



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, November 3, 2022

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	Excused	
Mitchel Eccleston	Cortland County, NY	Committee Member	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Remote	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Andrea Herzog	Cortland County, NY	Director of Finance	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Present	
John Conlon	Cortland Standard	Reporter	Remote	

MINUTES

1. Government Operations Committee - Committee Meeting - Oct 13, 2022 8:30 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Sandra Price, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

RESOLUTIONS

AGENDA ITEM NO. 1 – Local Law "H" of 2022 - a Local Law Amending Local Law 3 of 1975, as Previously Amended, Creating the Department of Planning in the County of Cortland and Continuing the Cortland County Planning Board

Ms. Preston MADE A MOTION TO AMEND the resolution, Mr. Wagner SECONDED the MOTION TO AMEND, and upon voice vote of members present, it was APPROVED to amend the resolution to have the County Attorney and Clerk of the Legislature clean up the language and to have Section 4 (D) state the following:

“The person holding the position of Director of Planning shall be a resident of and domiciled in the County of Cortland or a contiguous County thereto. Upon initial appointment, the Agriculture/Planning/Environmental Committee may negotiate a date by which the Planning Director must move to Cortland County or a contiguous County thereto.”

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/17/2022 6:00 PM
MOVER:	Paul Heider, Committee Member
SECONDER:	Mitchel Eccleston, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Local Law "H" of 2022 - a Local Law Amending Local Law 3 of 1975, as Previously Amended, Creating the Department of Planning in the County of Cortland and Continuing the Cortland County Planning Board

WHEREAS, the Cortland County Legislature adopted Local Law 3 of 1975 on March 26, 1975, with subsequent amendments by Local Law 3 of 1976, Local 6 of 1995, Local Law 3 of 2000 and Local Law 6 of 2019, AND

WHEREAS, Local Law 3 of 1975 created a Department of Planning in the County of Cortland, AND

WHEREAS, the position of Director of Planning requires 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 Agriculture, Planning and Environmental Committee of the Cortland County Legislature has recommended revisions to said Local Law, AND

WHEREAS, a public hearing was held on November 17, 2022 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 Legislature of the County of Cortland as follows:

LOCAL LAW “H” of 2022 - A LOCAL LAW AMENDING LOCAL LAW 3 of 1975, AS PREVIOUSLY AMENDED, CREATING A DEPARTMENT OF PLANNING IN THE COUNTY OF CORTLAND AND CONTINUING THE CORTLAND COUNTY PLANNING BOARD

Section Contents

1. Legislative Intent
2. Definitions
3. Department of Planning Created
4. Appointment and Qualifications of Director
5. Powers and Duties of the Director of Planning
6. Planning Board
7. Powers and Duties of the Planning Board
8. Conflict with Other Laws
9. Severability
10. Effective Date

Section 1. Legislative Intent

The County Legislature of the County of Cortland, in order to preserve the physical beauty and natural resources which have made our County an attractive place to live and work, and in order to plan for the growth of population, business, and industry in a comprehensive and rational manner which best serves the present and future residents of our County, and in order to provide for the orderly and efficient expansion of necessary public services, does hereby find it necessary to establish a Department of Planning in County Government.

Section 2. Definitions

- A. "Board" shall mean the Cortland County Planning Board.
- B. "Committee" shall mean the Agriculture/Planning/Environmental Committee (or successor committee) of the Cortland County Legislature.
- C. "Department" shall mean the Cortland County Department of Planning.
- D. "Director" shall mean the Director of Planning of the County of Cortland.
- E. "Legislature" shall mean the Cortland County Legislature.

Section 3. Department of Planning Created

- A. The Department of Planning of the County of Cortland hereby is created, established and continued.
- B. The Department shall provide technical assistance to Committees of the Legislature as the Legislature may direct, and to other Boards and Committees as requested.
- C. The Department shall act as liaison to agencies, boards, and commissions.

Section 4. Appointment and Qualification of Director of Planning

- A. The head of the Department shall be the Director of Planning, who shall be appointed by the Legislature, on recommendation of its Agriculture/Planning/Environmental Committee (or

- successor committee), to serve at the pleasure of the Cortland County Legislature.
- B. The Director shall be in the non-competitive civil service status.
- C. Qualifications for the Director shall be in accordance with the job description on file at the Cortland County Personnel/Civil Service Office.
- D. The person holding the position of Director of Planning shall be a resident of and domiciled in the County of Cortland or a county contiguous thereto. Upon initial appointment, the Committee may negotiate a date by which the Planning Director must move to Cortland County or a county contiguous thereto.

Section 5. Powers and Duties of the Director of Planning. The Director of Planning shall:

- A. Be generally responsible for operation of the Planning Department.
- B. Prepare an annual work program for the Department.
- C. Prepare the annual operational budget of the Department for submission to the Budget Officer.
- D. Recruit and maintain a staff competent to carry out the functions of the Department within the means authorized by the Legislature.
- E. Be responsible for the internal organization of the Department, including initiation of appointment, promotion, transfer, or dismissal of personnel. In carrying out this responsibility, the Director shall consult with the Cortland County Personnel/Civil Service Office and act within the guidelines of the Civil Service Law and the means authorized by the Legislature.
- F. Prepare planning and technical studies in furtherance of County Planning, including but not limited to the furtherance of the County's participation in the Comprehensive Planning Assistance Program.
- G. Make recommendations to the Planning Board concerning those planning matters referred from municipalities pursuant to the General Municipal Law.
- H. Maintain adequate records of all matters filed with the Planning Board and other agencies so assigned to the Department.
- I. Upon request, assist municipal subdivisions within the County in matters pertaining to planning and zoning and act as a resource for them in acquiring information on and funds for programs from sources other than County government.
- J. Serve as spokesman for the Department in relations with government or quasi-government units and the public, when specific planning issues are being addressed.
- K. Maintain liaison with regional planning boards and county planning departments in adjacent counties.
- L. Collect, analyze, and distribute information relative to regional, county and community planning and zoning, including but not limited to legislation which may provide financial assistance to the Department in carrying out its work.
- M. Conduct research into business and industrial conditions within the County and cooperate with groups organized for such purposes.
- N. Have all the authority and perform all the duties now or hereafter conferred or imposed upon him by State Statute, Local Law, or resolution of the Legislature.

Section 6. Planning Board

- A. The Cortland County Planning Board, created by Resolution No. 83 of 1968 of the Cortland County Board of Supervisors be and hereby is continued.
- B. The Board shall consist of eleven (11) voting members to be appointed by the Legislature on the recommendation of its Chairperson. The Chairperson of the Legislature shall be an ex-officio, non-voting member of the Board.
- C. Terms of office, removal from office, filling vacancies in office, and Board composition shall be in accordance with the Bylaws of the Planning Board, which must be approved by the Legislature.

Section 7. Powers and Duties of the Planning Board. The Planning Board shall:

- A. Adopt and amend Bylaws, which are subject to the approval of the Legislature.
- B. Perform those obligations mandated to the Board by Statute, including but not limited to

- preparation and adoption of a Master Plan, and those assigned to the Board by the Legislature.
- C. In accordance with its Bylaws, create standing and special committees to assist it with various planning studies.
- D. Advise the Legislature on any matter concerning regional, county, or municipal planning which may come to its attention by its own initiative or on referral from the Director.
- E. Shall annually report to the Legislature, as directed by Statute. Said report shall include:
 - I) a summary of the activities of the Board during the past year, including its reviews undertaken pursuant to General Municipal Law;
 - II) a summary of studies issued during the preceding year or an incorporation of said reports by reference.
- F. In consultation with the Director, encourage Planning Boards of the municipal subdivisions within the County on an advisory basis.
- G. At the request of the Director, assist in any matters affecting funding of any major physical, economic, or administrative improvement.
- H. Provide a forum for citizen communication as it relates to planning.
- I. Engage in public education on planning matters within the means authorized by the Legislature.

Section 8. Conflict with Other Laws

- A. Nothing contained in this law shall be construed as authorizing the Department, the Board or the Committee to supersede, abrogate or otherwise affect the statutory authority provided for in the laws of the State of New York.
- B. Nothing contained in this law shall be construed to impair the provisions of any duly executed contract to which the County of Cortland is a party.

Section 9. Severability

If any part or provision of this local law or the application thereof to any person or circumstance is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this local law or the application thereof to other persons or circumstances.

Section 10. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State in accordance with the provisions of the Municipal Home Rule Law.

AGENDA ITEM NO. 2 – Adopt Local Law "K" for the Year 2022 a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/8/2022 10:00 AM
MOVER:	Paul Heider, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Adopt Local Law "K" for the Year 2022 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 "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 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 adopted pursuant to the amended Grade and Step Schedule for Management Confidential Employees through Cortland County Local Laws.

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 2023 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 2023 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.

AGENDA ITEM NO. 3 – Adopt Local Law "L" for the Year 2022 a Local Law Setting the Salary of Cortland County Election Commissioners

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/8/2022 10:00 AM
MOVER:	Sandra Price, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Adopt Local Law "L" 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 "L" 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 \$33,792.05 to \$34,552.37 for fiscal year 2023 and paid over the balance of 2023 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.

