



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Tuesday, October 17, 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	
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	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Michelle Brown	Cortland County, NY	Republican Election Commissioner	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Christopher Simser	Cortland County, NY	Chief Assistant County Attorney	Present	
Cathy Bischoff	Cortland County, NY	Board Member	Present	
Melanie Vilardi	Cortland County, NY	Deputy County Administrator	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Sharon MacDougall	Cortland County, NY	Director of Community	Present	

	NY	Services		
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Nicole Anjeski	Cortland County, NY	Director of Public Health	Remote	
Margaret Mellott	Cortland Standard	Reporter	Remote	
Ediie Velazquez	Cortland Voice	Reporter	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Sep 19, 2023 9:00 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 – Semi Annual Mortgage Tax Distribution - County Clerk

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/17/2023 10:00 AM
MOVER:	George Wagner, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Semi Annual Mortgage Tax Distribution - County Clerk

WHEREAS, in accordance with NYS Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for April 1, 2023-September 30, 2023, has been prepared and submitted by the Cortland County Clerk and has been approved by the New York State Department of Taxation and Finance, AND

WHEREAS, the Basic Mortgage Tax has been submitted with interest to the Cortland County Treasurer, AND

WHEREAS, the mortgage tax has been calculated to apportion the basic mortgage tax between the towns and villages, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorize the County Treasurer to make payments to each of the tax districts within the County of Cortland as shown below, either by check or by electronic bank deposit based on the request of the receiving municipality.

Cortland, City of		\$4,746.73
Cincinnatus, Town of		\$126,463.70
Cortlandville, Town of		\$65,300.31
	McGraw, Village of	\$1,838.21
	Homer, Village of	\$185.20
Cuyler, Town of		\$1,879.28
Freetown, Town of		\$5,080.24

Harford, Town of		\$6,325.80
	Homer, Town of	\$23,112.93
	Homer Village of	\$17,463.18
Lapeer, Town of		\$6,287.74
Marathon, Town of		\$9,658.28
Marathon, Village of		\$5,249.51
Preble, Town of		\$6,910.36
Scott, Town of		\$3,827.07
Solon, Town of		\$5,714.92
Taylor, Town of		\$2,546.78
Truxton, Town of		\$9,810.14
Virgil, Town of		\$17,729.46
Willet, Town of		\$931.08
	TOTAL	\$321,060.92

AGENDA ITEM NO. 2 – Appoint Republican Election Commissioner

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/26/2023 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	George Wagner, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

ON MOTION OF STOCK

RESOLUTION NO.

Appoint Republican Election Commissioner

WHEREAS, the term of duly appointed Cortland County Republican Election Commissioner Michelle Brown expires December 31, 2023, AND

WHEREAS, the Cortland County Republican Committee has submitted a certification endorsing the appointment of Michelle S. Brown as the Cortland County Republican Election Commissioner, NOW THEREFORE BE IT

RESOLVED, that Michelle S. Brown, 16 Frank Street, Cortland, New York 13045, is hereby appointed as the Cortland County Republican Election Commissioner for a term beginning January 1, 2024 through December 31, 2027.

AGENDA ITEM NO. 3 – Authorize Changes to Management Plan

Mr. Heider MADE A MOTION TO AMEND the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees, Section II (B)(1) to include the Chair of the Legislature for approval of hiring above Step 1; Mr. Eccleston SECONDED THE MOTION TO AMEND, and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT:	APPROVED [UNANIMOUS]
	Next: 10/26/2023 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston

Authorize Changes to Management Plan

WHEREAS, the Management Compensation Review Committee has reviewed the Employment Policy Manual for Departments Heads, Management Employees and Management/Confidential Employees, AND

WHEREAS, the committee has identified many amendments which are necessary to provide Management employees with benefits that are at least equal to union employees' benefits, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the amendments to the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees as attached effective January 1, 2024.

AGENDA ITEM NO. 4 – Increase Annual Legislative Compensation - Cortland County Legislature

RESULT: APPROVED [4 TO 3]

Next: 10/17/2023 10:00 AM

MOVER: Paul Heider, Committee Member

SECONDER: Mitchel Eccleston, Committee Member

AYES: Sandra Price, Kelly L. Fairchild-Preston, Paul Heider, Richard Stock

NAYS: George Wagner, Susan Wilson, Mitchel Eccleston

Increase Annual Legislative Compensation - Cortland County Legislature

WHEREAS, the Cortland County Legislature is currently paid \$10,000 per year, per Legislator, with the Chairman receiving \$19,000 and the Majority and Minority Leaders receiving \$10,500, AND

WHEREAS, the above salary has remained the same for eight (8) years (2015 was raised from \$6,000 to \$10,000), AND

WHEREAS, the Cortland County Legislature's Government Operation Committee recommends an increase in salary for Legislators beginning in 2024, AND

WHEREAS, the County Administrator, as Budget Officer, included a Legislative salary of \$12,000 per legislator, \$21,000 for the Chair of the Legislature and \$12,500 for Majority and Minority Leaders in the 2024 budget, AND

WHEREAS, a public hearing upon the 2024 Tentative Budget was held on October 26, 2023 at 6:00 p.m., AND

WHEREAS, the notice for said public hearing included a statement of the Legislative salaries contained in the 2024 budget, NOW THEREFORE BE IT

RESOLVED, that effective January 1, 2024 the annual Legislative salary be and hereby is \$12,000 per legislator, \$21,000 for the Chair of the Legislature and \$12,500 for the Majority and Minority Leaders.

AGENDA ITEM NO. 5 – Adopt of Rules of Order - Cortland County Legislature

RESULT:	APPROVED [UNANIMOUS]
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Next: 10/26/2023 6:00 PM

MOVER:	Sandra Price, Committee Member
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SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
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AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson, Eccleston
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ON MOTION OF STOCK

RESOLUTION NO.

Adopt of Rules of Order - Cortland County Legislature

WHEREAS, Local Law No. 2 for year 1972, Section 202, Paragraph 5 established that the Cortland County Legislature is empowered to enact rules governing the conduct of the members at its sessions and the manner of transacting business thereat, AND

WHEREAS, County Law Section 153[8] empowers the County Legislature to determine the rules of its own proceedings, AND

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

The Committee shall oversee:

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

MONTHLY REPORTS

1. Monthly Report September 2023 - Board of Elections

RESULT:	COMPLETED
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2. Weights and Measures Report September 2023

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

RESULT:	COMPLETED
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4. County Attorney Office Monthly Report

RESULT:	COMPLETED
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5. County Clerk Monthly Report

RESULT:	COMPLETED
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6. October 2023 Vacancy Report

RESULT:	COMPLETED
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EXECUTIVE SESSION

It was MOVED by Mr. Heider, seconded by Ms. Preston, 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 10:16 a.m. to 10:30 a.m., at which time on motion of Mr. Wagner, seconded by Ms. Preston, it was unanimously approved by voice vote to exit executive session.

ADJOURNMENT

The meeting was closed at 10:30 AM



Government Operations Committee

Committee Meeting

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

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~ 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	

Minutes Acceptance: Minutes of Sep 19, 2023 9:00 AM (MINUTES)

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
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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



CORTLAND COUNTY REPUBLICAN COMMITTEE
P.O. Box 5522 • Cortland, NY 13045

Headquarters:
607 753-6381

Connie M. White, Chairman
PO Box 291
Marathon, NY 13803
607 849-3960 (home)
adamswhitehouse@aol.com

Karen Q. Snyder, Secretary
799 Pheasant Run
Cortland, NY 13045
607 753-9121 (home)
ksnyder10@twcnny.rr.com

Andrea Niggli, Treasurer
1841 E. River Rd.
Cortland, NY 13045
607 591-3691 (cell)
amniggli@gmail.com

March 1, 2023

Savannah Hempsted
 Clerk of the Legislature
 60 Central Ave.
 Cortland, NY 13045

Dear Savannah,

At our scheduled Cortland County Republican Full Committee meeting held on March 1, 2023, the following motion was put forth for adoption.

A motion was made by Committee Member Quail, seconded by Committee Member Kobillard, all in attendance were in favor. The motion carried.

Be it resolved; upon the affirmation of the Cortland County Legislative body establishing the fulltime positions for Cortland County Election Commissioners, now therefore be it further

Resolved; the Cortland County Republican Full County Committee, endorses the appointment of Republican Commissioner Michelle S. Brown from January 1, 2024 – December 31, 2027.

If you should have any questions, please contact me at the above.

Sincerely yours,

Constance M. White
 Cortland County Republican Chair

Attachment: Republican Election Commissioner Certification 2024-2027 (11751 : Appoint Republican Election Commissioner)

**STATE OF NEW YORK
STATE BOARD OF ELECTIONS**

ELECTION COMMISSIONER CERTIFICATION

To the Clerk of the County Legislature, County of Cortland

I certify that:

At a meeting of the Republican County Committee of the County of Cortland, held on the 1st day of March, 2023, at McGraw Community Building, McGraw, New York, under the provisions of the Election Law and rules if the County Committee, a quorum being present,

Michelle S. Brown, residing at
(Name)

16 Frank Street, Cortland, NY 13045, was recommended
(Address)

by majority of said Committee as a suitable and qualified person for appointment to the office of Commissioner of Elections,

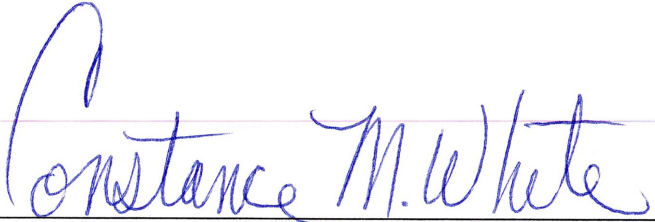
☒ For the term beginning January 1, 2024 – December 31, 2027

☐ to fill an existing vacancy in said office for the remainder of the current term

and that said designee is a registered voter of the County of Cortland and a duly enrolled member of the Republican Party.

