



Government Operations Committee

Committee Meeting

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

~ Agenda ~

Thursday, November 4, 2021

10:00 AM

Board Room

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=m22c2a1def3e952d8841b30fcd822be6d>

Thursday, Nov 4, 2021 10:00 am | 1 hour | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 2339 035 7880

Password: ZCbvsMmS539

Join by phone

+1-415-655-0001 US Toll

Access code: 233 903 57880

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member Sandra Price	☐	☐	☐	
Committee Vice-Chair George Wagner	☐	☐	☐	
Committee Member Linda Jones	☐	☐	☐	
Committee Member, Kelly L. Fairchild-Preston	☐	☐	☐	
Committee Member Cathy Bischoff	☐	☐	☐	
Committee Chair, Susan Wilson	☐	☐	☐	
Committee Member Eugene Waldbauer	☐	☐	☐	

MINUTES

1. Government Operations Committee - Committee Meeting - Oct 14, 2021 10:00 AM

RESOLUTIONS

ON MOTION OF WILSON

AGENDA ITEM NO. 1

Authorize Agreement Several Agencies - Personnel/Civil Service

WHEREAS, the Personnel Department contracts for various professional services to assist in the provision of services, AND

WHEREAS, funds have been allocated and proposed in the 2022 budget in account numbers as indicated below NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute agreements beginning December 31, 2021 for or with the following to be paid from the accounts listed, and in accordance with the attached:

Family and Children's Services of Ithaca	A14305-54615	12/31/21 - 12/31/23
Psychological Resources	A14305-54615	12/31/21 - 12/31/23
Family Health Network	A14305-54615	12/31/21 - 12/31/23
Coughlin & Gerhart, LLP	A14305-54063	12/31/21 - 12/31/23
Evolution Consulting	A14305-54615	12/31/21 - 12/31/23
ESI Group	A14305-54615	12/31/21 - 12/31/23
BPAS	CH90605-54055	12/31/21 - 12/31/23

ON MOTION OF WILSON, PRICE

AGENDA ITEM NO. 2

Authorize Agreement Between Cortland County and County Policy Association of Cortland County (CPAC)

WHEREAS, the Cortland County and County Policy Association of Cortland County (CPAC) negotiating committees have met to negotiate a new contract, AND

WHEREAS, the negotiating committees have agreed on a new contract beginning January 1, 2022 through December 31, 2025, AND

WHEREAS, the County Police Association of Cortland County ratified the contract on October 27, 2021, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the County Police Association of Cortland County contract.

ON MOTION OF WILSON

AGENDA ITEM NO. 3

Authorize Agreement for Public Safety Psychology - Personnel/Civil Service

WHEREAS, the Personnel Department contracts for various professional services, AND

WHEREAS, there is a need to contract with an agency to conduct two part psychological evaluations in accordance with the Department of Criminal Justice Services Emergency Order effective October 16, 2021, AND

WHEREAS, funds have been allocated in the 2021 budget in the account number indicated below, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute an agreement beginning November 19, 2021 to be paid from the account listed:

Public Safety Psychology	A14305-54615	11/19/21 - 12/31/23
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**Amend Management/Management Confidential Compensation Policy Grade and Step Schedule for
2022 - Government Operations**

WHEREAS, the Cortland County Legislature adopted a local law on November 14, 2011 entitled “A Local Law to Adopt the County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees and a Grade and Step plan for employees falling under the plan,” AND

WHEREAS, the Management/Management Confidential Employee Policy Manual states that employees covered under this policy shall receive an annual adjustment equal to the increase given to CSEA unit 6550, AND

WHEREAS, the 2022 adopted County budget includes a 2% cost of living adjustment for Management/Management Confidential employees, NOW, THEREFORE, BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and directs a 2% cost of living adjustment for those employees who in the “County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees and a Grade and Step plan for employees falling under the plan” effective January 1, 2022 in accordance with the following schedule:

Management

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	\$88,977	\$92,537	\$96,238	\$100,087	\$104,089	\$108,254
2	\$82,768	\$86,081	\$89,523	\$92,797	\$96,827	\$100,701
3	\$76,995	\$80,074	\$83,277	\$86,609	\$90,073	\$93,675
4	\$71,623	\$74,487	\$77,468	\$80,566	\$83,789	\$87,139
5	\$66,626	\$69,291	\$72,062	\$74,944	\$77,943	\$81,060
6	\$61,977	\$64,456	\$67,035	\$69,716	\$72,505	\$75,405
7	\$57,653	\$59,961	\$62,357	\$64,853	\$67,446	\$70,144
8	\$53,630	\$55,777	\$58,010	\$60,328	\$62,741	\$65,251
9	\$49,890	\$51,885	\$53,961	\$56,118	\$58,363	\$60,698
10	\$46,409	\$48,265	\$50,197	\$52,202	\$54,293	\$56,464
11	\$43,171	\$44,897	\$46,694	\$48,561	\$50,504	\$52,523