AGENDA ITEM NO. 4 – Set Self Insurance Rates – Cortland County Health Insurance Program

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/17/2022 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Vice Chair
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

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, One Group has recommended premium equivalents based upon projected claims during the period January 1, 2022 through December 31, 2022, NOW THEREFORE BE IT

RESOLVED, that effective January 1, 2023, the premium equivalents to be charged to the employees, retirees and/or County departments 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>2022</u>	<u>2023</u>	
Individual	\$ 782.64	\$ 810.04	3.5% increase
Family	\$1903.67	\$ 1970.30	

HEALTH INSURANCE RATES - PPO PLAN

(for all employees hired in the General, Corrections, Civilian, and DOERC 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>2022</u>	<u>2023</u>	
Individual	\$704.38	\$729.03	3.5% increase
Family	\$1713.30	\$1773.27	

DENTAL INSURANCE RATES

	<u>2022</u>	<u>2023</u>	
Individual	\$15.04	\$15.04	NO CHANGE
Family	\$60.17	\$60.17	

VISION INSURANCE RATES

	<u>2022</u>	<u>2023</u>	NO CHANGE
Individual	\$3.25	\$3.25	
Family	\$13.00	\$13.00	

AGENDA ITEM NO. 5 – Mortgage Tax Disbursement April 1, 2022-September 30, 2022 - County Clerk

RESULT: APPROVED [UNANIMOUS]

Next: 11/8/2022 10:00 AM

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

SECONDER: Mitchel Eccleston, Committee Member

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

EXCUSED: Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Mortgage Tax Disbursement April 1, 2022-September 30, 2022 - County Clerk

WHEREAS, in accordance with NYS Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for April 1, 2022-September 30, 2022, 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	\$140,709.79
Cincinnatus, Town of	\$6,747.76
Cortlandville, Town of	\$185,244.56
McGraw, Village of	\$5,214.65
Homer, Village of	\$525.39
Cuyler, Town of	\$3,908.20
Freetown, Town of	\$8,088.30
Harford, Town of	\$14,885.49
Homer, Town of	\$30,512.66
Homer Village of	\$23,054.10

Lapeer, Town of	\$1,453.95
Marathon, Town of	\$10,226.28
Marathon, Village of	\$5,558.23
Preble, Town of	\$17,146.38
Scott, Town of	\$10,731.57
Solon, Town of	\$5,985.40
Taylor, Town of	\$1,342.48
Truxton, Town of	\$3,755.54
Virgil, Town of	\$32,012.70
<u>Willet, Town of</u>	<u>\$5,873.45</u>
TOTAL	\$512,976.88

AGENDA ITEM NO. 6 – Abolish Legal Associate/Create Paralegal Position - County Attorney's Office

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/17/2022 6:00 PM
MOVER:	George Wagner, Committee Member
SECONDER:	Kelly L. Fairchild-Preston, Committee Vice Chair
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston
EXCUSED:	Susan Wilson

ON MOTION OF STOCK

RESOLUTION NO.

Abolish Legal Associate/Create Paralegal Position - County Attorney's Office

WHEREAS, the needs of the office will be better served by abolishing one Legal Associate position and creating one Paralegal position in the County Attorney's Office, AND

WHEREAS, the Government Operations Committee recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Legal Associate (Grade 6H, Management Compensation Plan, \$22.9701-30.5732/hr, full-time, competitive class) be and hereby is abolished effective November 17, 2022 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Paralegal (Grade 6H, Management Compensation Plan, \$22.9701-30.5732, full-time, competitive class) be created with permission to fill effective November 18, 2022 at 12:01 am.

MONTHLY REPORTS

1. November 2022 Vacancy Report

RESULT:	COMPLETED
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2. Weights and Measures Monthly Report

RESULT:	COMPLETED
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3. County Attorney Office Monthly Report

RESULT:	COMPLETED
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4. County Clerk Monthly Report

RESULT:	COMPLETED
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5. October 2022 FOIL Report

RESULT:	COMPLETED
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6. Board of Elections Monthly Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

ADJOURNMENT

The meeting was closed at 9:57 AM



Government Operations Committee

Committee Meeting

~ Minutes ~

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

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Thursday, October 13, 2022

8:30 AM

Room 302

CALL TO ORDER

The meeting was called to order at 8:30 AM by Committee Vice Chair Kelly L. Fairchild-Preston

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Late	8:33 AM
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	Late	8:52 AM
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	
Victoria J. Monty	Cortland County, NY	County Attorney	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	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	
Amy Buggs	Cortland County, NY	Grants Administrator	Present	
Andrea Herzog	Cortland County, NY	Director, Budget & Finance	Remote	
Christopher Newell	Cortland County, NY	Board Member	Late	9:10 AM

Minutes Acceptance: Minutes of Oct 13, 2022 8:30 AM (MINUTES)

MINUTES

1. Government Operations Committee - Committee Meeting - Sep 8, 2022 9:00 AM

RESULT:	ACCEPTED [6 TO 0]
MOVER:	George Wagner, Committee Member
SECONDER:	Paul Heider, Committee Member
AYES:	Price, Wagner, Fairchild-Preston, Heider, Stock, Wilson
AWAY:	Mitchel Eccleston

RESOLUTIONS

AGENDA ITEM NO. 1 – Local Law "H" of 2022 - a Local Law to Amend Local Law 3 of 1975 as Previously Amended by Local Law 3 of 1979, Local Law 6 of 1995, Local Law 2 of 2000, and Local Law 6 of 2019, a Local Law Creating the Department of Planning in the County of Cortland and Continuing the Cortland County Planning Board

RESULT:	FAILED [1 TO 6]
MOVER:	Sandra Price, Committee Member
SECONDER:	Susan Wilson, Committee Member
AYES:	Susan Wilson
NAYS:	Price, Wagner, Fairchild-Preston, Heider, Stock, Eccleston

ON MOTION OF STOCK**RESOLUTION NO.**

Local Law "H" of 2022 - a Local Law to Amend Local Law 3 of 1975 as Previously Amended by Local Law 3 of 1979, Local Law 6 of 1995, Local Law 2 of 2000, and Local Law 6 of 2019, a Local Law Creating the Department of Planning in the County of Cortland and Continuing the Cortland County Planning Board

WHEREAS, the position of Director of Planning requires 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, NOW THEREFORE BE IT

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

Article 1: Local Law 3 of 1975, as previously amended, is hereby further amended to remove sub-section D of Section 4 in its entirety.

Article 2: Effective Date: This local law shall take effect immediately upon filing in the Office of the Secretary of State in accordance with the requirements of the Municipal Home Rule Law.

MONTHLY REPORTS

1. October Vacancy Report 2022

RESULT:	COMPLETED
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2. Weights and Measures Monthly Report

RESULT:	COMPLETED
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3. County Clerk Report for September 2022

RESULT:	COMPLETED
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4. County Attorney Monthly Report

RESULT:	COMPLETED
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5. Clerk of the Legislature FOIL Report

RESULT:	COMPLETED
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DISCUSSION ITEMS

1. Departmental Budget Reviews

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 9:55 AM

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

☒ County ☐ City ☐ Town ☐ Village
 (Select one:)

of Cortland

Local Law No. 6 of the year 20¹⁹

A local law Local Law No. 6 of the Year 2019 - a Local Law to Amend Local Law 3 of 1975 as
 (Insert Title)
 Amended by Local Law 3 of 1979, Local Law No. 6 of 1995, and Local Law No. 3
 of 2000, a Local Law Creating the Department of Planning in the County of Cortland
 and Continuing the Cortland County Planning Board

Be it enacted by the Cortland County Legislature of the
 (Name of Legislative Body)

☒ County ☐ City ☐ Town ☐ Village
 (Select one:)

of Cortland as follows:

See attached

(If additional space is needed, attach pages the same size as this sheet, and number each.)

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. 6 of 2019 of the (County)(City)(Town)(Village) of Cortland was duly passed by the Cortland County Legislature on June 27 2019, in accordance with the applicable provisions of law.
(Name of Legislative Body)

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (Name of Legislative Body) (repassed after disapproval) by the _____ and was deemed duly adopted (Elective Chief Executive Officer*) on _____ 20____, in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (Name of Legislative Body) (repassed after disapproval) by the _____ on _____ 20____. (Elective Chief Executive Officer*)

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20____, in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) (Name of Legislative Body) (repassed after disapproval) by the _____ on _____ 20____. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20____, in accordance with the applicable provisions of law.

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20____, became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph ¹_____ above.

Deputy Karen Fuller
Clerk of the county legislative body, City, Town or Village Clerk or
officer designated by local legislative body

(Seal)

Date: _____

ON MOTION OF SANDRA PRICE

RESOLUTION NO. 214-19

Local Law No. 6 of the Year 2019 - a Local Law to Amend Local Law 3 of 1975 as Amended by Local Law 3 of 1979, Local Law No. 6 of 1995, and Local Law No. 3 of 2000, a Local Law Creating the Department of Planning in the County of Cortland and Continuing the Cortland County Planning Board

WHEREAS, the Cortland County Legislature adopted Local Law No.3 of 1975 on March 26, 1975, with subsequent amendments by Local Law No. 3 of 1979, Local Law No. 6 of 1995, and Local Law No. 3 of 2000, AND

WHEREAS, Local Law No.3 of 1975 created a Department of Planning in the County of Cortland, Continuing the Cortland County Planning Board and Creating the Cortland County Planning Council, AND

WHEREAS, the Cortland County Legislature's Agriculture/Planning/Environmental Committee has recommended revisions to said Local Law, AND

WHEREAS, a public hearing was held on June 27, 2019 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. 6 for the year 2019 be and is hereby enacted.
STATE OF NEW YORK) SS:
COUNTY OF CORTLAND)

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature, have compared the foregoing copy with the original now on file in this office, and that the above actions were passed by the Cortland County Legislature on the 27th day of June, 2019 and that the same is a correct and true transcript of such actions taken.

IN WITNESS WHEREOF I have hereunto set my hand
and the official seal of the CORTLAND COUNTY
LEGISLATURE, this 27th day of June, 2019.



Eric J. Mulvihill
Clerk of the Cortland County Legislature

LOCAL LAW No. 3 1975
(As amended by Local Law No. 3 of 1979, Local Law No. 6 of 1995,
Local Law No. 3 of 2000, and Local Law 6 of 2019)

LOCAL LAW NUMBER 3 – 1975
(As amended by Local Law No. 3 of 1979, Local Law No. 6 of 1995,
Local Law No. 3 of 2000, and Local Law No. 6 of 2019)

A LOCAL LAW CREATING A DEPARTMENT OF PLANNING IN THE COUNTY OF CORTLAND AND,
CONTINUING THE CORTLAND COUNTY PLANNING BOARD

Be it enacted by the County Legislature of the County of Cortland, State of New York, as follows:
Section Contents

1. Legislative Intent
2. Definitions
3. Department of Planning Created
4. Appointment and Qualifications of Director
5. Powers and Duties of the Director of Planning
6. Planning Board
7. Powers and Duties of the Planning Board
8. Conflict with Other Laws
9. Severability
10. Effective Date

Section 1. Legislative Intent

The County Legislature of the County of Cortland, in order to preserve the physical beauty and natural resources which have made our County an attractive place to live and work, and in order to plan for the growth of population, business, and industry in a comprehensive and rational manner which best serves the present and future residents of our County, and in order to provide for the orderly and efficient expansion of necessary public services, does hereby find it necessary to establish a Department of Planning in County Government.

Section 2. Definitions

- A. "Board" shall mean the Cortland County Planning Board.
- B. "Committee" shall mean the Agriculture/Planning/Environmental Committee (or successor committee) of the Cortland County Legislature.
- C. "Department" shall mean the Cortland County Department of Planning.
- D. "Director" shall mean the Director of Planning of the County of Cortland.
- E. "Legislature" shall mean the Cortland County Legislature.