Dated at McGraw, New York

March 1, 2023.
(Date)


(Chairman or Secretary)

03/2023

Attachment: Republican Election Commissioner Certification 2024-2027 (11751 : Appoint Republican Election Commissioner)



**Cortland County
Administrative Policy Manual**

**Employment Policy Manual for Department Heads, Management Employees and
Management/Confidential Employees**

Policy/Procedure Number: 01.001

Modified Date (s): 12/7/2005; 1/20/2012;
11/20/2012; 12/20/2012; 12/19/2013;
10/30/2014; 5/28/2015; 1/1/2016; 11/4/2016;
1/1/2017; 1/1/2018; 1/1/2019; 1/25/2019;
1/3/2020; 1/2/2021; 4/22/2021, 4/28/2022,
1/1/2023, 1/1/2024

Resolution No.: 106-21, 123-22

Effective Date: 4/22/2021

Next Review: 9/1/2024

Objective: The purpose of this policy manual is to provide Department Heads, Management employees, and Management/Confidential employees with a reference for the basic terms and conditions of employment with Cortland County.

Reference (All applicable federal, state, and local laws):

Legislative Policy Statement: The County Legislature is committed to providing a high quality of services to the citizens of Cortland County. The administrative employees of the County are one of the essential elements required to fulfill this commitment. Through their leadership and professionalism, the Board's philosophy and policy is manifested in the efficient and effective operation of the County departments.

The County Legislature values the dedication and service of its administrative employees. The policy and the provisions contained herein establish and provide the terms and conditions of employment for Department Heads, Management, ~~and~~ Management/Confidential, and **elected** personnel in the employment of Cortland County Government. This policy statement is intended to provide those employees with a better understanding of the privileges and responsibilities of their positions and to assist in the mission of the professional delivery of services in Cortland County.

Responsible Department: Personnel Department

General Information:



Cortland County Administrative Policy Manual

I. Definitions:

The term “Administrative employee” is used in this policy manual to refer to all employees who occupy positions that are exempt from the bargaining unit under the Taylor Law. For the purposes of this manual, we have defined the administrative employees by using four major categories, which are explained below. Policies or benefits that apply to all employees have been referred to as applying to Administrative employees or employees covered by this policy. Specific benefits or responsibilities that pertain to specific groups of employees, for example, Department Heads, have been noted as such.

Department Heads - ~~Employees who are recommended by the County Administrator for appointment by the County Legislature.~~ **Employees who are appointed by the County Legislature.** Department Heads function in the primary leadership position in the department and are directly responsible for the development of departmental policies and the implementation of legislative initiatives. The County Administrator will complete an annual performance evaluation on department heads based on legislative policies.

Management Employees - Employees who are appointed by the Department Head to positions authorized by the County Legislature. Management employees have significant managerial responsibility in the areas of supervision and policy formation.

Management/Confidential - Employees who perform support functions for management positions and/or other assignments, which require them to be unrepresented by collective bargaining agreements.

Elected Officials - Employees who are elected by popular vote. Due to their unique status, elected officials are exempt from leave and attendance requirements and are therefore ineligible for any fringe benefits related thereto. **The elected positions of Sheriff, County Clerk and Coroner are eligible for health insurance, but no other fringe benefits.** They are also exempt from the probation period.

Positions within each category are included in Attachment B.

II. Policy:

A. Appointments

1. Full-Time Appointments

Department Heads, Management employees, and Management/Confidential employees are for fixed or continuing terms.



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- a. Fixed Term Appointments - Certain appointments are for a pre-established number of years as prescribed by the N.Y.S. Constitution, State and County Law, General Municipal Law, and Local Law or Rule. Included in this category are appointments which are made for the "Term of the Board", which is four years.

Continuous Term Appointment - The remainder of appointments are continuous are, in most instances afforded Civil Service Status and Protection, and are renewed contingent on satisfactory performance and authorization by the County Legislature and/or the County Administrator or Department Head. This group includes administrative employees who are appointed "at the pleasure of" the County Legislature or the Department Head, within the confines of Civil Service. Information regarding the type of appointment is provided to candidates during the recruitment and selection process. Questions concerning the term of appointment may be directed to the Personnel Department.

b. _____

2. Part-time Appointments and Benefits

In certain cases, the County Legislature may establish part-time and/or temporary appointments to accommodate unique situations. Employees appointed to part-time positions and who work less than the standard work week, shall receive the approved salary for the position and the statutory benefits referenced herein, including Retirement (if eligible), Unemployment Insurance, Social Security, Worker's Compensation and Health, Dental and Vision Insurance. There shall be no earned leave benefits unless said part-time appointment consists of a regular schedule equal to or greater than one-half (1/2) of the standard work week for the position. In this case, leave benefits shall be prorated.

Fringe benefits shall be limited to the above-referenced items unless otherwise approved by the County Legislature.

3. Probationary Period

Employees in the classified service are subject to a probationary period in accordance with Cortland County Civil Service Rules. The classified service includes the Competitive, Non-Competitive, Exempt, and Labor classes of Civil Service. Employees who have been promoted to a position in the classified service are also subject to a probationary period.

Employees in the unclassified service or elected classification are not subject to a probationary period.



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4. Promotions/~~Out of Title~~/Rehires

Administrative positions are critical to the efficient and effective operation of County government. It is the policy of Cortland County to seek professionals with the qualifications and experience necessary to fulfill this goal. Emphasis will be placed on recruitment of current employees who possess the qualifications, experience, and employment history necessary for the quality operation of the department. Employees who are ~~promoted~~ or working out-of-title shall be placed at the minimum of the new grade unless the current hourly rate is above the minimum, in which case, they will be placed in the Step immediately above their current hourly rate. No one shall exceed the top of the range for the new grade. Out-of-title shall be defined as duties and responsibilities assigned beyond that of an employee's regular position for a period greater than five consecutive business days due to an absence, exclusive of annual leave.

Employees who are promoted may be placed at the step that the candidate's experience warrants with approval by the Chair of the Legislature, County Administrator and Personnel Officer.

Employees who are reinstated/rehired after separation may be placed at the step that the candidate's experience warrants with approval by the Chair of the Legislature, County Administrator and Personnel Officer. They may be given the same amount of vacation and longevity time credit and shall have accrued sick leave reinstated. This may only be used for employees being rehired/reinstated to the same title from which they left. This is at the discretion of the County Administrator and the Personnel Officer.

5. Secondary Employment

Full-time Employees covered by this policy understand and agree that their employment with the County is of primary importance, and that secondary employment must not inhibit or impede the efficient and effective performance of their job duties, responsibilities, or attendance; nor shall it impair their judgment in exercising of their official duties. Department Heads, Deputy Department Heads, and Division Heads will discuss and receive written approval annually from the County Administrator prior to engaging in secondary employment. Any changes to the terms of the secondary employment approval, requires subsequent approval. Copies of all correspondence will be kept in the personnel files.

Certain positions covered by this manual also have a prohibition on secondary employment embodied in New York State statute or local rule.



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B. Compensation

1. Annual Salary

Cortland County maintains a competitive salary structure and benefit package for administrative employees. The County will review the compensation structure ~~periodically~~ **annually through the Management Compensation Review Committee** to ensure it is competitive in current market conditions.

The Management Compensation Review Committee will be comprised of: the Chair of the Government Operations Committee, the Vice Chair of the Government Operations Committee, the County Administrator, the Personnel Officer, one additional legislator, and two department heads.

The committee will: review the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees for any changes to the language within the document. Additionally, the committee will review the compensation structure and position groupings within the salary grade plan to determine if any changes are necessary.

Attachment A outlines a four step increment system (equal to a 10% increase between steps) ~~shall be implemented~~ fitting each employee into the proper grade and step for Management and Management/Confidential employees. Effective January 1, 2024, there will be a separate salary schedule for Attorneys (12% increase between steps 1 and 2 and 8% between the remainder of the steps). All employees covered by this policy manual are placed in the graded salary schedule which has been adopted by the County Legislature. This graded salary schedule shall receive an annual adjustment equal to the increase given to CSEA unit 6550.

Employees who are hired at Step 1 shall move across the step increments as follows:

Step 1: hire rate

Step 2: upon completion of two years in the position

Step 3: upon completion of four years in the position

Step 4: upon completion of ~~ten~~ **eight** years in the position

Employees who are hired at a step other than Step 1 shall move across the step increments as follow:

Movement to Step 3 from Step 2: after two years at Step 2

Movement to Step 4 from Step 3: after ~~six~~ four years at Step 3

Employees shall begin employment at Step 1 for the grade unless the County Administrator and Personnel Officer determines that the need for the services or the



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employee's experience require that compensation be fixed at a higher step.