**Management
Confidential**

5	22.7399	23.6497	24.5957	25.5794	26.6025	27.6668
4	21.0202	21.8609	22.7354	23.6449	24.5906	25.5743
3	20.2116	21.0202	21.8609	22.7354	23.6449	24.5906
2	19.4344	20.2116	21.0202	21.8609	22.7354	23.6449
1	18.6869	19.4344	20.2116	21.0202	21.8609	22.7354

Local Law No. "G" of 2021 - a Local Law Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees; and Rescinding Local Law No. 2 of 2008

WHEREAS, the Cortland County Legislature (Board of Supervisors) adopted Local Law No.1 of 1971, with subsequent amendments by Local Law No. 5 of 1984 and Local Law No. 2 of 2008, AND

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

WHEREAS, the Cortland County Board of Ethics has recommended revisions to said Local Law, AND

WHEREAS, a public hearing was held on August 26, 2021 before the Cortland County Legislature, AND

WHEREAS, said Local Law has been in its final form upon the desks of the Cortland County Legislature at least seven (7) calendar days exclusive of Sunday, prior to this date, NOW THEREFORE BE IT

RESOLVED, that Local Law No. "G" for the year 2021 be and is hereby enacted as attached.

Adopt Local Law "J" for the Year 2021 a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

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

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

RESOLVED, that Local Law "J" for the year 2022 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, AND BE IT FURTHER

RESOLVED, that, as this local law is subject to permissive referendum, the Clerk of the Legislature shall cause an abstract of this local law to be published in the County's official newspaper at least once a week for two successive weeks, the first publication of which shall be had within ten days after the local law is adopted, NOW THEREFORE

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

SECTION 1.

LEGISLATIVE INTENT

The County Legislature hereby states the intent of this local law is to preserve the integrity of the Management Compensation Plan, the goal of which is to treat all employees equally by maintaining grade level salary increments attached to years of service to the County. It is therefore necessary for the County Legislature to extend by local law the same increase in salary for those County officers elected or appointed for a fixed term, in compliance with New York State County Law §201, as has been previously Confidential Employees through Cortland County Local Law No. 4 of 2011.

SECTION II.

The Cortland County Employment Policy Manual for Department Heads, Management and Management/Confidential Employees includes a Grade and Step Schedule, with salary increments tied to grade levels and years of service. Certain officers are excluded pursuant to New York State County §201, as the salary of any officer elected or appointed for a fixed term may only be increased by local law subject to permissive referendum as provided for in Municipal Home Rule Law §24(2)(h).

SECTION III.

The same rate of annual salary increase for fiscal year 2022 extended to Cortland County Management and Management/Confidential Employees through the modification of the Grade and Step Schedule, shall be provided to those officers elected or appointed for a fixed term, during their term of office. The annual salary of said officers elected or appointed for a fixed term, during their term of office, is to be adjusted and paid over the balance of the 2022 calendar year, upon the effective date of this local law.

This Local Law shall function to increase the salary of the following officers elected or appointed for a fixed term, during their term of office:

Elected office include:

County Clerk
County Coroner (s)
County Sheriff
County Treasurer

Officers appointed for a fixed term include:

Clerk of the Legislature
County Attorney
Public Defender
Veteran's Services Officer
Commissioner of Social Services
Highway Superintendent
Personnel Officer
Public Health Director
Real Property Tax Services Director

SECTION IV:

This local law is subject to permissive referendum and shall not take effect until at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

ON MOTION OF WILSON

AGENDA ITEM NO. 7

**Adopt Local Law "K" for the Year 2022 a Local Law Setting the Salary of Cortland County
Election Commissioners**

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

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

RESOLVED, that Local Law "K" for the year 2022 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, and be it further

RESOLVED, that, as this local law is subject to permissive referendum, the Clerk of the

Legislature shall cause an abstract of this local law to be published in the County's official newspaper at least once a week for two successive weeks, the first publication of which shall be had within ten days after the local law is adopted;

NOW, THEREFORE

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

Section I:

Pursuant to Election Law §3-208, each Cortland County Election Commissioner shall receive an equal annual salary, to be fixed by the County Legislature.

Section II:

The annual salary for each Cortland County Election Commissioner shall be increased from \$32,479.86 to \$33,792.05 for fiscal year 2022 and paid over the balance of 2022 calendar year, upon the effective date of this local law.

Section III:

This local law is subject to permissive referendum and shall not take effect until at least forty-five (45) days after its adoption as provided for by Municipal Home Rule Law §24.