Section 3. Department of Planning Created

- A. The Department of Planning of the County of Cortland hereby is created, established and continued.
- B. The Department shall provide technical assistance to Committees of the Legislature as the Legislature may direct, and to other Boards, Committees and Councils as requested.
- C. The Department shall act as liaison to a gencies, boards, commissions, councils,

Section 4. Appointment and Qualification of Director of Planning

- A. The head of the Department shall be the Director of Planning, who shall be appointed by the Legislature, on recommendation of its Agriculture/Planning/Environmental Committee (or successor committee), to serve at the pleasure of the Cortland County Legislature.
- B. The Director shall be in the non-competitive civil service status.
- C. Qualifications for the Director shall be in accordance with the job description on file at the Cortland County Personnel/Civil Service Office.
- D. The person holding the position of Director of Planning shall be a resident of and domiciled in the County of Cortland. Upon initial appointment, the Planning Committee may negotiate a date by which the Planning Director must move to Cortland County.

Section 5. Powers and Duties of the Director of Planning. The Director of Planning shall:

- A. Be generally responsible for operation of the Planning Department.

- B. Prepare an annual work program for the Department.
- C. Prepare the annual operational budget of the Department for submission to the Budget Officer.
- D. Recruit and maintain a staff competent to carry out the functions of the Department within the means authorized by the Legislature.
- E. Be responsible for the internal organization of the Department, including initiation of appointment, promotion, transfer, or dismissal of personnel. In carrying out this responsibility, the Director shall consult with the Cortland County Personnel/Civil Service Office and act within the guidelines of the Civil Service Law and the means authorized by the Legislature.
- F. Prepare planning and technical studies in furtherance of County Planning, including but not limited to the furtherance of the County's participation in the Comprehensive Planning Assistance Program.
- G. Make recommendations to the Planning Board concerning those planning matters referred from municipalities pursuant to the General Municipal Law.
- H. Maintain adequate records of all matters filed with the Planning Board and other agencies so assigned to the Department.
- I. Upon request, assist municipal subdivisions within the County in matters pertaining to planning and zoning and act as a resource for them in acquiring information on and funds for programs from sources other than County government.
- J. Serve as spokesman for the Department in relations with government or quasi-government units and the public, when specific planning issues are being addressed.
- K. Maintain liaison with regional planning boards and county planning departments in adjacent counties.
- L. Collect, analyze, and distribute information relative to regional, county and community planning and zoning, including but not limited to legislation which may provide financial assistance to the Department in carrying out its work.
- M. Conduct research into business and industrial conditions within the County and cooperate with groups organized for such purposes.
- N. Have all the authority and perform all the duties now or hereafter conferred or imposed upon him by State Statute, Local Law, or resolution of the County Legislature.

Section 6. Planning Board

- A. The Cortland County Planning Board, created by Resolution 83 of 1968 of the Cortland County Board of Supervisors shall be and hereby is continued.
- B. The Board shall consist of eleven (11) voting members to be appointed by the Legislature on the recommendation of its Chairperson. The Chairperson of the Legislature shall be an ex officio, non-voting member of the Board.
- C. Terms of office, removal from office, filling vacancies in office, and Board composition shall be in accordance with the Bylaws of the Planning Board, which must be approved by the County Legislature.

Section 7. Powers and Duties of the Planning Board. The Planning Board shall:

- A. Adopt and amend Bylaws, which are subject to the approval of the County Legislature.
- B. Perform those obligations mandated to the Board by Statute, including but not limited to preparation and adoption of a Master Plan, and those assigned to the Board by the County Legislature.
- C. In accordance with its Bylaws, create standing and special committees to assist it with various planning studies.
- D. Advise the Legislature on any matter concerning regional, county, or municipal planning which may come to its attention by its own initiative or on referral from the Director.
- E. Shall annually report to the Legislature, as directed by Statute. Said report shall include:
 - I) a summary of the activities of the Board during the past year, including its reviews undertaken pursuant to General Municipal Law;
 - II) a summary of studies issued during the preceding year or an incorporation of said reports by reference.
- F. In consultation with the Director, encourage Planning Boards of the municipal subdivisions within the County on an advisory basis.
- G. At the request of the Director, assist in any matters affecting funding of any major physical, economic, or administrative improvement.

- 112 H. Provide a forum for citizen communication as it relates to planning.
113 I. Engage in public education on planning matters within the means authorized by the Legislature.
114

115 Section 8. Conflict with Other Laws

- 116 A. Nothing contained in this law shall be construed as authorizing the Department, the Board or the
117 Council to supersede, abrogate or otherwise affect the statutory authority provided for in the laws or the
118 State of New York.
119 B. Nothing contained in this law shall be construed to impair the provisions of any duly executed contract
120 to which the County of Cortland is a party.
121

122 Section 9. Severability

123
124 If any part or provision of this local law or the application thereof to any person or circumstance is adjudged
125 invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision
126 or application directly involved in the controversy in which such judgment shall have been rendered and shall not
127 affect or impair the validity of the remainder of this local law or the application thereof to other persons or
128 circumstances.
129

130 Section 10. Effective Date

131
132 This local law shall take effect immediately upon filing with the Secretary of State in accordance with the
133 provisions of the Municipal Home Rule Law.

Mr. Law questioned why the Clerk published a legal notice of public hearing without a resolution authorizing the action? County Attorney Knickerbocker told him that publication is required by law and no authorization is necessary. He added that the authorization for the local law had gone through committee and all the legal aspects for publication had been followed. Mr. Law still felt everyone should be more informed and questioned why the change was necessary. Mr. Dwyer said the second part of the local law would come in resolution form at the next session. Mr. Knickerbocker explained that it then would not be necessary to pass another local law each time a change was made.

On the motion of Mr. Thomas, seconded by Mrs. Price and adopted, all members present voting aye, except Mr. Stoker and Mr. Wern voting nay,

RESOLUTION NO. 268-00
AUTHORIZE LEASE AGREEMENT
PLANNING DEPARTMENT
(PITNEY BOWES POSTAGE METER)

WHEREAS, The Cortland County Planning Department has moved to 4 Lincoln Ave., and there is a need for the department to have a postage meter to send mail, AND

WHEREAS, a lease agreement with Pitney Bowes has been proposed for a 48 month term at \$58.00 per month for a total of \$2, 784.00, NOW, THEREFORE BE IT

RESOLVED, that the Chairman of the Legislature be and hereby is authorized to enter into this lease agreement, upon approval of the County Attorney.

Mr. Plew asked if the Industrial Development Agency had a postage meter and could the Planning Department make use of it? Mr. Dineen said the IDA had one, but the Planning Department could not use it.

On the motion of Mr. Thomas, seconded by Mr. Teeter and adopted, all members present voting aye on a roll call vote, except Mr. Forbes, Mr. Law, Mr. Plew, Mr. Stoker and Mr. Wern voting nay,

RESOLUTION NO. 269-00
ADOPT LOCAL LAW NO. 2 FOR THE YEAR 2000-
AMENDING LOCAL LAW NO. 3 FOR THE YEAR 1975 AND
LOCAL LAW NO. 3 FOR THE YEAR 1979:
CREATING A DEPARTMENT OF PLANNING IN
THE COUNTY OF CORTLAND, CONTINUING THE
CORTLAND COUNTY PLANNING BOARD AND
CREATING THE CORTLAND COUNTY PLANNING COUNCIL

WHEREAS, proposed Local Law No. 2 for the year 2000 amending local law No. 3 for the year 1975 and Local Law No 3 for the Year 1979, creating a Department of Planning in the County of Cortland, continuing the Cortland County Planning Board and creating the Cortland County Planning Council was introduced at the Legislative Session held on May 10, 2000, AND

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 required by Law, NOW, THEREFORE BE IT

RESOLVED, that Local Law No. 2 for the year 2000 be passed and enacted.

Local Law No. 2 of the Year 2000:

Be It Enacted By the Cortland County Legislature as follows:

Section 1: Section 4 of the Local Law No. 3 for the year 1975 and Section 4 of Local Law No. 3 for 1979, Appointment and Qualifications of Director, be and hereby is amended to read as follows:

Section 4A: The executive head of the Department shall be the Director of Planning who shall be appointed by the Legislature, on recommendation of its Planning Committee, to serve at the pleasure of the Cortland County Legislature. Prior to making its recommendation, the Committee shall consult with the Planning Council.

Section 4B: The Director shall be in the non-competitive civil service status.

Section 4C: The Director shall hold a Master's degree in planning or in a related field and shall have had five years of suitable planning experience or a Bachelor's degree in planning or a related field and eight years of suitable planning experience. In addition, he shall have necessary credentials to ensure maximum County participation in State and Federal planning programs.

Section 4D: Shall be deleted.

Section 2: Local Law No. 2 for the Year 2000 shall take effect upon filing as required by law.

Mr. Thomas explained that it was a housekeeping item. Mr. Wern asked what was being changed and Mr. Knickerbocker said the term of office was being eliminated and the Planning Director would serve at the pleasure of the Legislature. Mr. Law stated that under either situation the Director still had certain rights. Mr. Harrington said it was in the best interest of the County to remove the specific term clause.

On the motion of Mr. Thomas, seconded by Mrs. Brown and adopted, all members present voting aye,

RESOLUTION NO. 270-00
EXTEND INTERIM DIRECTOR OF PLANNING
PLANNING DEPARTMENT

WHEREAS, the interim appointment of Daniel S. Dineen as Director of Planning expires on N AND

WHEREAS, Local Law #3 of 1975 and Resolution #89-1975, Local Law #3 of 1979 and Resolution need to be changed, AND

WHEREAS, Resolution #520-1999 needs to be amended, NOW, THEREFORE, BE IT

RESOLVED, that Daniel S. Dineen, Interim Director of Planning be and hereby is re-appointed Director of Planning at his present salary until such time as the Local Law 2 of May 10, 2000 has been in time the Planning/Environmental/Agriculture Committee will bring forth a resolution for permanent appointment salary adjustment.



CORTLAND COUNTY LEGISLATURE
COURT HOUSE CORTLAND, N. Y. 13045

1.1.c

TELEPHONE (607) 756-2808

ROBERT J. BAYS, CHAIRMAN
ALBERT C. KENNEY, CLERK
JAMES R. O'MARA, DEPUTY CLERK

State Records and Law Bureau
Department of State
162 Washington Ave.
Albany, New York 12231

Gentlemen:

I am enclosing herewith four (4) copies of Local Law No. 3
for the year 1979 for the County of Cortland for filing in your
office.