2. Longevity

Employees, with the exception of **elected officials and Election Commissioners** ~~District Attorney~~, who have been continuously employed with the County shall receive a non-cumulative annual longevity incentive upon completion of continuous County service in accordance with the schedule listed below.

	<u>Full Time</u>	<u>Part-Time (halftime or less)</u>
Completion of 10th Year	\$ 1,000	\$ 500
Completion of 15th Year	\$ 1,500	\$ 750
Completion of 20th Year	\$ 2,000	\$1,000
Completion of 25th Year	\$2,500	\$1,250
Completion of 30th Year	\$3,000	\$1,500
Completion of 35th Year	\$3,500	\$1,750

For the purposes of this program, continuous service shall be defined as no break in employment that exceeds one (1) year unless said break in service is the result of personal illness, accident, military service or layoff.

Employees who are less than full time but are more than half time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours. Employees who move from less than half-time to half-time or more will receive service credit for longevity purposes from the initial part time date of hire as long as the service is continuous.

If an employee has been on full pay status for less than eleven (11) working days of the calendar month, longevity will not be credited for that calendar month.

Longevity payments shall be made by the County in one lump sum payment in a separate paycheck to the employee in the payroll period after the employee's anniversary date.

Only regularly scheduled employees who are on the County payroll at the time of longevity payment will be entitled to the longevity benefit. Employees who retire prior to the longevity payment will receive a prorated amount at the time of retirement based on their date of retirement.

3. Health, Dental, and Vision Insurance

a. Health Insurance:



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Cortland County provides group health, hospitalization, major medical insurance, and prescription drug coverage through a self-insured Participating Provider Network (PPN) for all full time and part-time employees covered by this policy and their eligible dependents. Effective January 1, 2007, both the full and part-time employee share of this coverage shall be twenty percent (20%). The County's Health Benefits Program is fully described in the Plan Booklet.

~~* Effective 1/1/2023:~~ All ~~new~~ employees hired ~~under this plan~~ on or after 1/1/2023 will be enrolled in the Personal Choice PPO Plan if they wish to enroll in the County's insurance.

Prescription Drug Coverage:

The County Health Insurance Plan includes a three tier formulary plan for prescription drugs. Employees may obtain prescription medications through the following providers and will pay the following co-pays:

Maintenance Medications

i Employees may obtain available brand name prescription maintenance medications through the voluntary international mail order program from CortlandMeds at \$0 co pay. Please check available medications list at the Personnel Office or CortlandMeds.com.

~~ii Effective 1/1/2023,~~ the following co-pays apply to 90-day maintenance medications through the mail order program:

<u>ii</u>	Generic	\$10
	Brand Name Formulary	\$40
	Brand Name Non-Formulary	\$70

~~Effective 1/1/2023,~~ the co-pay for specialty medications ~~will be~~ **are** up to \$50 per 30-day supply.

iii Employees who fill prescriptions for maintenance medications at a retail pharmacy will pay one co-pay per 30-day supply. Only 30 day fills will be available at the retail pharmacy.

\$10 for generic



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\$20 for brand name
\$35 for non-formulary

UPON THE FOURTH REFILL AT RETAIL, EMPLOYEES SHALL PAY
A PENALTY CO PAY AT 50% OF THE **DRUG COST**.

Maintenance medications that are not able to be filled
through the mail order program are excluded from the fourth
refill penalty and may be processed as non-maintenance
medications as described below.

Non-maintenance medications

\$10 for generic
\$20 for brand name formulary
\$35 for non-formulary

Employee contributions / Eligibility:

Employee contributions for the health insurance premium
shall be deducted in equal amounts from each bi-weekly
paycheck. Coverage for new employees hired prior to the
16th of the month shall become effective on the first of the
following month. Coverage for new employees hired on or
after the 16th of the month shall become effective on the first
day of the second month following employment (e.g. date of
hire of May 17 would result in coverage effective July 1).

Enrollment in the health insurance plan shall take effect as
described herein or during the open enrollment period held
at once per year.

b. Dental Insurance:

The County provides a self-insured dental plan for full-time
and part-time employees. Employees shall be responsible
for 50% of the monthly premium equivalent, if coverage is
elected. Dependent coverage is available at 100% of the
cost of the monthly premium equivalent.

c. Vision Insurance:

The County provides a self-insured vision plan for full-time
and part-time employees. Employees shall be responsible for
50% of the monthly premium equivalent, if coverage is



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elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.

The Employer provides the I.R.S. Section 125 spending account plan for employee contributions toward Health, Dental, Vision and other authorized and applicable health care related costs, and authorized and eligible day care expenses. The plan is administered by a Third Party Administrator and conforms with I.R.S. regulations.

4. Health Insurance coverage upon retirement

Employees shall be eligible to continue health coverage for themselves and any eligible dependents in retirement, provided they have met the following requirements:

a. Employees hired previous to January 1, 2005 will require completion of a minimum of ten (10) years of service; Employees hired January 1, 2005 through December 31, 2023 will require ten (10) consecutive years with Cortland County;

Employees hired January 1, 2024 or after will require twenty (20) consecutive years of service with Cortland County (effective 1/1/2024, exceptions to this requirement may be reviewed and approved by the County Legislature on a case by case basis).

b. are employed by Cortland County at the time of retirement; and

c. are enrolled in the health plan at the time of retirement; and

d. provide the Employer with proof of retirement and otherwise meet the definition of retirement as specified by the NYS Retirement System.

e. Be at least 55 years old;

The Retiree's share of Health Insurance costs shall be as follows:

Employees who retire and were hired prior to January 1, 2006:

<u>Employee Share</u>	<u>County Share</u>
10%	90%

Employees hired on or after January 1, 2006:

	<u>Employee Share</u>	<u>County Share</u>
10 years service but less than 15 years	50%	50%
15 years service but less than 20 years	35%	65%
20 years service or more	20%	80%



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For All Retirees: Upon qualification for Medicare Part B, all retirees must enroll and provide the Medicare Part B required information to the Personnel Department.

The spouse of a deceased retired employee may continue to participate in the County's Health Plan upon payment of 100% of the monthly premium equivalent.

5. Retirement

The County participates in the New York State Employee's Retirement System with all rights and benefits presently provided by the Career Retirement Plan under Section 75i and 14b of the Retirement and Social Security Law. All permanent, full-time employees are enrolled in the New York State and Local Retirement System. Due to changing legislation and regulations, you should check with the N.Y.S. and Local Retirement System directly to obtain information regarding your benefits.

In addition, Cortland County offers the following Retirement Enhancements:

* May not apply to 14b members

- a. Section 41(j) - the application of unused sick leave accruals towards additional service credit upon retirement
- b. Section 41(k) - military service credit buy back.
- c. Section 60(b) - Minimum Death Benefit of up to three times the employee's annual rate of pay depending on length of service of employee at time of death and retirement tier.
- d. New York State Defined Voluntary Contribution Program (VDC) for those who are eligible

6. Social Security

Social Security provides income protection when an employee's earnings either cease or are reduced as a result of retirement, disability, or death. Social Security benefits are based on the employee's salary history up to the maximum Social Security taxable wage base. Each payroll period, payroll deductions made by the employee are matched by Cortland County to provide this benefit. Complete information is available from the Social Security Office.

7. Worker's Compensation

Employees who suffer an injury or illness which is directly related to their employment shall be eligible for Worker's Compensation Benefits amounting to a maximum of two-thirds of an employee's salary, depending on the degree of injury.



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Employees must file the required report form immediately following the job related accident.

8. Employee Assistance Program

The County will provide an Employee Assistance Program through a qualified provider of the County's choice. Employees will **not** be responsible for any co-payments applicable to the services provided. All records of the Employee Assistance Program are confidential between the employee and the provider. The fact that an employee utilizes such assistance shall not impact promotional opportunities or job security.

9. Defense and Indemnification

The County of Cortland shall provide for the defense and indemnification of employees covered by this policy for actions or omissions made in the ordinary course of their employment in accordance with the procedures and policy outlined in Local Law # 3 of 2004. Employees requesting assistance under this section are advised to make a written request to their Department Head or County Administrator within three (3) business days of their receipt of any summons, complaint, process, notice, demand, or pleading that may require defense and indemnification coverage.

10. Deferred Compensation Plan (457c)

A Deferred Compensation Plan is a voluntary savings program created by federal and state law that enables public employees to save a portion of their gross pay before federal, state, and local income taxes are deducted. Currently, Cortland County participates in the NYS Deferred Compensation Program. The amount deferred accumulates tax free until the funds plus earnings are distributed, generally after retirement. Information regarding the complete details of the Deferred Compensation Program and payroll deduction forms are available in the Personnel Department.

11. Tuition Reimbursement

Employees covered by this policy are eligible for tuition, books and fees reimbursement for job related/advancement courses at the undergraduate and graduate level, subject to the approval of the Department Head and the oversight Committee. Reimbursement will be made at the four-year SUNY undergraduate or graduate rate, as applicable for approved courses upon receipt of satisfactory completion of the course. Employees who withdraw from a course after the deadline date for withdrawal without penalty may be required to reimburse the County for the cost of the course. The County will not duplicate reimbursement from any other source. Course requests are available in the Personnel Office.

