered into a contract with ICC Community Development Solutions for the use of Laserfiche, independently from Tompkins County, to allow the Records Management component to continue to expand, and to maximize the use of Laserfiche with its additional capabilities; AND

WHEREAS, the County Clerk as Records Management Officer has committed to supporting the Records Management component by including necessary licenses and related fees in the approved budgets for 2024 and 2025, along with the proposed budget for 2026 in the amount of \$56,960; AND

WHEREAS, through the IT Steering committee and current use across 14 departments, Laserfiche continues to be identified as a critical tool in streamlining and creating efficiencies across the County; AND

WHEREAS, to implement the identified efficiencies additional financial resources are necessary, the *Grants to Grow* through the Appalachian Regional Commission (ARC), provided a funding opportunity to continue to expand the use of Laserfiche focusing on countywide records management, organizational capacity, and operational efficiency; AND

WHEREAS, Cortland County has been awarded funding, requiring the County to enter into a grant agreement with ARC to administer the award, providing the County with \$100,000 to purchase additional Laserfiche licenses, desktop scanners and training, for a contract period November 1, 2025 through October 31, 2027; AND

WHEREAS, the 2025 fiscal year budget for the County Clerk includes \$30,000 of available funds to be applied to the total match expectation of \$153,620; AND

WHEREAS, acceptance of this grant requires Cortland County to enter into a grant agreement with ARC to administer the award; NOW THEREFORE BE IT

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

		Current
INCREASE REVENUE BUDGET:		
A14105.44XXX	ARC Grant	\$100,000
A359900	Appropriated Fund Balance	\$123,620
INCREASE EXPENDITURE BUDGET:		
A14105.54005	Supplies	\$45,360
A14105.54055	Contractual	\$170,760
A14105.54035	Training	\$7,500

; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign an agreement with the Appalachian Regional

Commission for acceptance of ARC *Grants to Grow* funding in the amount of \$100,000, with a County Match of \$153,620, for a total project cost of \$253,620, for the contract period November 1, 2025 through October 31, 2027; AND BE IT FURTHER

RESOLVED, that the Director of Finance shall carryover all unused grant funds to the subsequent year(s) budget covered by the grant, per the approved grant agreement.

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 3

2025 Standard Workday Reporting

WHEREAS, the New York State Comptroller is authorized by Sections 34 and 334 of the Retirement and Social Security Law to adopt rules and regulations for reporting the service and salary information for all employees of participating employers in the New York State and Local Employees' Retirement System ("Retirement System"); AND

WHEREAS, Cortland County is a participating employer in the Retirement System; AND

WHEREAS, the New York State Comptroller has promulgated Regulation 315.4 which imposes certain reporting requirements for elected and appointed officials of participating employers, and requires the governing board of each participating employer to adopt a resolution establishing a standard work day for each elected or appointed official; AND

WHEREAS, among the requirements for employers are a more detailed description of a Standard Work Day along with a Legislative resolution establishing and reporting such Standard Work Day, public posting of the Resolution, and submission of the Resolution to the New York State Retirement System; AND

WHEREAS, pursuant to Regulation 315.4, in the event that elected or appointed officials do not participate in an employer's time keeping system, they are required to keep a record of activities (ROA) for a three month period; AND

WHEREAS, each of the elected or appointed officials listed in this resolution have kept records of their actual time (ROA) worked in their current position for the required ninety days or taken part in the Cortland County time keeping system; NOW THEREFORE BE IT

RESOLVED, that the County of Cortland/10011 hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Name	SSN	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Patrick Perfetti			District Attorney	01/01/25-12/31/28	7	30.84	☐	Bi-weekly	☐
Kevin Fitch			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Beau Harbin			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Dominick Mantella			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Reed Cleland			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Joseph Nauseef			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Mitchel Eccleston			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐

I, Savannah M. Hempstead, ~~secretary~~/**clerk** of the governing board of the Cortland County, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 23rd day of October, 2025 on file as part of the minutes of such meeting, and that same is true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the County of Cortland on this ____ day of _____, 2025.

Affidavit of Posting: I Savannah M. Hempstead, being duly sworn, deposes and says that the posting of the Resolution began on October 24, 2025 and continued for at least 30 days, That the Resolution was available to the public on the:

Employer's website at www.cortlandcounyny.gov

Official sign board at 60 Central Avenue, Cortland NY 13045

Main entrance secretary or clerk's office at 60 Central Avenue, Room 306, Cortland NY 13045

MONTHLY REPORTS

1. Personnel Monthly Reports - September 2025
2. Board of Elections Monthly Report
3. County Clerk Monthly Report
4. County Attorney Monthly Report
5. Safety Director Monthly Update
6. Clerk of the Legislature Monthly Reports

DISCUSSION ITEMS

ADJOURNMENT