Very truly yours,

Albert C. Kenney, Clerk
Cortland County Legislature

ACK/p
Encl:

Attachment: Local Law 3 of 1979 - Amending Local Law No. 3 for 1975 creating a County Dept. of Planning (10979 : Local Law "H" of 2022 to



CORTLAND COUNTY LEGISLATURE
COURT HOUSE CORTLAND, N. Y. 13045

1.1.c

TELEPHONE (607) 756-2808

ROBERT J. BAYS, CHAIRMAN
ALBERT C. KENNEY, CLERK
JAMES R. O'MARA, DEPUTY CLERK

John G. Kimmich, County Clerk
Court House
Cortland, New York 13045

Dear John:

I am enclosing herewith one (1) copy of Local Law No. 3
for the year 1979 for Cortland County, for filing in your office.

Very truly yours,

Albert C. Kenney, Clerk
Cortland County Legislature

ACK/p
Encl:

Attachment: Local Law 3 of 1979 - Amending Local Law No. 3 for 1975 creating a County Dept. of Planning (10979 : Local Law "H" of 2022 to



CORTLAND COUNTY LEGISLATURE
COURT HOUSE
CORTLAND, N. Y. 13045

1.1.c

TELEPHONE (607) 756-2808

ROBERT J. BAYS, CHAIRMAN
ALBERT C. KENNEY, CLERK
JAMES R. O'MARA, DEPUTY CLERK

Division of Municipal Affairs
Department of Audit & Control
State office Building
Albany, New York 12236

Gentlemen:

I am enclosing herewith one (1) copy of Local Law No. 3
for the year 1979 for the County of Cortland for filing in your
office.

Very truly yours,

Albert C. Kenney, Clerk
Cortland County Legislature

ACK/p
Encl:

Attachment: Local Law 3 of 1979 - Amending Local Law No. 3 for 1975 creating a County Dept. of Planning (10979 : Local Law "H" of 2022 to



STATE OF NEW YORK

DEPARTMENT OF STATE

162 WASHINGTON AVENUE
ALBANY, NEW YORK 12231

October 15, 1979

Albert C. Kenney, Clerk.
CORTLAND COUNTY LEGISLATURE
Court House
Cortland, NY 13045

Dear Sir / Madam:

Please be advised that Local Law(s) No. 3
of 1979 of the County of Cortland
was/were received and filed on October 4, 1979.

We are enclosing additional forms for your future
use when filing local laws with this office.

Sincerely,

Gail A. Bates
Director
State Records &
Law Bureau

fm

enc.

cc: State Comptroller
Division of Municipal Affairs



STATE OF NEW YORK
DEPARTMENT OF AUDIT AND CONTROL

ALBANY

12236

EDWARD V. REGAN
State Comptroller

October 30, 1979

WILLIAM C. WALSH
Deputy Comptroller

In Replying Refer To

Albert C. Kenney, Clerk
Cortland County Legislature
Court House
Cortland, N.Y. 13045

Dear Sir/Madam:

This is to advise that Local Law(s) No. 3
of 1979 for the County of Cortland
was received and filed on October 5, 1979.

Very truly yours,

EDWARD V. REGAN
State Comptroller

By

Kendall R. Pirro
Associate Attorney
Charters Unit

KRP:dak

cc: Secretary of State

Attachment: Local Law 3 of 1979 - Amending Local Law No. 3 for 1975 creating a County Dept. of Planning (10979 : Local Law "H" of 2022 to

DIRECTING PUBLIC HEARING ON PROPOSED LOCAL LAW NO. 3 FOR YEAR 1979

WHEREAS, proposed Local Law No. 3 for the year 1979, amending Local Law No. 3 for the year 1975, has been introduced by Mrs. Brevett, a member of this Legislature, said Local Law provides for change in the term and condition of employment for the Cortland County Planning Director, and be it further

RESOLVED, that a public hearing upon said Local Law No. 3 be held before this Legislature on September 26, 1979 at ^{7:30 P.M.}~~10:30 A.M.~~ in the Legislature Chambers, Third Floor, Court House, Cortland, New York 13045, and be it further

RESOLVED, that the Clerk of this Legislature be and hereby is authorized and directed to publish notice of said public hearing as required by the Municipal Home Rule Law.

STATE OF NEW YORK }
COUNTY OF CORTLAND } SS:

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature of the County of Cortland have compared the foregoing copy of resolution with the original resolution now on file in this office, and which was passed by the Cortland County Legislature, of said county on the 12th day of September 1979 and that the same is a correct and true transcript of such original resolution and of the whole thereof.

IN WITNESS WHEREOF I have hereunto set my hand and the official seal of the CORTLAND COUNTY LEGISLATURE, this

12th day of September 1979

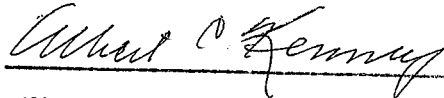
Albert C. Kenney
Clerk of the Cortland County Legislature

LEGAL NOTICEPUBLIC NOTICE

Please take notice, that a Public Hearing will be held on Local Law No. 3 for the year 1979 for the County of Cortland at 7:30 P. M. September 26, 1979 at the County Legislative Chambers, Third Floor, Court House, Cortland, New York 13045. Said Local Law provides for a change in the term and conditions of employment for the Cortland County Planning Director.

Please take further notice, that at the time and place mentioned above, all persons interested will be afforded an opportunity to be heard.

By Order of the Cortland County Legislature


Albert C. Kenney, Clerk

LOCAL LAW NO. 3 FOR THE YEAR 1979

A LOCAL LAW AMENDING LOCAL LAW NO. 3 FOR THE YEAR 1975: CREATING A DEPARTMENT OF PLANNING IN THE COUNTY OF CORTLAND, CONTINUING THE CORTLAND COUNTY PLANNING BOARD AND CREATING THE CORTLAND COUNTY PLANNING COUNCIL.

BE IT ENACTED by the Cortland County Legislature as follows:

Section 1: Section 4 of Local Law No. 3 for the year 1975, Appointment and Qualifications of Director, be and hereby is amended to read as follows:

Section 4A: The executive head of the Department shall be the Director of Planning who shall be appointed by the Legislature, on recommendation of its Planning Committee for a term of three years. Prior to making its recommendation, the Committee shall consult with the Planning Council. For the purposes of this Local Law, the term of the incumbent Director shall be deemed to have commenced on October 21, 1974.

Section 4B: The Director shall be in the non-competitive civil service status.

Section 4C: The Director shall hold a Master's degree in planning or a related field and shall have had five years of suitable planning experience or a Bachelor's degree in planning or a related field and eight years of suitable planning experience. In addition, he shall have necessary credentials to insure maximum County participation in State and Federal planning programs.

Section 4D: The Legislature, acting by resolution, must notify the Director of his reappointment or termination at least three months prior to the conclusion of his term. Upon termination, the County shall compensate the Director at his regular rate of compensation to the extent that such notice is deficient.

Section 2: This Local Law shall become effective upon filing with the Secretary of State in accordance with the provisions of the Municipal Home Rule Law.

34 ON MOTION OF MRS. BREVETT

RESOLUTION NO. 344

ADOPTING LOCAL LAW NO. 3 FOR THE YEAR 1979

WHEREAS, Local Law No. 3 for the year 1979, amending Local Law No. 3 for the year 1975, providing for a change in term and conditions of employment for the Cortland County Planning Director, was introduced by Mrs. Brevett, a member of this Legislature at a meeting of this Legislature held on September 12, 1979, and

WHEREAS, said Local Law No. 3 has been in its final form upon the desks of the members at least seven 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 required by law, now therefore be it

RESOLVED, that Local Law No. 3 for the year 1979 is hereby passed and enacted in the following form:

LOCAL LAW NO. 3 FOR THE YEAR 1979

A LOCAL LAW AMENDING LOCAL LAW NO. 3 FOR THE YEAR 1975: CREATING A DEPARTMENT OF PLANNING IN THE COUNTY OF CORTLAND, CONTINUING THE CORTLAND COUNTY PLANNING BOARD AND CREATING THE CORTLAND COUNTY PLANNING COUNCIL.

BE ENACTED by the Cortland County Legislature as follows:

Section 1: Section 4 of Local Law No. 3 for the year 1975, Appointment and Qualifications of Director, be and hereby is amended to read as follows:

Section 4A: The executive head of the Department shall be the Director of Planning who shall be appointed by the Legislature, on recommendation of its Planning Committee for a term of three years. Prior to making its recommendation, the Committee shall consult with the Planning Council. For the purposes of this Local Law, the term of the incumbent Director shall be deemed to have commenced on October 21, 1974.

Section 4B: The Director shall be in the non-competitive civil service status.

Section 4C: The Director shall hold a Master's degree in planning or a related field and shall have had five years of suitable planning experience or a Bachelor's degree in planning or a related field and eight years of suitable planning experience. In addition, he shall have necessary credentials to insure maximum County participation in State and Federal planning programs.

Attachment: Local Law 3 of 1979 - Amending Local Law No. 3 for 1975 creating a County Dept. of Planning (10979 : Local Law "H" of 2022 to

Section 4D: The Legislature, acting by resolution, must notify the Director of his reappointment or termination at least three months prior to the conclusion of his term. Upon termination, the County shall compensate the Director at his regular rate of compensation to the extent that such notice is deficient.

Section 2: This Local Law shall become effective upon filing with the Secretary of State in accordance with the provisions of the Municipal Home Rule Law.

STATE OF NEW YORK }
COUNTY OF CORTLAND } SS:

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature of the County of Cortland have compared the foregoing copy of resolution with the original resolution now on file in this office, and which was passed by the Cortland County Legislature, of said county on the 26th day of September 1979 and that the same is a correct and true transcript of such original resolution and of the whole thereof.

IN WITNESS WHEREOF I have hereunto set my hand and the official seal of the CORTLAND COUNTY LEGISLATURE, this

26th day of September 1979
Albert C. Kennedy
Clerk of the Cortland County Legislature

(Please Use this Form for Filing your Local Law with the Secretary of State)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County
City of CORTLAND
~~Town~~
~~Village~~

Local Law No. 3 of the year 19 79

A local law AMENDING LOCAL LAW NO. 3 FOR THE YEAR 1975: CREATING A DEPARTMENT OF
(Name of Title)
PLANNING IN THE COUNTY OF CORTLAND, CONTINUING THE CORTLAND COUNTY
PLANNING BOARD AND CREATING THE CORTLAND COUNTY PLANNING COUNCIL

Be it enacted by the Cortland County Legislature of the
(Name of Legislative Body)

County
City of Cortland
~~Town~~
~~Village~~ as follows:

SECTION 1: Section 4 of Local Law No. 3 for the year 1975, Appointment and Qualifications of Director, be and hereby is amended to read as follows:

Section 4A: The executive head of the Department shall be the Director of Planning who shall be appointed by the Legislature, on recommendation of its Planning Committee for a term of three years. Prior to making its recommendation, the Committee shall consult with the Planning Council. For the purposes of this Local Law, the term of the incumbent Director shall be deemed to have commenced on October 21, 1974.