The County shall reimburse the renewal cost of licenses and certifications required to perform their jobs.

An employee who resigns from County employment, excluding for reasons of disability, death or an event beyond the control of the employee, and has received tuition



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reimbursement shall be required to refund the County according to the following schedule:

<u># of Months Since Course Completion</u>	<u>% Refund Due the County</u>
0 - 12	100
13 - 24	50
25 - 36	25

In the event an employee fails to make such refund by the resignation date, the employee shall forfeit payment of accrued vacation and compensatory time, not to exceed monies owed. Any remaining balance shall be deducted from the employee's final paycheck.

Professional development requests will be reviewed as part of the annual County budget process subject to procedures developed by the County Administrator.

12. Travel for County Business

Employees covered by this policy will be reimbursed for necessary and reasonable expenses incurred in the performance of County business in accordance with separate policy and upon submission of an approved claim form. Generally, mileage will be reimbursed at the rate in cents per mile that is allowed by the IRS.

Travel authorization and conference attendance shall be required in all cases involving out of County and overnight travel. Travel will be in accordance with the Cortland County Policy and Procedure Authorization to Travel.

~~13. Civil Service Exam Fees~~

~~Cortland County Managers and Administrators taking civil service examinations for Cortland County positions shall pay only the fee assessed the County by the New York State Municipal Service Division.~~

14. Safety Equipment

The County will, at its cost through reimbursement, provide managerial-level employees with necessary safety equipment and/or uniforms to carry out job duties. Requests for reimbursement will be processed by voucher submitted to the Manager of Audit and Financial Projects.

C. Attendance and Leave Benefits

1. Office Hours



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County Offices shall be open for the conduct of business and convenience of the public in strict accordance with the hours prescribed by the Cortland County Legislature and in accordance with existing State and County regulations.

(Generally, 8:30 a.m. - 4:30 p.m. 9:00 a.m. to 5:00 p.m. or 8:00a.m. to 4:00 p.m.)

2. Base Work Day/Work Week

A. Department Heads and Management employees are responsible for performing the duties of their office. The work day is determined by the tasks to be performed. The work week for full time employees shall be a minimum of 35 hours per week or 40 hours per week, depending on the position. Part time employees vary dependent on the position.

Most Department Heads and Management employees are not eligible for overtime compensation; however, they may accumulate one (1) week of compensatory time on a rolling bank basis to be used during their employment. Part time employees compensation time may not exceed 40 hours unless approved by the County Administrator. Compensatory time will be earned hour for hour. Compensatory time is to be earned only for time worked in the actual performance of the job. Examples of time worked include (but not limited to) required attendance at evening Legislative Sessions, community meetings on evenings and weekends, completion of special projects requiring a deadline (ie: grant writing) and responding after hours and /or on weekends for work issues that cannot wait until normal work days/ hours. Compensatory time is not intended to be earned for occasional work at home, reading reports, or material that will otherwise prepare you and make you successful at your job.

Management employees shall receive prior approval to earn and use compensatory time from the Department Head. Earned and used compensatory time will be reported to Personnel like all other leave accruals.

*Compensation may be provided in special circumstances at the discretion of the County Administrator and report to oversight committee.

Department Heads are not required to obtain prior approval to earn compensatory time; however, in addition to reported, earned, and used compensatory time will be reported to Personnel like all other leave accruals. An e-mail will be sent to the County Administrator recording the date, reason, and amount earned.

Unused compensatory time will not be paid at time of separation from service for Grades 1-12 Department Heads and Management Employees.

3. Emergency Management Responsibilities

It shall be the responsibility of all employees covered by this policy to report for duty at times and places designated by the Chairman of the Legislature or County



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Administrator, or their designee, when a natural disaster or emergency has occurred. Designated radio and television station(s) shall be considered as carrying official information. A designated phone number and County website will also be accessible.

4. Holidays

Employees covered by this policy who, in the judgment of the Department Head, can be spared without interfering with the operation of the department, will be allowed time off with pay to observe the following holidays, provided such employee shall have worked the work day immediately preceding such holiday and provided such employee works the work day immediately following such holiday unless the employee is using paid benefit time, other than sick time, for which prior approval has been given. Employees who are required to work on a holiday will receive equal time off in lieu of the holiday.

New Year's Day

Martin Luther King's Birthday

Presidents' Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving Day

Christmas Eve

Christmas Day

An annual holiday calendar will be issued by the Personnel Department designating when holidays will be observed.

In addition, employees on payroll prior to July 1st of any year will receive one (1) floating holiday.

If an employee is absent from work due to illness on either the last regularly scheduled work day prior to the holiday or the first regularly scheduled work day following the holiday, he/she shall forfeit being paid for the holiday unless the absence is verified by a medical provider's statement, if requested by the Department Head, Personnel Director or County Administrator.

5. Annual Leave

A. Annual Leave will be earned and credited monthly. New employees must start on or before the 15th of a month to receive annual leave credit for that month. On the first of January of each year of employment and every year of full-time continuous service thereafter, annual leave will be credited as follows:

Years of Credit	Days of Vacation Accrued Monthly	Maximum Days Earned Annually
At Least		
1 month	0.8333	10



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2 years	0.9167	11
3 years	1	12
4 years	1.0833	13
5 years	1.1667	14
6 years	1.25	15
7 years	1.3333	16
8 years	1.4167	17
9 years	1.5	18
10 years	1.5833	19
11 years	1.6667	20
15 years	1.75	21
18 years	1.8333	22
20 or more years	2.0833	25

For the first January 1 of employment, the employee shall be credited with two years of service credit for vacation. Each January 1 thereafter, the employee shall be credited with an additional year of service.

Part-time employees regularly scheduled to work greater than half the Full Time Equivalent will receive a pro-rated value of annual leave.

Employees shall not accrue vacation leave for any period during which they are off the payroll for more than half of the working days per month.

- B. Department Heads and Management Employees may carry a maximum balance of 50 days of accumulated annual leave credit.
- C. Management/Confidential employees may carry 50 days of accumulated annual leave.
- D. Upon the termination of an employee, either by resignation or retirement, the employee works ten (10) working days (days do not need to be consecutive but must include the last day of employment) following the day written notification is given, unless the employee has a death in his/her immediate family (as defined in II. Attendance and Leave Benefits- Bereavement), is required to report for jury duty (as defined in III. Attendance and Leave Benefits- Jury Duty), or is required to be absent from work for any other unforeseen reason that, at the discretion of the County Administrator and Personnel Officer, constitutes a valid reason for absence (for this clause only, if a paid holiday falls within the ten (10) day notice period, it shall be considered a day worked if all other required days are worked by the employee). Employees will receive a lump sum payment during the last payroll period for accumulated annual leave credits.



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Employees shall submit requests for approval of use of annual leave to their Department Head. Department Heads shall notify the County Administrator and Chairperson of the oversight committee, in writing, of their intent to use consecutive days of annual leave, at least one (1) week in advance of the intended leave date, unless or except in special circumstances. Department Heads shall notify the County Administrator and Chairperson of the oversight committee when expecting to not report for work for the day

- E. Annual Leave shall be used in minimum increments of fifteen (15) minutes.
- F. After six (6) months of continuous service, once per calendar year, upon written request to the Department Head/designee, an employee may choose to be compensated at their regular straight time rate of pay for up to 50% of their vacation balance. In order for an employee to eligible for a payout, the vacation balance may not be less than 80 hours at the time of the request.

6. Use of Accrued Vacation to pay Health Insurance Premium

A. ~~Effective January 1, 2015~~, employees may convert accrued vacation days to monies to be used toward payment of their health care premium. Up to 5 days may be converted annually. A minimum of 10 days of accrued vacation must be available at the time of declaration. ~~*Effective 1/1/2022 up to 5 days.~~

Individuals will declare in writing the intent to make this conversion during the health care open enrollment period of the prior year. The dollar amount will be applied toward the employee's health care premium contribution for the next calendar year and spread out equally to each pay period.

B. At the time of retirement, employees may opt to apply some or all of their accrued vacation towards payment of retiree health insurance premiums. If the retiree should die prior to exhausting all of the accrued vacation, the remainder shall be paid to the retiree's estate.

7. Sick Leave

Absence from duty by an employee of Cortland County by reason of the employee's own sickness, disability, or medical/dental appointments or that of their immediate family, shall be allowed as provided in this section. Absence from duty for such reasons, if duly granted by the Department Head, shall be considered and known as "sick leave".

~~A.~~ Sick leave shall be credited at the rate of one and one-half (1½) days per month. Half-time employees shall earn a pro-rated amount of sick leave. Employees shall be charged sick leave time for actual hours used, in a minimum increment of fifteen (15) minutes. Sick leave credits will be earned when an employee is on full and active pay



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status for fifty percent (50%) of the working days in the calendar month. ~~Days during which an employee is out on Worker's Compensation, in excess of 20 days are not considered to be days on full pay status for purposes of earning sick leave.~~

B. An employee who is absent on sick leave shall report his absence, and reason therefore, to his supervisor **prior to the start of their regularly scheduled work shift.** ~~at the earliest possible time but no later than 9:30 a.m.~~

C. Sick leave shall be granted by the Department Head. Department Heads who are absent under the provisions of this section shall notify the County Administrator if the absence is anticipated to be of an extended nature and/or will interfere with departmental operations.