ON MOTION OF WILSON

AGENDA ITEM NO. 8

Set Health Insurance Rates 2022 - Cortland County Insurance Program - Personnel Department

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, One Group has recommended premium equivalents based upon projected claims during the period January 1, 2021 through December 31, 2021, NOW THEREFORE BE IT

RESOLVED, that effective January 1, 2022, 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>2021</u>	<u>2022</u>	NO CHANGE
Individual	\$ 782.64	\$ 782.64	
Family	\$1903.67	\$ 1903.67	

HEALTH INSURANCE RATES - PPO PLAN

(for all employees hired in the General, Corrections, Civilian, and DOERC unions 1/1/2020 and after)

	<u>2021</u>	<u>2022</u>	NO CHANGE
Individual	\$704.38	\$704.38	
Family	\$1713.30	\$1713.30	

DENTAL INSURANCE RATES

	<u>2021</u>	<u>2022</u>	NO CHANGE
Individual	\$15.04	\$15.04	
Family	\$60.17	\$60.17	

VISION INSURANCE RATES

	<u>2021</u>	<u>2022</u>	NO CHANGE
Individual	\$3.25	\$3.25	
Family	\$13.00	\$13.00	

ON MOTION OF WILSON

AGENDA ITEM NO. 9

Mortgage Tax Disbursement April 1, 2021-September 30, 2021 - County Clerk

WHEREAS, in accordance with NYS Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for April 1, 2021-September 30, 2021, 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 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	\$116,661.90
Cincinnatus, Town of	9,079.99
Cortlandville, Town of	100,788.45
McGraw, Village of	301.33
Homer, Village of	2,815.85
Cuyler, Town of	6,563.11
Freetown, Town of	7,687.24
Harford, Town of	5,965.63
Homer, Town of	49,929.34
Homer Village of	37,635.27
Lapeer, Town of	6,939.43
Marathon, Town of	9,964.15
Marathon, Village of	5,318.30

Preble, Town of	9,418.02
Scott, Town of	6,284.78
Solon, Town of	5,261.67
Taylor, Town of	4,018.05
Truxton, Town of	6,307.26
Virgil, Town of	38,425.58
<u>Willet, Town of</u>	<u>4,435.56</u>
TOTAL	\$433,800.91

ON MOTION OF WILSON

AGENDA ITEM NO. 10

Authorize Grant Application for Laserfiche Scanning Software - County Clerk

WHEREAS, in 2017 Cortland County participated in a grant with Tompkins County that provided Laserfiche scanning software for each county department , AND

WHEREAS, in 2019, the Cortland County Clerk/Records Management Officer applied for and was awarded a Shared Municipal Grant with the Town of Cortlandville and the City of Cortland to continue and expand this scanning project, AND

WHEREAS, the County Clerk/Records Management Officer recommends applying for another Shared Municipal Grant to include the County and three additional towns through the NYS Archives Local Government Records Management Improvement Fund to purchase additional digital storage and to provide scanning services, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby authorizes the County Administrator, upon review by the County Attorney or designee, to sign the grant agreement, AND BE IT FURTHER

RESOLVED, that the Director of Finance be and hereby is authorized to accept the funds if awarded and create an account for said funds upon notice of the grant award.

ON MOTION OF WILSON

AGENDA ITEM NO. 11

Adopt of Rules of Order - Cortland County Legislature

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

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

WHEREAS, the Cortland County Legislature adopted Resolution No. 222-21 revising said Rules, AND

WHEREAS, the Government Operations Committee has reviewed and approved the recommended changes to the Rules of Order, NOW THEREFORE BE IT

RESOLVED, that the "Rules of Order for the Cortland County Legislature" are hereby adopted, AND BE IT FURTHER

RESOLVED, that all resolutions, which amend, repeal or in any manner affect these rules shall include proper reference to section, subsection or paragraph to maintain an orderly codification of these rules, AND BE IT FURTHER

RESOLVED, that the rules shall be published on the Cortland County website, AND BE IT FURTHER

RESOLVED, that this resolution shall take effect January 1, 2022.

ON MOTION OF WILSON

AGENDA ITEM NO. 12

Rescind Resolution 170-06 Creating the Office of Majority Leader and Minority Leader

WHEREAS, the Cortland County Legislature adopted Resolution No. 170-06 which created the offices of Majority Leader and Minority Leader with two year terms, AND

WHEREAS, the Cortland County Legislature has updated the Rules of Order and now needs to rescind Resolution No. 170-06, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 170-06 be and hereby is rescinded effective January 1, 2022.

MONTHLY REPORTS

1. Monthly County Attorney Report
2. Clerk of the Legislature Monthly Budget Report
3. Legislature Monthly Budget Report
4. Board of Elections Monthly Budget Report
5. Personnel Department Monthly Budget Report
6. November Vacancy Report
7. Weights & Measures Monthly Reports
8. County Clerk Monthly Report

ADJOURNMENT