Section 4B: The Director shall be in the non-competitive civil service status.

Section 4C: The Director shall hold a Master's Degree in Planning or a related field and shall have had five years of suitable planning experience or a Bachelor's Degree in planning or a related field and eight years of suitable planning experience. In addition, he shall have necessary credentials to insure maximum County participation in State and Federal planning programs.

Section 4D: The Legislature, acting by resolution, must notify the Director of his reappointment or termination at least three months prior to the conclusion of his term. Upon termination, the County shall compensate the Director at his regular rate of compensation to the extent that such notice is deficient.

SECTION 2: This Local Law shall become effective upon filing with the Secretary of State in accordance with the provisions of the Municipal Home Rule Law.

(If additional space is needed, please attach sheets of the same size as this and number each)

(Complete the certification in the paragraph which applies to the filing of this local law and strike out the matter therein which is not applicable.)

1.1.c

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. 3 of 19 79.
County
City of Cortland was duly passed by the Cortland County Legislature
Town of _____ (Name of Legislative Body)
Village _____
on September 26, 19 79 in accordance with the applicable provisions of law.

~~2. (Passage by local legislative body with approval or no disapproval by Elective Chief Executive Officer,* or repassage after disapproval.)~~

~~I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19 _____
County
City of _____ was duly passed by the _____ (Name of Legislative Body)
Town of _____
Village _____
on _____ 19 _____ and was approved _____ by the _____ Elective Chief Executive Officer *
not disapproved
repassed after disapproval
and was deemed duly adopted on _____ 19 _____, in accordance with the applicable provisions of law.~~

3. (Final adoption by referendum.)

~~I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19 _____
County
City of _____ was duly passed by the _____ (Name of Legislative Body)
Town of _____
Village _____
on _____ 19 _____ and was approved _____ by the _____ Elective Chief Executive Officer *
not disapproved
repassed after disapproval
on _____ 19 _____. Such local law was submitted to the people by reason of a
mandatory referendum, and received the affirmative vote of a majority of the qualified electors voting
permissive general
thereon at the special election held on _____ 19 _____, in accordance with the applicable provisions of law.~~

4. (Subject to permissive referendum, and final adoption because no valid petition filed requesting referendum.)

~~I hereby certify that the local law annexed hereto, designated as local law No. _____ of 19 _____
County
City of _____ was duly passed by the _____ (Name of Legislative Body)
Town of _____
Village _____
on _____ 19 _____ and was approved _____ by the _____ Elective Chief Executive Officer *
not disapproved
repassed after disapproval
on _____ 19 _____. Such local law being subject to a permissive referendum and no
valid petition requesting such referendum having been filed, said local law was deemed duly adopted on
_____ 19 _____, in accordance with the applicable provisions of law.~~

*Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairman of the county legislative body, the mayor of a city or village or the supervisor of a town, where such officer is vested with power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by popular vote.)

I hereby certify that the local law annexed hereto, designated as local law No. of 19..... of the City of having been submitted to referendum pursuant to the provisions of ~~§ 36~~ ^{§ 37} of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the ^{special} ~~general~~ election held on 19 became operative.

1.1.c

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as Local Law No. of 19..... of the County of, State of New York, having been submitted to the Electors at the General Election of November, 19, pursuant to subdivisions 5 and 7 of Section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and of a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph 1 above.



Clerk of the County legislative body, City, Town or Village Clerk or officer designated by local legislative body

Date: October 1, 1979

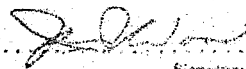
(Seal)

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized Attorney of locality.)

STATE OF NEW YORK

COUNTY OF CORTLAND

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.



Signature

County Attorney

Title

Date: October 1, 1979

County

City

Town

Village

of CORTLAND

ON MOTION OF Mrs. Brevett

RESOLUTION NO. 89

ADOPTING LOCAL LAW NO. 3 FOR THE YEAR 1975

WHEREAS, proposed Local Law No. 3 for the year 1975 Creating a Department of Planning in the County of Cortland, Continuing the Cortland County Planning Board and Creating the Cortland County Planning Council was introduced by Mrs. Brevett, a member of this legislature at a meeting of the legislature held on March 12, 1975, and

WHEREAS, said Local Law has been in its final form upon the desks of the members of this Legislature at Least 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 required by law,

NOW, THEREFORE, BE IT

RESOLVED, that Local Law No. 3 for the year 1975 entitled "A Local Law Creating a Department of Planning in the County of Cortland, Continuing the Cortland County Planning Board and Creating the Cortland County Planning Council" be passed and enacted in the following form effective immediately upon filing with the Secretary of State in accordance with the provisions of the Municipal Home Rule Law.

STATE OF NEW YORK }
COUNTY OF CORTLAND } SS:

This is to certify that I, the undersigned, Clerk of the Cortland County Legislature of the County of Cortland have compared the foregoing copy of resolution with the original resolution now on file in this office, and which was passed by the Cortland County Legislature, of said county on the 26th day of March 1975 and that the same is a correct and true transcript of such original resolution and of the whole thereof.

IN WITNESS WHEREOF I have hereunto set my hand and the official seal of the CORTLAND COUNTY LEGISLATURE, this

26th day of March 1975

Albert C. Henney
Clerk of the Cortland County Legislature

Attachment: Local Law 3 of 1975 - Creating a Department of Planning in the County of Cortland (10979 : Local Law "H" of 2022 to Amend



CORTLAND COUNTY LEGISLATURE
COURT HOUSE CORTLAND, N. Y. 13045

TELEPHONE (607) 756-2808

JAMES R. O'MARA, CHAIRMAN
ALBERT C. KENNEY, CLERK
WALTER A. SPENCER, JR., DEPUTY CLERK

March 28, 1975

Secretary of State
162 Washington Ave
Albany, New York 12210

Dear Sir:

I am enclosing herewith four (4) copies of Local Law No. 3
for the year 1975 for filing in your office.

Very truly yours

A handwritten signature in cursive script, reading "Albert C. Kenney".

Albert C. Kenney, Clerk
Cortland County Legislature

/P
Encl:

(Please Use this Form for Filing your Local Law with the Secretary of State)

Text of law should be given as amended. Do not use brackets for matter to be eliminated and do not use italics for new matter.

County
~~City~~ of CORTLAND
~~Town~~
~~Village~~

Local Law No. 3 of the year 19 75

A local law CREATING A DEPARTMENT OF PLANNING IN THE COUNTY OF CORTLAND.
 (Insert title)

CONTINUING THE CORTLAND COUNTY PLANNING BOARD AND CREATING THE
 CORTLAND COUNTY PLANNING COUNCIL

Be it enacted by the COUNTY LEGISLATURE of the
 (Name of Legislative Body)

County
~~City~~ of CORTLAND as follows:
~~Town~~
~~Village~~

- Section
1. Legislative Intent
 2. Definitions
 3. Department Created
 4. Appointment and Qualifications of Director
 5. Powers and Duties of the Director
 6. Planning Board
 7. Powers and Duties of the Board
 8. Planning Council Created
 9. Powers and Duties of the Council
 10. Conflict with Other Laws
 11. Severability
 12. Effective Date

Section 1. Legislative Intent

The County Legislature of the County of Cortland, in order to preserve the physical beauty and natural resources which have made our County an attractive place to live and work, and in order to plan for the growth of population, business and industry in a comprehensive and rational manner which best serves the present and future residents of our County, and in order to provide for the orderly and efficient expansion of necessary public services, does hereby find it necessary to establish a Department of Planning in County Government.

Section 2. Definitions

- A. "Board" shall mean the Cortland County Planning Board.
- B. "Committee" shall mean the Planning Committee of the Cortland County Legislature.
- C. "Council" shall mean the Cortland County Planning Council.
- D. "Department" shall mean the Cortland County Department of Planning.
- E. "Director" shall mean the Director of Planning of the County of Cortland.
- F. "Legislature" shall mean the Cortland County Legislature.

(If additional space is needed, please attach sheets of the same size as this and number each)

Section 3. Department Created

- A. The Department of Planning of the County of Cortland hereby is created and established.
- B. The Planning Board Office, with its presently existing functions related to the Board, is hereby transferred in its entirety, including but not limited to all employees, property, equipment and budgetary appropriations, to the Department. All employees shall retain the same classification, pension and retirement rights and privileges as they had immediately prior to such transfer; provided, however, that nothing herein contained shall be construed to deprive the Legislature of any power it now has with respect to any such employees in the County. No employee's civil service status shall be jeopardized by any rewording and/or change brought about by this Local Law.
- C. The Department shall provide technical assistance to Committees of the Legislature as the Legislature may direct, and Boards, Committees and Councils including but not limited to:
 - 1. Cortland County Agricultural Districting Advisory Committee
 - 2. Cortland County Beautification Council
 - 3. Cortland County Comprehensive Health Planning Board
 - 4. Cortland County Environmental Management Council
 - 5. Planning Board
 - 6. Planning Council
- D. The Department shall act as liason to the following Agencies, Boards, Commissions, Councils and Districts, and such other groups as the Legislature may direct:
 - 1. Areawide and Local Planning for Health Action
 - 2. Central New York Regional Planning Board
 - 3. Cortland County Industrial Development Agency
 - 4. Cortland County Soil and Water Conservation District
 - 5. District Fish and Wildlife Management Board
 - 6. District Forest Practice Board
 - 7. Empire Heartland Resource Conservation and Development Program
 - 8. Finger Lakes Basin Commission
 - 9. Southern Tier East Regional Planning and Development Board
 - 10. U.S. Soil Conservation Service

Section 4. Appointment and Qualification of Director

- A. The executive head of the Department shall be the Director of Planning who shall be appointed by the Legislature, on recommendation of its Planning Committee, for a term of five years. Prior to making its recommendation, the Committee shall consult with the Planning Council.

For purposes of this Local Law, the term of the incumbent Director shall be deemed to have commenced on October 21, 1974.