D. After 3 consecutive days of illness or after 12 cumulative days of illness during a 12 month period, a medical certificate may be required. When a pattern of abuse of sick leave is suspected, the department head may, upon advance notice, require an employee to provide proof of illness at any other time. The department head also may require the employee to be examined, at the County's expense, by a physician designated by the County Administrator.

E. Employees may utilize sick leave during the statutory waiting period while under Workers' Compensation.

F. Employees may accumulate unused sick leave up to a maximum of 200 days.

G. An employee who is employed for a full calendar year and who does not use any sick leave during a calendar year shall accrue an extra day of annual leave.

H. At the time of retirement, employees shall use the first 165 *unused sick leave days as extra pension credit in accordance with the rules established by the New York State Employees Retirement System. Employees may convert up to 35 unused sick leave days in excess of the 165 ~~on a two-for-one basis not to exceed \$1,750~~ **not to exceed \$10,000** to pay for the employee's portion of retiree health insurance.*Tier 6 employees hired after 12-31-14 are limited to one hundred (100) days or as provided in the retirement legislation for Tier 6.

8. Emergency Pool

In conformance with the rules, the Personnel Officer is authorized to permit the use of hours in the pool by any current County employee who qualifies and makes a request for such hours based on a personal or family emergency. All decisions by the Personnel Officer shall be final and binding.

9. Family Sick Leave



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A. An employee shall be allowed to use up to a maximum of thirty-five (35) hours [for a seven hour per day employee] or forty (40) hours [for an eight hour per day employee] of accumulated sick leave per calendar year for absence from work necessitated by illness of the employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, son/daughter-in-law or other person who is a member of the household. The Department Head may request written documentation from the employee to verify residency of other household members.

B. ~~Effective July 1, 2008~~, each employee may use up to an additional thirty (30) days of sick leave for a family event which is Family Medical Leave qualified. The additional leave is not applicable for an intermittent FMLA request.

10. Personal Leave

A. Personal leave with pay shall be granted for religious observance or personal business.

B. Effective January 1st of each year, employees shall be credited with four days of personal leave. Employees who work at least half time shall receive prorated personal leave. Employees hired after January 1 or terminating service before December 31st shall receive a prorated share of personal leave credit.

C. Whenever possible, a request for personal leave should be submitted to the department head or their designee forty-eight (48) hours prior to the requested date. Department Heads shall notify the County Administrator's Office of instances where a Department Head will not be reporting for work for the day.

~~Personal leave may be granted only with the approval of the department head.~~ Unused personal leave time shall be carried over at the end of the year credited as accumulated sick leave.

During the first year of hire, personal time shall be prorated as follows:

Date of Hire	Time Earned (40 hr/week)	Time Earned
1/10-2/14	32 hours	28 hours
2/15- 3/31	28 hours	24.5 hours
4/1-5/14	24 hours	21 hours
5/15-6/30	20 hours	17.5 hours
7/1-8/14	16 hours	14 hours
8/15-9/30	12 hours	10.5 hours
10/1-11/14	8 hours	7 hours



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11/15-12/31	4 hours	3.5 hours
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Upon permanent separation from County service, the time allowed for use prior to separation shall be pro-rated as follows:

Date of Resignation	Total Time Allowed to be Used (40hrs/week)	Total Time Allowed to be Used (35hrs/week)
1/10-2/14	4 hours	3.5 hours
2/15-3/31	8 hours	7 hours
4/1-5/14	12 hours	10.5
5/15-6/30	16 hours	14 hours
7/1-8/14	20 hours	17.5 hours
8/15-9/30	24 hours	21 hours
10/1-11/14	28 hours	24.5 hours
11/15-12/31	32 hours	28 ous

11. Family Medical Leave

The County will abide by provisions and regulations of the Federal Family and Medical Leave Act (FMLA).

12. Leaves of Absence

A. A leave of absence without pay of up to one year may be granted to employees covered by this policy. A written request for a leave of absence must be submitted to the County Administrator (for Department Heads) or to the Department Head (for Management and Management/ Confidential employees) at least four (4) weeks prior to the requested date of leave stating the reason for the leave and the anticipated duration of the leave. Department Heads will confer with the County Administrator and the Personnel Director prior to granting a leave to Management and Management/Confidential employees.

B. A leave of absence shall not be granted to accept other employment.

C. No leave shall be authorized which may exceed the remaining period of a term appointment.



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D. Not less than thirty (30) days prior to the expiration of an employee's leave, the employee shall be required to submit written notification to the County Administrator or Department Head of their intention to return to work.

E. When an employee is on a leave of absence for one-half of a month or longer, sick leave, longevity and vacation will be pro-rated to reflect the leave. Employees on an unpaid leave of absence will be required to contribute the full cost of health insurance and any other paid fringe benefits for the period beyond three (3) months, except as otherwise provided by law or rule.

13. Bereavement Leave

A. In the event of the death of an employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, or other person who is a member of the household (the Department Head may request written documentation from the employee to verify residency of other household members), the employee shall be excused from work, if the employee was scheduled to work, with pay at his/her request, for up to four (4) days. One (1) day of the four (4) may be retained for funeral later interment and/or celebration.

The use of up to four (4) days referred to in "1" are to be used within thirty (30) days of the employee's receipt of notification of a qualifying death. The requested bereavement days must be used consecutively and cannot be spread over a 30-day period. Employees may still retain one (1) day for interment. Where special circumstances exist which prohibits use within the 30-day period, a request may be made to the County Personnel Officer for other accommodations. The Personnel Officer shall have sole authority to grant an exception.

i. In the event of the death of any relative not outlined in Section 1 of this Article, the employee shall be excused from work at his/her request on the day of the funeral utilizing accrued personal leave, vacation leave, floating holiday or comp time.

ii. Employees covered by this Agreement who are less than full-time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours.

14. Jury Duty

Upon receipt of proof of the necessity of jury services or appearance as a witness to subpoena or other order of the court (for job related actions only), employees shall be granted leave with pay to provide time as needed for such service. Any compensation received, less expenses, for said service shall be returned to the **Finance Department** ~~County Treasurer~~ within five (5) working days from the time it is received by the employee.



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An employee, who is dismissed for the day or from service within two (2) hours or more remaining in his/her regular scheduled work day is required to report to work.

15. Military Leave

Employees serving as a member of an organized militia or any reserve force or reserve component of the Armed Forces of the United States are entitled to paid leave not to exceed thirty (30) calendar days or twenty-two (22) work days, whichever occurs first, in accordance with Section 242 of Military Law. Requests for military leave should be presented to the Department Head or County Administrator as soon as possible upon receipt of orders.

Miscellaneous

16. Reasonable Suspicion Alcohol and Controlled Substance Policy

Cortland County intends to maintain a drug and alcohol free workplace and, as such, has adopted procedures for conducting screenings of all employees for the use of illegal drugs and improper use of prescription drugs and alcohol based upon reasonable suspicion.

17. Personal Appearance of Employees

It is important that all County employees project a professional image to the patients, clients and/or members of the general public with whom they interact. Employees are expected to dress in a manner appropriate to their working environment and to the type of work performed. Employees who are required to wear uniforms and safety equipment are expected to wear them in their entirety.

18. Employee Evaluations

With the exception of Elected Officials, all employees under this policy shall receive an annual performance appraisal 60 days prior to their anniversary date in accordance with adopted Legislative Policy.

19. Equal Employment Opportunity

It is the policy of Cortland County to provide equal opportunity in employment for all qualified persons; to prohibit unlawful discrimination in employment; and to promote the full realization of equal opportunity on a continuing basis through a realistic Affirmative Action Plan.

This Policy of Equal Employment Opportunity:

~~Applies to all persons without regard to race, color, creed, national origin, age (18-70), sex, disability, religion, marital status, political affiliation, or criminal record.~~



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All applicants will be considered for employment without attention to age, race, color, religion, sex, sexual orientation, gender identity, national origin, political affiliation, veteran or disability status.

Applies to all County organizational departments and governs all County employment practices, policies, and actions.

Provides that no local practice, or procedure or policy exists which serves to diminish or negate such equal opportunity.

All Department Heads, Management, and Management/Confidential employees are expected to comply with this policy directive and to insure equal opportunity in all Human Resources practices within their individual departments.

20. Code of Ethics

Employees shall be bound by Section 806 of the General Municipal Law and Resolution of the County Legislature adopting a Code of Ethics. Employees shall behave in the highest moral and ethical conduct in accordance with State and County Law. A copy of the County's Code of Ethics is provided upon hire.

21. External News Media

Employees covered by this policy are to interact with external new media (ie: broadcast, electronic print) as prescribed below to provide an effective and efficient framework to facilitate the timely, accurate, comprehensive, authoritative and relevant to all aspects of Cortland County.

Refer all media inquiries to your respective department head. Please do not say you are not allowed to talk to the media. Instead, state that all media inquiries are to be directed to department heads. In some instances department heads may want to involve and/or refer to the County Attorney/County Administrator.

A department head may designate a deputy or an employee covered by this policy to speak in their absence. A written designation letter shall be filed with Personnel, County Attorney and the Clerk of the Legislature. Said designation may be revoked at any time.

22. Questions of Intent or Application of this Policy

Questions regarding the intent of proper application of any provision of this policy shall be directed to the Director of Personnel. The Director of Personnel shall meet with the County Administrator and Chairman of the Legislature to determine the proper course of action to take on any question.



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Attachment A – Graded Salary Schedule for 2024²

2024 Management Salary Table

Proposed: 1/1/2024

	Step 1 (0-2)	Step 2 (3-4)	Step 3 (5-7)	Step 4 (8+)
Grade	1	2	3	4
1	\$110,295	\$121,325	\$133,457	\$146,803
2	\$102,600	\$112,860	\$124,146	\$136,561
3	\$95,442	\$104,986	\$115,485	\$127,033
4	\$88,783	\$97,662	\$107,428	\$118,171
5	\$82,589	\$90,848	\$99,933	\$109,926
6	\$76,827	\$84,510	\$92,961	\$102,257
7	\$71,467	\$78,614	\$86,475	\$95,123
8	\$66,481	\$73,129	\$80,442	\$88,486
9	\$61,843	\$68,027	\$74,830	\$82,313
10	\$57,528	\$63,281	\$69,609	\$76,570
11	\$53,515	\$58,866	\$64,753	\$71,228
12	\$49,781	\$54,759	\$60,235	\$66,259

2024 Management Confidential Table

Hourly

	Step			
Grade	1	2	3	4
1H	\$17.1780	\$18.8958	\$20.7854	\$22.8639
2H	\$18.4664	\$20.3130	\$22.3443	\$24.5787
3H	\$19.8513	\$21.8365	\$24.0201	\$26.4221
4H	\$21.3402	\$23.4742	\$25.8216	\$28.4038
5H	\$22.9407	\$25.2348	\$27.7582	\$30.5341
6H	\$24.6612	\$27.1274	\$29.8401	\$32.8241
7H	\$26.5108	\$29.1619	\$32.0781	\$35.2859

2024 Management Attorney Table

Proposed: 1/1/2024

	Step 1 (0-2)	Step 2 (3-4)	Step 3 (5-7)	Step 4 (8+)
Grade	1	2	3	4
1	\$95,000	\$106,400	\$114,912	\$124,105



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2	\$85,000	\$95,200	\$102,816	\$111,041
3	\$72,000	\$80,640	\$87,091	\$94,058

Management/Attorney Employees

Grade 1

Chief Assistant County Attorney
Chief Assistant District Attorney
Chief Assistant Public Defender
Chief DSS Attorney

Grade 2

Assistant County Attorney
Assistant Public Defender
Assistant District Attorney
Social Services Attorney

Grade 3

Associate Assistant County Attorney
Associate Assistant Public Defender
Associate Assistant District Attorney
Associate Social Services Attorney



**Cortland County
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Attachment B – Positions within Grade

Department Heads/Management Employees

Grade 1

County Attorney

Public Defender

Grade 2

Commissioner of DSS

Director of Finance

Grade 3

Commissioner of DSS

Director of Community Mental Health Services

Director of Finance

Director of Information Technology

Director of Planning

Public Defender

Public Health Director

Sheriff

Personnel Officer

Superintendent of Highway

Grade 4

Deputy County Administrator

Chief Assistant District Attorney

Chief Assistant Public Defender

Deputy County Administrator

Undersheriff

Chief Assistant County Attorney

Chief DSS Attorney

Grade 5

Deputy Director of Information Technology

Deputy Director of Information Technology

Deputy Commissioner of DSS

Director of Emergency Response and Communication

Grade 6

Assistant County Attorney

Assistant District Attorney

Assistant Public Defender

Deputy Director of Finance

Social Services Attorney

Clinical Director of Mental Health

Manager of Audit and Financial Projects

Deputy Director of Community Mental Health Services

Deputy Public Health Director

Director of Area Agency on Aging

Director of Administrative Services/DSS

Director of Real Property Tax Services

Probation Director

Deputy Superintendent of Highways

Deputy Personnel Officer

County Clerk

Grade 7

Plan Administrator

Director of Environmental Health

Attachment: Position slottings only (11735 : Authorize Changes to Management Plan)



Cortland County Administrative Policy Manual

Deputy Superintendent of Highways

County Clerk

Director of Administrative Services/DSS

Director of Community Health Services

Grade 8

Clerk of the Legislature

Superintendent of Buildings and Grounds

Epidemiology Manager

Grade 9

Assistant Director of Emergency Response and
Communication

Supervisor, Solid Waste Management

Grade 10

~~Assistant Director of Area Agency on Aging~~
Benefits Manager

Child Advocacy Center Coordinator ~~Director~~

Deputy County Clerk

Mobility Manager

Grade 11

~~Director of Veterans Services~~

Executive Administrative Officer

Executive Assistant to County Administrator

Grade 12

County Treasurer

Deputy Clerk of County Legislature

~~Motor Vehicle Director~~

Deputy Election Commissioner

~~Director of Program Development/DSS~~
Director of Social Services

Workforce Development Director

Highway Engineering and Maintenance Supervisor

Clerk of the Legislature

Director of Real Property Tax Services

Deputy Personnel Officer

Probation Director

Director of Area Agency on Aging

~~Grants Administrator (Workforce Development
Director)~~

~~Highway Engineering and Maintenance Supervisor~~

Deputy Director, Area Agency on Aging – Aging Services

Deputy Director, Area Agency on Aging – Nutrition
Services

Family Support Services Director

Employment and Training Director

Nutrition Program Manager

Director of Weights and Measures

Assistant Director of Administrative Services

Public Health Programs Manager

Director of Veterans Services

Grants Administrator

Motor Vehicle Director

Fiscal Manager

~~Mobility Manager~~
Executive Assistant to the District
Attorney

Recycling Coordinator

Assistant Landfill Supervisor

~~Nutrition Program Manager~~ Recycling Coordinator

~~Recycling Coordinator~~ Coroners

~~Coroners~~ Safety Officer

Safety Officer

Attachment: Position slottings only (11735 : Authorize Changes to Management Plan)



Cortland County Administrative Policy Manual

The following positions' salaries are off scale and receive the same annual increases as positions above:

County Administrator

Medical Advisor

Medical Director/Psychiatrist

Mental Health Practitioner

Attachment: Position slottings only (11735 : Authorize Changes to Management Plan)



Cortland County Administrative Policy Manual

Management/Confidential Employees

Grade 1H

Election Clerks

Grade 2H

Senior Election Clerks

Grade 3H

Personnel Assistant

Secretary to the Plan Administrator

Grade 4H

Data Officer

Personnel Technician Trainee

Personnel Assistant

Grade 5H

Payroll Coordinator

Personnel Technician

Secretary to the County Attorney

Secretary to the District Attorney

Secretary II-Administrative Assistant

Secretary ~~Administrative Assistant~~ to the Commission
of Social Services

Secretary to the Sheriff

~~Secretary~~ Administrative Assistant to the Plan
Administrator

Grade 6H

Legal Associate

Paralegal

Payroll Coordinator

Personnel Technician

Grade 7H

Investigator (PT)

Attachment: Position slottings only (11735 : Authorize Changes to Management Plan)



**Cortland County
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Management/Attorney Employees

Grade 1

Chief Assistant County Attorney
Chief Assistant District Attorney
Chief Assistant Public Defender
Chief DSS Attorney

Grade 2

Assistant County Attorney
Assistant Public Defender
Assistant District Attorney
Social Services Attorney

Grade 3

Associate Assistant County Attorney
Associate Assistant Public Defender
Associate Assistant District Attorney
Associate Social Services Attorney

Election Commissioners

These positions are eligible for health insurance and leave accruals, but not longevity

Salaries set by the Legislature annually



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Adopted 11/18/21 – Resolution 310-21

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ARTICLE I DEFINITIONS

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



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

13. **Conflict of Interest** – no municipal officer or employee shall have an interest, direct or indirect, in any contract with the County of Cortland, or engage in any other activity prohibited by the Cortland County Code of Ethics (Local Law No. 2 of 2008), when such officer or employee, individually or as a member of a board, has the power or duty to:
 - A. Negotiate, prepare, authorize or approve a contract or authorize or approve payment thereunder;
 - B. Audit bills or claims under the contract; or
 - C. Appoint an officer or employee who has any of the powers or duties set forth above.
14. **Communication** – is any written instrument advising the Legislature of facts, situations, or problems (past, present, or future) having to do with the operation of Cortland County Government or the Legislature's powers under County Law. For informational purposes, official communications may be distributed to 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



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 11/18/21 – Resolution 310-21

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.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

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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.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER
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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:



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

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

The Committee shall oversee:

~~The Treasurer's Office,~~ The Finance ~~Office~~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** – Not less than five (5) nor more than seven (7) members who shall oversee:

County Highway Department

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

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

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

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

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

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



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

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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

CORTLAND COUNTY BOARD OF ELECTIONS

112 River Street, Suite 1

Cortland, NY 13045

Phone: (607)753-5032

www.cortland-co.org/182/elections

Democratic Commissioner

Thomas H. Brown

607-753-5033

tbrown@cortland-co.org

Deputy Commissioner

Angela I. Burchfield

aburchfield@cortland-co.org



Republican Commissioner

Michelle S. Brown

607-753-5125

mbrown@cortland-co.org

Deputy Commissioner

Karen A. C. Jenney

kjenney@cortland-co.org

MONTHLY REPORT –September 2023

Voter Registrations/Records:

New	Address	Party	Name	IA/Purge/Other	Duplicates	Incomplete	DOH	OCA	TOTAL
317	340	47	26	44	0	25	17	0	816

Notices Sent:

Acknowledgments	Transfers	Confirmations	HAVA ID	Cancellations	Incompletes	TOTAL
303	325	1	34	53	13	729

FOIL Requests:

Received	In process	Completed
10	0	10

- Issued NYPIRG at Suny Cortland 1000 registration forms and have received 535 registration forms back from the students.
- Absentee and Election Day ballot programming for the upcoming General and Village Elections.
- Issued 715 Absentee ballots for the General Election and 108 Absentee ballots for the Village Elections
- Finished our inspector trainings.
- Changed the Truxton pollsite from the Fire Station to the Municipal building because of deficiencies with ADA compliance. Sent 762 voters a postcard notifying them of the change.