- B. The Director shall be in the unclassified civil service status and shall be removable only after a hearing for cause.
- C. The Director shall hold a Master's Degree in planning and shall have had five years of suitable planning experience. In addition, he shall have necessary credentials to insure maximum County participation in State and Federal planning programs.
- D. The Legislature, acting by resolution, must notify the Director of his reappointment or termination at least five months prior to the conclusion of his term. Upon termination, the County shall compensate the Director at his regular rate of compensation to the extent that such notice is deficient.

Section 5. Powers and Duties of the Director

The Director shall:

- A. Be generally responsible for operation of the Department.
- B. Prepare an annual work program for the Department in consultation with the Board for submission to the Council.
- C. Prepare the annual operational budget of the Department for submission to the Budget Officer, after review and comment by the Council.
- D. Recruit and maintain a staff competent to carry out the functions of the Department within the means authorized by the Legislature.
- E. Be responsible for the internal organization of the Department, including initiation of appointment, promotion, transfer, or dismissal of personnel. In carrying out this responsibility, he shall consult with the Cortland County Civil Service Commission and act within the guidelines of the Civil Service Law and the means authorized by the Legislature.
- F. Recommend consultants to the Council for their consideration within the means authorized by the Legislature.
- G. Prepare in consultation with the Board and/or any Advisory Committees constituted by the Board, planning and technical studies in furtherance of County planning, including but not limited to the furtherance of the County's participation in the Comprehensive Planning Assistance Program.

- H. Make recommendations to the Board concerning those planning matters referred from municipalities pursuant to the General Municipal Law.
- I. Maintain adequate records of all matters filed with the Board and other agencies so assigned to the Department.
- J. Upon request, assist municipal subdivisions within the County in matters pertaining to planning and zoning and act as a resource for them in acquiring information on and funds for programs from sources other than County government.
- K. When authorized by Local Law, prepare the Capital Improvement Program for review by the Board prior to submission to the Budget Officer.
- L. Review and comment to the Budget Officer, after consultation with the Council, concerning any capital improvement project proposed by any member of the Legislature.
- M. Serve as spokesman for the Department in relations with government or quasi-government units and the public.
- N. Maintain liason with regional planning boards and planning boards in adjacent counties.
- O. Collect, analyze, and distribute information relative to regional, county and community planning and zoning, including but not limited to legislation which may provide financial assistance to the Department in carrying out its work.
- P. Conduct research into business and industrial conditions within the County and cooperate with groups organized for such purposes.
- Q. Have all the powers and perform all the duties now or hereafter conferred or imposed upon him by State Statute, Local Law or resolution of the County Legislature.
- R. Serve as the executive secretary to the council.

Section 6. Planning Board

- A. The Cortland County Planning Board, created by Resolution 83 of 1968 of the Cortland County Board of Supervisors shall be and hereby is continued.
- B. The Board shall consist of fourteen (14) members, eleven (11) to be appointed by the Legislature on the recommendation of its Chairperson, and the Chairperson

of the Legislature, the County Treasurer and the Superintendent of Highways, who shall serve as ex-officio members.

- C. Members appointed by the Legislature shall serve for a term of four (4) years. No appointed member shall serve more than two (2) consecutive terms. Whenever an appointed member is absent from five (5) consecutive meetings of the Board for any reason other than illness, his membership shall be terminated and a vacancy shall be deemed to exist. The Chairperson of the Board shall notify the Clerk of the Legislature in writing when such a vacancy exists. The Clerk of the Legislature shall notify the absent member in writing that his membership on the Board has been terminated.
- D. When a vacancy shall occur among the appointed membership other than by expiration of term, the Legislature, acting on the recommendation of its Chairperson, shall appoint a person to serve the unexpired portion of the term.
- E. New members appointed to the Board pursuant to subdivision B of this Section shall serve terms expiring June 30, 1977 and June 30, 1978 respectively.
- F. In order to obtain the broadest representation in terms of population, geographic distribution and interest in county planning, the Board shall include residents from the City, Villages and Towns. No more than five (5) appointed members of the Board shall reside in the City of Cortland. Further, no more than two (2) appointed members of the Board shall come from the same Village or Town.
- G. No more than six (6) appointed members of the Board shall be enrolled in the same political party.
- H. A majority of the appointed members of the Board shall constitute a quorum thereof.

Section 7. Powers and Duties of the Board

The Board shall:

- A. establish by-laws for the conduct of its business.
- B. perform those obligations mandated to the Board by Statute, including but not limited to preparation and adoption of a Master Plan, and those assigned to the Board by the County Legislature.

- C. As it deems necessary, create standing and special committees including members of the Board and/or interested persons in the community to assist it with various planning studies. Individual members of said committees shall be appointed by the Board on recommendation of its Chairperson.
- D. Create a special committee known as the Citizen's Advisory Committee to assist it in the preparation and revision of the Master Plan. The total membership of this committee shall not exceed eleven (11) members of which no more than three (3) members shall be from the Board. Individual members of the committee shall be appointed by the Board on recommendation of its Chairperson. Preference shall be given to members of the Citizen's Advisory Committee established by Resolution 326 of 1972 of the Cortland County Board of Supervisors.
- E. Advise the Legislature on any matter concerning regional, county or municipal planning which may come to its attention by its own initiative or on referral from the Director.
- F. Shall annually report to the Legislature, as directed by Statute. Said report shall include:
 - I) a summary of the activities of the Board during the past year including its reviews undertaken pursuant to the General Municipal Law;
 - II) a summary of studies issued during the preceding year or an incorporation of said reports by reference.
- G. In consultation with the Director, encourage Planning Boards of the municipal subdivisions within the County on an advisory basis and, if deemed advisable, recommend to the Council execution of a formal contract for provision of technical services to one or more of said subdivisions.
- H. Assist the Director at his request, in any matters affecting funding of any major physical, economic, or administrative improvement deemed desirable.
- I. Provide a forum for citizen communication as it relates to planning.
- J. Engage in public education on planning matters within the means authorized by the Legislature.

Section 8. Planning Council Created

- A. The Cortland County Planning Council be and hereby is created and established.
- B. The Council shall have five (5) members. The Chairperson of the Committee, one other member of the Committee designated by the Chairperson of said Committee, the Chairman of the Board and the Vice-Chairman of the Board, shall serve as members. The fifth member shall be the Chairperson of the Legislature or his designee.
- C. The Chairperson of the Committee shall serve as Chairperson of the Council.

Section 9. Powers and Duties of the Council

The Council shall:

- A. Review and comment on the Department's annual budget as prepared by the Director, prior to submission of said budget to the Budget Officer.
- B. Review and comment on the Department's annual work program as prepared by the Director in consultation with the Board. Said review shall be completed within 30 days after submission of said program.
- C. Review and comment upon the Director's recommendations for hiring of consultants within the means authorized by the Legislature.
- D. Advise the Director, upon request, on matters relating to the administration of the Department.
- E. Serve as an instrument for improved communication between the County Legislature and the Board.
- F. Carry out such other related duties as the Legislature may prescribe from time to time.

Section 10. Conflict with Other Laws

- A. Nothing contained in this law shall be construed as authorizing the Department, the Board or the Council to supercede, abrogate or otherwise affect the statutory authority provided for in the laws of the State of New York.
- B. Nothing contained in this law shall be construed to impair the provisions of any duly executed contract to which the County of Cortland is a party.

Section 11. Severability

If any part or provision of this local law or the application thereof to any person or circumstance is adjudged invalid by any court of competent jurisdiction, such judgement shall be confined in its operation to the part, provision or application directly involved in the controversy in which such judgement shall have been rendered and shall not affect or impair the validity of the remainder of this local law or the application thereof to other persons or circumstances.

Section 12. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State in accordance with the provisions of the Municipal Home Rule Law.

(Complete the certification in the paragraph which applies to the filing of this local law and strike out the matter therein which is not applicable.)

(Final adoption by local legislative body only.)

1. I hereby certify that the local law annexed hereto, designated as local law No.3..... of 1975....
 County
 City of Cortland was duly passed by Cortland County Legislature
 Town of (Name of Legislative Body)
 Village
 on March 26, 1975 in accordance with the applicable provisions of law.

~~(Passage by local legislative body with approval or no disapproval by Elective Chief Executive Officer or repassage after disapproval.)~~

~~2. I hereby certify that the local law annexed hereto, designated as local law No. of 19.....
 County
 City of was duly passed by
 Town of (Name of Legislative Body)
 Village
 on 19..... not disapproved
 and was approved by the
 repassed after disapproval Elective Chief Executive Officer
 and was deemed duly adopted on 19....., in accordance with the applicable provisions of law.~~

~~(Final adoption by referendum.)~~

~~3. I hereby certify that the local law annexed hereto, designated as local law No. of 19.....
 County
 City of was duly passed by the
 Town of (Name of Legislative Body)
 Village
 on 19..... not disapproved
 and was approved by the
 repassed after disapproval Elective Chief Executive Officer
 on 19..... Such local law was submitted to the people by reason of a
 mandatory referendum and received the affirmative vote of a majority of the qualified electors voting
 permissive general
 thereon at the special election held on 19....., in accordance with the appli-
 cable provisions of law.~~

~~(Subject to permissive referendum and final adoption because no valid petition filed requesting referendum.)~~

~~4. I hereby certify that the local law annexed hereto, designated as local law No. of 19.....
 County
 City of was duly passed by the on
 Town of (Name of Legislative Body)
 Village
 19..... not disapproved
 and was approved by the on
 repassed after disapproval Elective Chief Executive Officer
 19..... Such local law being subject to a permissive referendum and no
 valid petition requesting such referendum having been filed, said local law was deemed duly adopted on
 19....., in accordance with the applicable provisions of law.~~

*Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or if there be none the chairman of the board of supervisors, the mayor of a city or village, or the supervisor of a town, where such officer is vested with power to approve or veto local laws or ordinances.

~~(City local law concerning Charter revision proposed by petition.)~~

~~5. I hereby certify that the local law annexed hereto, designated as local law No. of 19..... of the City of..... having been submitted to referendum pursuant to the provisions of § 36 of the Municipal Home Rule Law and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the special election held on 19 became operative.~~

~~(County local law concerning adoption of Charter.)~~

~~6. I hereby certify that the local law annexed hereto, designated as Local Law No. of 197 of the County of, State of New York, having been submitted to the Electors at the General Election of November, 19, pursuant to subdivisions 5 and 7 of Section 33 of the Municipal Home Rule Law and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and of a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.~~

~~(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)~~

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph above.