Weights and Measures
For September 2023
Government Operations Committee

The month of September was a good example of the wide range of devices that Weights and Measure inspects. I did 1 Large vehicle Scale, The Jet-A fuel dispenser at the Count Airport, A new scale at sea food store, 4 Monorail scales at Meat Processing plants, 11 Rx Scales which includes comparing their weight kits that go along with those scales (10 to 20 weights per store), 3 scales at a dairy processing facility that sells cheese curds to a large grocery chain, 1 scale used by an elk farm that sells venison to restaurants as well as farmers market. 4 scales used at hardware stores used to sell bulk nails and hardware, 29 scales at smaller often family owned grocery stores, 2 scales at a Cider mill and 4 scales at Farm/Produce stands.

As mentioned last month I started working with the new Director of Weights and Measures for Tompkins County. She shadowed me when I was doing the scales at the meat processing plants and we spent a few days going over the administrative end of the Weights and Measures and we will do a milk bulk tank a few days before this meeting. The State Weights and Measures has stepped up to help her with the training as well as myself and other Counties to get her up to speed. A wonderful part of my job is that the County Weights and Measures across the state work as a community. Often times reaching out to each other for advice or support.

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

Requests by Month

Run Date: 10/13/2023 10:12 AM

Create Date	Request Type	Completed/Closed	Close Date	Reference No
9/1/2023	Sheriff Department Request	Yes	9/20/2023	S000558-090123
9/1/2023	Sheriff Department Request	Yes	9/10/2023	S000559-090123
9/1/2023	County FOIL Request	Yes	9/29/2023	R000223-090123
9/1/2023	Sheriff Department Request	Yes	9/3/2023	S000560-090123
9/3/2023	County FOIL Request	No		R000224-090323
9/3/2023	County FOIL Request	No		R000225-090323
9/3/2023	County FOIL Request	No		R000226-090323
9/3/2023	County FOIL Request	No		R000227-090323
9/3/2023	County FOIL Request	No		R000228-090323
9/3/2023	County FOIL Request	Yes	10/11/2023	R000229-090323
9/4/2023	Sheriff Department Request	Yes	9/24/2023	S000561-090423
9/4/2023	County FOIL Request	No		R000230-090423
9/5/2023	Sheriff Department Request	Yes	10/1/2023	R000231-090523
9/5/2023	Sheriff Department Request	Yes	10/1/2023	R000233-090523
9/5/2023	Sheriff Department Request	Yes	9/10/2023	S000562-090523
9/5/2023	Sheriff Department Request	Yes	9/10/2023	S000563-090523
9/5/2023	Sheriff Department Request	Yes	9/24/2023	S000564-090523
9/5/2023	Sheriff Department Request	Yes	9/24/2023	S000565-090523
9/6/2023	Sheriff Department Request	Yes	9/10/2023	S000566-090623
9/6/2023	Sheriff Department Request	Yes	9/24/2023	S000567-090623
9/6/2023	Sheriff Department Request	Yes	9/24/2023	S000568-090623
9/6/2023	Sheriff Department Request	Yes	9/10/2023	S000569-090623
9/8/2023	County FOIL Request	No		R000237-090823
9/8/2023	Sheriff Department Request	Yes	9/24/2023	S000570-090823
9/11/2023	Sheriff Department Request	Yes	9/11/2023	S000571-091123
9/11/2023	Sheriff Department Request	Yes	9/11/2023	S000572-091123
9/12/2023	Sheriff Department Request	Yes	9/24/2023	S000573-091223
9/12/2023	Sheriff Department Request	Yes	9/24/2023	S000574-091223
9/12/2023	Sheriff Department Request	Yes	9/12/2023	S000575-091223
9/12/2023	County FOIL Request	Yes	10/2/2023	R000238-091223
9/12/2023	County FOIL Request	Yes	10/11/2023	R000239-091223
9/12/2023	Sheriff Department Request	Yes	10/11/2023	R000240-091223
9/13/2023	Sheriff Department Request	Yes	9/18/2023	S000576-091323
9/13/2023	Unrecognized Email	Yes	9/13/2023	U000977-091323
9/13/2023	Sheriff Department Request	Yes	9/13/2023	S000577-091323
9/13/2023	Sheriff Department Request	No		S000578-091323
9/13/2023	County FOIL Request	Yes	10/2/2023	R000241-091323
9/13/2023	County FOIL Request	Yes	10/2/2023	R000242-091323
9/13/2023	Sheriff Department Request	Yes	10/11/2023	R000243-091323
9/15/2023	County FOIL Request	Yes	10/2/2023	R000244-091523
9/15/2023	Sheriff Department Request	Yes	9/24/2023	S000579-091523
9/17/2023	Sheriff Department Request	Yes	9/24/2023	S000580-091723
9/18/2023	Sheriff Department Request	Yes	9/24/2023	S000581-091823
9/18/2023	Sheriff Department Request	Yes	9/24/2023	S000582-091823
9/18/2023	Sheriff Department Request	Yes	9/24/2023	S000583-091823

Attachment: October FOIL Report (11748 : Clerk of the Legislature Monthly FOIL Report)



OFFICE OF THE CORTLAND COUNTY ATTORNEY

CORTLAND COUNTY OFFICE BUILDING
60 CENTRAL AVENUE, SUITE 312
CORTLAND, NY 13045
TEL: 607-753-5095

Victoria J. Monty
County Attorney

Christopher I. Simser, Sr.
Chief Assistant County Attorney

Jeri A. DuVall
Assistant County Attorney

Nicole M. Compton
Secretary

MONTHLY REPORT – Dated October 3, 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
24	253	371	307	359	360

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

NEW Since last report	YTD 2023	2022	2021	2020	2019
8	72	92	126	144	143

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	11	12	17	21	22
JD - RTA*	6	4	3	8	13
PINS	12	9	4	4	15
Probation Violations - Support	7	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	6	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
11	51	49	21	65	87

County Clerk Monthly Report:January-September 2023 (75%)

	<u>YTD 2020</u>	<u>YTD 2021</u>	<u>YTD 2022</u>
Clerk Fees		371,509.56	367,917.96
DMV Fees		299,379.80	262,026.19
User Fee		220,385.18	170,666.10
Internet Fee		17,408.28	10,437.95
Local Mtg Tax		333,049.52	376,821.92
DWI Fines		5,200.00	6,002.77
Mtg Tax Exp		52,578.90	52,578.90
TOTAL		1,299,511.24	1,487,516.00
% OF Est Rev		88.15%	83.60%
Est Rev		1,474,216.00	1,487,516.00
Actual Rev		1,705,470.00	1,615,993.68

Attended NYSACC regional meeting in Binghamton

Working with NYS, Dept of State in regards to notary renewals

Recertification of pistol permits

Background checks for ammunition

YTD 2023

316,482.76

285,324.60

216,423.51 est

18,150.43

229,564.18

2,995.00

52,578.90

1,121,518.29

73.1

1,534,316.00

TBD

POSITION VACANCY REPORT

As of October 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
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	9/18/2023	Shannon Howitt	
Aging Services Specialist Grade 15/\$22.1643-\$28.0544	Aging	Promotion	9/18/2023	9/6/2023	9/6/2023	9/6/2023	Posted		
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	9/18/2023	Loretta Hill	
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		
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Resignation	9/26/2023	9/5/2023	9/5/2023	9/5/2023	Posted		
Senior Cleaner Grade 7/\$17.1917-\$21.7603	Buildings and Grounds	Retirement	9/29/2023	9/13/2023	9/14/2023	9/15/2023	Posted		
Custodian Grade 3/\$15.0557-\$19.0567	Buildings and Grounds	Resignation	10/2/2023	9/18/2023	9/18/2023	9/18/2023	Posted		
Community Outreach Educator Grade 12/\$20.0654-\$25.3977	CAC	Resignation	9/18/2023	9/6/2023	9/6/2023	9/6/2023	Posted		Grant Funded
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	9/18/2023	Christopher Simser	
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		
Motor Vehicle Clerk Grade 9/\$18.2559-\$23.1072	County Clerk	Promotion	unknown	7/26/2023	7/26/2023	7/26/2023	8/29/2023	Kim Lewis	
Senior Motor Vehicle Clerk Grade 11/\$19.4349-\$24.5995	County Clerk/DMV	Demotion	8/31/2023	8/31/2023	8/31/2023	8/31/2023	9/14/2023	Bryan Dintino	
Motor Vehicle Clerk Grade 9/\$18.2559-\$23.1072	County Clerk/DMV	Promotion	9/14/2023	9/14/2023	9/14/2023	9/15/2023	Posted		
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		