Robert C. Henning
Clerk of the Board of Supervisors, City, Town or Village Clerk or Officer
designated by Local/Legislative Body

Date: March 27, 1975

(Seal)

(Certification to be executed by County Attorney, Corporation Counsel, Town Attorney, Village Attorney or other authorized Attorney of locality.)

STATE OF NEW YORK

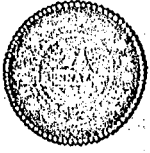
COUNTY OF CORTLAND

I, the undersigned, hereby certify that the foregoing local law contains the correct text and that all proper proceedings have been had or taken for the enactment of the local law annexed hereto.

J. J. Wood
(Title of Officer) County Attorney

County
City of Cortland
Town
Village

Dated: March 27, 1975



CORTLAND COUNTY LEGISLATURE
COURT HOUSE CORTLAND, N. Y. 13045

TELEPHONE (607) 756-2808

JAMES R. O'MARA, CHAIRMAN
ALBERT C. KENNEY, CLERK
WALTER A. SPENCER, JR., DEPUTY CLERK

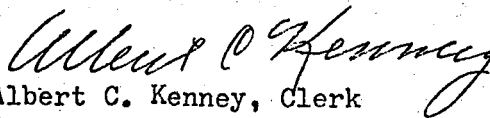
March 28, 1975

State Comptroller
Alfred E. Smith Office Bldg
Albany, New York 12225

Dear Sir:

I am enclosing herewith one (1) copy of Local Law No. 3
for the year 1975 for filing in your office.

Very truly yours,


Albert C. Kenney, Clerk
Cortland County Legislature

/p
Encl:

MARIO M. CUOMO
Secretary of State



MAURICE FLASTERSTEIN
Administrative Director

STATE OF NEW YORK
DEPARTMENT OF STATE
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12231

April 1, 1975

Mr. Albert C. Kenney, Clerk
Cortland County Legislature
Court House
Cortland, New York 13045

Dear Sir:

Please be advised that Local Law No. 3
of 1975 of the County of Cortland
was received and filed on March 31, 1975.

We enclose herewith additional forms for the filing of
local laws for your future use.

Very truly yours,

Barry F. Bohan
Director
State Records and Law Bureau

cc: State Comptroller
Division of Municipal Affairs

G115-006

Attachment: Local Law 3 of 1975 - Creating a Department of Planning in the County of Cortland (10979 : Local Law "H" of 2022 to Amend



STATE OF NEW YORK
DEPARTMENT OF AUDIT AND CONTROL
ALBANY

ARTHUR LEVITT
STATE COMPTROLLER

IN REPLYING REFER TO

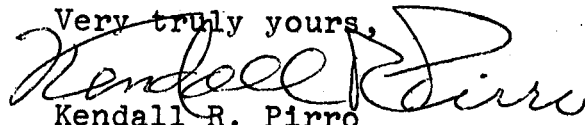
April 11, 1975

Mr. Albert C. Kenney, Clerk
Cortland County Legislature
Court House
Cortland, New York 13045

Dear Sir:

I hereby acknowledge receipt as of March 31, 1975
of certified copy of Local Law No. 3
of 1975 for the County of Cortland
which copy is being filed in this office.

Very truly yours,


Kendall R. Pirro
Associate Attorney

KRP: js

PUBLIC NOTICE

PLEASE TAKE NOTICE that a public hearing will be held on Local Law No. 3 for the year 1975 for the County of Cortland, said Local Law creating a Department of Planning in the County of Cortland, continuing the Cortland County Planning Board and creating the Cortland County Planning Council. Said hearing will be held at 10:30 A.M. on March 26, 1975 at the County Legislature Chambers in the Cortland County Court House, Cortland, New York.

PLEASE TAKE FURTHER NOTICE that at the time and place above mentioned, all persons interested will be afforded an opportunity to be heard.

BY ORDER OF THE CORTLAND COUNTY
LEGISLATURE

By

Albert P. Kenney
Clerk

Jurisdiction: Cortland County
 Jurisdictional Class: Non-competitive
 Adopted: 10/20/05
 Revised: 4-26-21

DIRECTOR OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, administering and supervising activities in the Office of Planning. The position involves responsibility for the oversight and coordination of a comprehensive planning program of a County by providing technical assistance to municipalities in areas such as land usage, business retention, and water resource management. The position also involves representing the County on a variety of planning related organizations and boards. Work is performed under the administrative direction of the County Administrator and the general direction of the County Legislature. Supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Serves as project manager in special and ongoing planning projects including land usage, business retention and water resource management;
 Evaluates effectiveness of projects under development and issue instructions governing their progress;
 Prepares the departmental budget, the annual work plan and oversees the work of department employees;
 Develops policies, procedures and programs for the County's community and economic development functions to enhance economic growth and activities consistent with the goals of the County;
 Develops and implements programs in conjunction with the County Chamber of Commerce to retain, restore and expand the commercial and industrial tax base and attract new businesses to the area;
 Represents the interests of the County in local, regional and State organizations;
 Coordinates activities with surrounding counties and works with community and citizen groups to foster the development of an appropriate business climate;
 Provides information and technical assistance in planning and development as requested by municipal officials, county departments, businesses and others;
 Gathers statistics and completes reports.
 May review and stamp plan sets for County departments if qualified.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods and techniques used in economic and community development, municipal planning and promotional activities;
 Thorough knowledge of Federal and State programs related to the economic development and planning process;
 Thorough knowledge of business and economic conditions of the county;

Good knowledge of Federal, State and local laws and policies as they relate to economic development;

DIRECTOR OF PLANNING – contd.

2

Good knowledge of the general principles, terminology and practices used in municipal and community planning;

Ability to plan and supervise the work of others;

Ability to prepare and deliver presentations in a clear, concise and articulate manner;

Ability to operate a personal computer and utilize common office software programs;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with others;

Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Master's degree in planning, public administration, architecture, engineering, environmental studies or a closely related field and two (2) years of experience in planning or economic development; or
- (b) Possession of a Bachelor's degree or higher in planning, architecture, engineering, environmental studies or a closely related field and three (3) years of experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

Note: Degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside of the United States and its territories, applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/cfm>. Applicants must pay the required evaluation fee.

LOCAL LAW NUMBER ~~3~~ —1975— of 2022
 (As amended by Local Law No. 3 of 1979, Local Law No. 6 of 1995,
~~Local Law No. 3 of 2000, and Local Law No. 6 of 2019)~~

A LOCAL LAW AMENDING LOCAL LAW 3 of 1975, AS PREVIOUSLY AMENDED, CREATING A DEPARTMENT
 OF PLANNING IN THE COUNTY OF CORTLAND AND CONTINUING THE CORTLAND COUNTY
 PLANNING BOARD ~~A LOCAL LAW AMENDING THE LAW CREATING A DEPARTMENT OF PLANNING IN
 THE COUNTY OF CORTLAND AND, CONTINUING THE CORTLAND COUNTY PLANNING BOARD~~

Be it enacted by the County Legislature of the County of Cortland, State of New York, as follows:

Section Contents

1. Legislative Intent
2. Definitions
3. Department of Planning Created
4. Appointment and Qualifications of Director
5. Powers and Duties of the Director of Planning
6. Planning Board
7. Powers and Duties of the Planning Board
8. Conflict with Other Laws
9. Severability
10. Effective Date

Section 1. Legislative Intent

The County Legislature of the County of Cortland, in order to preserve the physical beauty and natural resources which have made our County an attractive place to live and work, and in order to plan for the growth of population, business, and industry in a comprehensive and rational manner which best serves the present and future residents of our County, and in order to provide for the orderly and efficient expansion of necessary public services, does hereby find it necessary to establish a Department of Planning in County Government.

Section 2. Definitions

- A. "Board" shall mean the Cortland County Planning Board.
- B. "Committee" shall mean the Agriculture/Planning/Environmental Committee (or successor committee) of the Cortland County Legislature.
- C. "Department" shall mean the Cortland County Department of Planning.
- D. "Director" shall mean the Director of Planning of the County of Cortland.
- E. "Legislature" shall mean the Cortland County Legislature.

Section 3. Department of Planning Created

- A. The Department of Planning of the County of Cortland hereby is created, established and continued.
- B. The Department shall provide technical assistance to Committees of the Legislature as the Legislature may direct, and to other Boards and, Committees ~~and Councils~~ as requested.
- C. The Department shall act as liaison to agencies, boards, and commissions, ~~and councils,~~

Section 4. Appointment and Qualification of Director of Planning

- A. The head of the Department shall be the Director of Planning, who shall be appointed by the Legislature, on recommendation of its Agriculture/Planning/Environmental Committee (or successor committee), to serve at the pleasure of the Cortland County Legislature.
- B. The Director shall be in the non-competitive civil service status.
- C. Qualifications for the Director shall be in accordance with the job description on file at the Cortland County Personnel/Civil Service Office.
- D. The person holding the position of Director of Planning shall be a resident of and domiciled in the County of Cortland or a county contiguous thereto. Upon initial appointment, the ~~Planning~~ Committee may negotiate a date by which the Planning Director must move to Cortland County or a county contiguous

thereto.

Section 5. Powers and Duties of the Director of Planning. The Director of Planning shall:

- A. Be generally responsible for operation of the Planning Department.
- B. Prepare an annual work program for the Department.
- C. Prepare the annual operational budget of the Department for submission to the Budget Officer.
- D. Recruit and maintain a staff competent to carry out the functions of the Department within the means authorized by the Legislature.
- E. Be responsible for the internal organization of the Department, including initiation of appointment, promotion, transfer, or dismissal of personnel. In carrying out this responsibility, the Director shall consult with the Cortland County Personnel/Civil Service Office and act within the guidelines of the Civil Service Law and the means authorized by the Legislature.
- F. Prepare planning and technical studies in furtherance of County Planning, including but not limited to the furtherance of the County's participation in the Comprehensive Planning Assistance Program.
- G. Make recommendations to the Planning Board concerning those planning matters referred from municipalities pursuant to the General Municipal Law.
- H. Maintain adequate records of all matters filed with the Planning Board and other agencies so assigned to the Department.
- I. Upon request, assist municipal subdivisions within the County in matters pertaining to planning and zoning and act as a resource for them in acquiring information on and funds for programs from sources other than County government.
- J. Serve as spokesman for the Department in relations with government or quasi-government units and the public, when specific planning issues are being addressed.
- K. Maintain liaison with regional planning boards and county planning departments in adjacent counties.
- L. Collect, analyze, and distribute information relative to regional, county and community planning and zoning, including but not limited to legislation which may provide financial assistance to the Department in carrying out its work.
- M. Conduct research into business and industrial conditions within the County and cooperate with groups organized for such purposes.
- N. Have all the authority and perform all the duties now or hereafter conferred or imposed upon him by State Statute, Local Law, or resolution of the County Legislature.