Attachment: October 2023 (11718 : October 2023 Vacancy Report)

POSITION VACANCY REPORT

As of October 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
Chief Assistant District Attorney Grade 4/\$85,369-\$113,625	District Attorney	Resignation	9/15/2023	9/8/2023	9/8/2023	9/8/2023	9/18/2023	Jessica Weyant	
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	Promotion	5/22/2023	5/1/2023	5/1/2023	5/1/2023	Posted		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
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	9/11/2023	Desiree Bloodgood	Grant Funded
Caseworker Grade 18/\$24.5868-\$31.1206	DSS	Resignation	8/11/2023	7/24/2023	7/25/2023	7/25/2023	9/5/2023	Paige Hatfield	
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
Support Investigator Grade 12/\$20.0654-\$25.3977	DSS	Resignation	9/8/2023	9/1/2023	9/1/2023	9/1/2023	Posted		
Case Aide (PT) Grade 8/\$17.7082-\$22.4141	DSS	Resignation	9/28/2023	9/14/2023	9/15/2023	9/15/2023	Posted		Grant Funded
Senior Case Aide Grade 10/\$18.8529-\$23.8377	DSS	Resignation	9/28/2023	9/28/2023	9/28/2023	9/28/2023	Posted		Grant Funded
Case Aide Grade 8/\$17.7082-\$22.4141	DSS	Promotion	10/20/2023	9/7/2023	9/7/2023	9/7/2023	Posted		Grant Funded
Senior Case Aide Grade 10/\$18.8529-\$23.8377	DSS	Promotion	10/20/2023	9/12/2023	9/12/2023	9/13/2023	Posted		Grant Funded
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		

Attachment: October 2023 (11718 : October 2023 Vacancy Report)

POSITION VACANCY REPORT

As of October 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		
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
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	Employment & Training	Retirement	9/29/2023	9/11/2023	9/11/2023	9/11/2023	Posted		
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	8/24/2023	8/29/2023	8/29/2023	8/29/2023	Posted		
Dispatcher Grade 6/\$21.5102	ERAC	Resignation	9/14/2023	9/15/2023	9/15/2023	9/15/2023	Posted		
Deputy Director of Finance Grade 6/\$73,873-\$98,324	Finance	New Postion	9/29/2023	9/28/2023	9/28/2023	9/28/2023	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	9/25/2023	Hinal Patel	
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	9/18/2023	Nancy Estabrook	
Early Intervention Services Coordinator Grade 23/\$29.5059-\$37.3470	Health	Retirement	8/23/2023	8/29/2023	8/29/2023	8/29/2023	8/28/2023	Nicola Koekebacker	
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	9/11/2023	Jeffrey Sanford	
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		
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

Attachment: October 2023 (11718 : October 2023 Vacancy Report)

POSITION VACANCY REPORT

As of October 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
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		
Highway Construction Mechanic Grade 16/\$22.0488-\$27.9023	Highway	Lateral Move	9/11/2023	9/6/2023	9/6/2023	9/6/2023	Posted		
Heavy Equipment Maintenance Mechanic Grade 18/\$23.6411-\$29.9174	Highway	Retirement	9/29/2023	9/21/2023	9/22/2023	9/22/2023	Posted		
Heavy Equipment Operator-Recycling Grade 16/\$22.0488-\$27.9023	Highway - Recycling	Resignation	9/29/2023	9/20/2023	9/20/2023	9/21/2023	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		*
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	9/13/2023	Karl Schmitt	
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		
Medical Services Clerk Grade 8/\$17.7082-\$22.4141	Mental Health	Resignation	8/14/2023	8/8/2023	8/8/2023	8/9/2023	9/25/2023	Cassandra Vickery	
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		
Fiscal Officer Grade 7/\$23.7382-\$30.0465	Planning	Retirement	9/15/2023	8/16/2023	8/16/2023	8/16/2023	Posted		
Public Defender Grade 3/\$91,771-\$122,148	Public Defender	Resignation	6/9/2023	5/18/2023	5/18/2023	5/18/2023	Posted		
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

Attachment: October 2023 (11718 : October 2023 Vacancy Report)

POSITION VACANCY REPORT

As of October 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
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	9/25/2023	Thomas Keegan	Grant Funded
Assistant Public Defender Grade 6/\$73,873-\$98,324	Public Defender	Resignation	8/31/2023	9/28/2023	9/28/2023	9/28/2023	Posted		Grant Funded
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-\$36.4207	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		*
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		
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		

Attachment: October 2023 (11718 : October 2023 Vacancy Report)

POSITION VACANCY REPORT

As of October 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-\$36.4213	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		
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		
Correction Officer Grade 1 \$22.0637-\$36.4213	Sheriff	Resignation	9/14/2023	8/28/2023	8/29/2023	8/29/2023	Cert/Canvass/Post		
County Police Sergeant (Deputy Sheriff) SGT \$41.9045/hr	Sheriff	Retirement	9/14/2023	9/7/2023	9/11/2023	9/15/2023	9/19/2023	Kurtis Ayers	
Senior Account Clerk Grade 10/\$18.8329-\$23.8377	Sheriff	Resignation	9/18/2023	9/7/2023	9/11/2023	9/15/2023	Posted		
County Police Officer (Deputy Sheriff) CPO \$27.9318-\$37.0972	Sheriff	Promotion	9/19/2023	9/19/2023	9/20/2023	9/20/2023	Exam Files Apps		
Cook Grade 2/\$17.4089-\$23.1381	Sheriff	Promotion	9/28/2023	8/15/2023	8/15/2023	8/15/2023	Posted		
Senior Cook Grade 4/\$22.0767-\$29.3419	Sheriff	Retirement	9/28/2023	8/15/2023	8/15/2023	8/15/2023	Posted		

Attachment: October 2023 (11718 : October 2023 Vacancy Report)

POSITION VACANCY REPORT**As of October 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: October 2023 (11718 : October 2023 Vacancy Report)

POSITION VACANCY REPORT**As of October 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: October 2023 (11718 : October 2023 Vacancy Report)

POSITION VACANCY REPORT**As of October 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: October 2023 (11718 : October 2023 Vacancy Report)

NEW VACANCIES THAT OCCURRED IN SEPTEMBER 2023

Department	Title	Date of Vacancy
Aging	Aging Services Specialist	9/18/2023
Buildings and Grounds	Custodian	9/26/2023
	Senior Cleaner	9/29/2023
County Clerk	Motor Vehicle Clerk	9/14/2023
District Attorney	Chief Asst. District Attorney	9/15/2023
DSS/Child Advocacy Center	Community Outreach Educator	9/18/2023
DSS	Senior Case Aide	9/28/2023
	Support Investigator	9/8/2023
	Case Aide (PT)	9/28/2023
	Social Welfare Examiner Trainee	9/1/2023
Employment and Training	Senior Account Clerk	9/29/2023
ERAC	Dispatcher	9/14/2023
Finance	Deputy Finance Director	9/29/2023
Highway	Highway Construction Mechanic	9/11/2023
	Heavy Equipment Maintenance Mechanic	9/29/2023
	Heavy Equipment Operator	9/29/2023 ⁶
Planning	Fiscal Officer	9/15/2023
Sheriff	County Police Officer (Deputy Sheriff)	9/14/2023
	Correction Officer	9/14/2023
	County Police Sergeant (Deputy Sheriff)	9/14/2023
	Senior Account Clerk	9/18/2023
	County Police Officer (Deputy Sheriff)	9/19/2023
	Cook	9/28/2023
	Senior Cook	9/28/2023
*created at September legislative session		

VACANCIES FILLED IN SEPTEMBER 2023

Department	Title	Date Filled
Aging	Aging Services Coordinator	9/18/2023
Buildings and Grounds	Custodian	9/18/2023
County Attorney	Chief Asst. County Attorney	9/18/2023
County Clerk	Senior Motor Vehicle Clerk	9/14/2023
District Attorney	Chief Asst. District Attorney	9/18/2023
DSS	Case Aide	9/11/2023
	Caseworker	9/5/2023
Health	Public Health Educator	9/18/2023
	Public Health Fellow	9/25/2023
Highway	Heavy Equipment Operator	9/11/2023
Mental Health	Clinical Director	9/13/2023
	Medical Services Clerk	9/25/2023
Public Defender	Associate Asst. Public Defender	9/25/2023
Sheriff	County Police Sergeant (Deputy Sheriff)	9/19/2023

Attachment: Vacancies Filled Oct 2023 (11718 : October 2023 Vacancy Report)