Section 6. Planning Board

- A. The Cortland County Planning Board, created by Resolution No. 83 of 1968 of the Cortland County Board of Supervisors ~~shall~~ be and hereby is continued.
- B. The Board shall consist of eleven (11) voting members to be appointed by the Legislature on the recommendation of its Chairperson. The Chairperson of the Legislature shall be an ~~ex-ex~~-officio, non-voting member of the Board.
- C. Terms of office, removal from office, filling vacancies in office, and Board composition shall be in accordance with the Bylaws of the Planning Board, which must be approved by the County Legislature.

Section 7. Powers and Duties of the Planning Board. The Planning Board shall:

- A. Adopt and amend Bylaws, which are subject to the approval of the County Legislature.
- B. Perform those obligations mandated to the Board by Statute, including but not limited to preparation and adoption of a Master Plan, and those assigned to the Board by the County Legislature.
- C. In accordance with its Bylaws, create standing and special committees to assist it with various planning studies.
- D. Advise the Legislature on any matter concerning regional, county, or municipal planning which may come to its attention by its own initiative or on referral from the Director.
- E. Shall annually report to the Legislature, as directed by Statute. Said report shall include:
 - I) a summary of the activities of the Board during the past year, including its reviews undertaken pursuant to General Municipal Law;
 - II) a summary of studies issued during the preceding year or an incorporation of said reports by reference.
- F. In consultation with the Director, encourage Planning Boards of the municipal subdivisions within the

- County on an advisory basis.
- G. At the request of the Director, assist in any matters affecting funding of any major physical, economic, or administrative improvement.
- H. Provide a forum for citizen communication as it relates to planning.
- I. Engage in public education on planning matters within the means authorized by the Legislature.

Section 8. Conflict with Other Laws

- A. Nothing contained in this law shall be construed as authorizing the Department, the Board or the ~~Council~~ Committee to supersede, abrogate or otherwise affect the statutory authority provided for in the laws of the State of New York.
- B. Nothing contained in this law shall be construed to impair the provisions of any duly executed contract to which the County of Cortland is a party.

Section 9. Severability

If any part or provision of this local law or the application thereof to any person or circumstance is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this local law or the application thereof to other persons or circumstances.

Section 10. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State in accordance with the provisions of the Municipal Home Rule Law.

POSITION VACANCY REPORT

As of November 1, 2022

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
Secretary I Grade 10 \$18.4184-\$23.1971/hr	Aging	Resignation	7/11/2022	7/12/2022	7/12/2022	7/12/2022	10/11/2022	Caroline Schlafer	*
Nutrition Program Assistant Grade 7 \$16.8134-\$21.1756/hr	Aging	Temporary	7/12/2022	7/12/2022	7/12/2022	7/14/2022	10/31/2022	Michael McCaffrey	*
Aging Services Specialist Grade 15 \$21.6766-\$27.3006	Aging	Removal	8/5/2022	7/29/2022	7/29/2022	7/29/2022	10/17/2022	Heather Simmons	*
Deputy Director, Area Agency of Aging \$54,098-\$72,005	Aging	New	9/23/2022	N/A	Approved by Resolution	9/22/2022	10/18/2022	Carrie Kane	*
Aging Services Specialist Grade 15/\$21.6766-\$27.3006/hr	Aging	Retirement	9/29/2022	8/10/2022	8/10/2022	8/10/2022	10/17/2022	Alicia Miller	*
Director,Area Agency on Aging Grade 7/\$67,206-\$89,451	Aging	Retirement	11/30/2022	8/24/2022	8/24/2022	8/24/2022	Post		*
Building Maintenance Mechanic Grade 10 \$18.4184-\$23.1971/hr	Buildings and Grounds	Resignation	6/27/2022	6/9/2022	6/9/2022	9/6/2022	10/17/2022	Ward Fox	*
Custodian Grade 3/\$14.7244-\$18.5447	Buildings and Grounds	Resignation	10/28/2022	10/21/2022	10/21/2022	10/21/2022	Exam File Apps		Grant Funded
Chief Assistant County Attorney (PT) Grade 4 \$41,745-55,562.50 (50% Salary)	County Attorney	Retirement	8/26/2022	7/26/2022	7/26/2022	7/26/2022	Posted		*
Secretary II Grade 5H/\$21.3675-\$28.4402	County Attorney	Resignation	8/26/2022	8/31/2022	8/31/2022	8/31/2022	Exam File		*
Chief Assistant District Attorney Grade 4 \$41,745-55,562.50	District Attorney	Resignation	11/4/2022	9/26/2022	9/26/2022	9/26/2022	Posted		*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Promotion	7/5/2021	6/1/2021	6/2/2021	6/2/2021	exam file apps/post		*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Resignation	5/13/2022	4/26/2022	4/27/2022	4/27/2022	Posted/Cert		*
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Resignation	6/3/2022	5/6/2022	5/6/2022	5/9/2022	Exam file apps/post/cert		*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of November 1, 2022

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
Support Investigator Grade 10/\$18.4184-\$23.1971	DSS	Resignation	8/16/2022	9/9/2022	9/20/2022	9/20/2022	Cert/Posted		Grant Funded
Case Aide Grade 7 \$16.8134-\$21.1756/hr	DSS	Resignation	8/23/2022	8/10/2022	8/10/2022	8/10/2022	10/11/2022	Taylor Poirier	Grant Funded
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Resignation	10/14/2022	9/30/2022	10/3/2022	10/4/2022	Post/exam results		Grant Funded
Social Welfare Examiner Trainee	DSS	Resignation	10/14/2022	9/30/2022	10/3/2022	10/4/2022	Posted		Grant Funded
Community Service Worker Grade 5 \$15.8667-\$19.9833/hr	DSS	Seasonal (Temp)	10/17/2022	7/8/2022	7/21/2022	7/21/2022	10/17/2022	Patricia Pittsley	Grant Funded
Senior Caseworker Grade 20/\$25.8275-\$32.5285	DSS	Resignation	10/28/2022	10/14/2022	10/14/2022	10/14/2022	Posted		Grant Funded
Caseworker Grade 18 \$24.0458-\$30.2843/hr	DSS	Promotion	10/28/2022	10/14/2022	10/14/2022	10/14/2022	Post/exam results		Grant Funded
MDT Facilitator/Safe Harbour Coordinator Grade 13 \$20.2732-\$25.5331/hr	DSS/CAC	New	1/1/2022	9/16/2022	Approved by resolution	9/16/2022	10/1/2022	Megan Thomas	Grant Funded
Family Advocate Grade 12-\$19.6239-\$24.7153	DSS/CAC	Resignation	10/31/2022	10/21/2022	10/21/2022	10/21/2022	Posted		Grant Funded
Employment & Training Specialist Grade 13 \$20.2732-\$25.5331/hr	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded
Dispatcher Grade 6 \$21.0492-\$31.5445	ERAC	Removal of Provisional	7/11/2022	6/24/2022	6/28/2022	6/28/2022	Cert/Posted		*
Dispatcher Grade 6 \$21.0492-\$31.5445/hr	ERAC	Resignation	9/1/2022	7/27/2022	7/27/2022	7/27/2022	Cert/Posted		*
Dispatcher Grade 6 \$21.0492-\$31.5445/hr	ERAC	Resignation	10/1/2022	10/3/2022	10/4/2022	10/4/2022	Posted		Grant Funded
Assistant Accountant Grade 18 \$24.0458-\$30.2843/hr	Finance	New	3/25/2022	3/24/2022	Approved by resolution	3/24/2022	10/25/2022	Carlita Withers	*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of November 1, 2022

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
Public Health Educator Grade 16/\$22.4261-\$28.2445	Health	Resignation	9/6/2019	9/9/2019	10/14/2022	10/19/2022	Posted		Grant Funded
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 Nurse \$31.8942-\$37.3587	Health	Removal	8/17/2022	8/17/2022	8/17/2022	8/18/2022	Post		*
Heavy Equipment Operator Grade 16 \$21.5636-\$27.1556/hr	Highway	Resignation	2/18/2022	1/24/2022	1/26/2022	1/26/2022	Posted		*
Highway Construction Mechanic Grade 16 \$21.5636-\$27.1556/hr	Highway	Resignation	3/25/2022	4/5/2022	4/6/2022	4/6/2022	Posted		*
Crew Leader Grade 18 \$23.1209-\$29.1167	Highway	Resignation	6/16/2022	6/6/2022	6/6/2022	6/7/2022	10/11/2022	Allie Potter	*
Heavy Equipment Operator Grade 16/\$21.5636-\$27.1556/hr	Highway	Resignation	8/11/2022	8/12/2022	8/12/2022	8/12/2022	Post		Grant Funded
Highway Construction Mechanic Grade 16/\$21.5636-\$27.1566	Highway	Promotion	10/3/2022	9/27/2022	10/3/2022	10/4/2022	Posted		Grant Funded
Parts Chaser Grade 5/\$15.2565-\$19.2128	Highway	Promotion	10/3/2022	9/27/2022	10/3/2022	10/4/2022	Posted		Grant Funded
Motor Equipment Operator Grade 14 \$20.1507-\$25.3763 hr	Highway	Promotion	3/7/2022	3/24/2022	3/29/2022	3/29/2022	10/3/2022	Richard Metcalf	*
Motor Equipment Operator Trainee Grade 11 \$19.0072-\$23.9385 hr/ Motor Equipment Operator	Highway	New/Promotion	6/24/2022/ 10/3/2022	9/27/2022	Approved by resolution, 10/3/2022	6/24/2022, 10/4/2022	Posted		Grant Funded
Motor Equipment Operator Trainee Grade 11 \$19.0072-\$23.9385 hr	Highway	New/Resignatio n	6/24/2022/ 3/7/2022	8/18/2022	Approved by resolution, 8/18/2022	6/24/2022, 8/18/2022	10/19/2022	William McCann	Grant Funded
Heavy Equipment Operator Grade 16 \$21.5636-\$27.1556/hr	Highway- Recycling	Resignation	5/13/2022	5/3/2022	5/3/2022	5/9/2022	10/3/2022	Tim Metcalf	*
Supervisor, Solid Waste Mgt. Grade 9 \$58,156-\$77,405	Landfill (Highway)	Resignation	6/24/2022	6/6/2022	6/7/2022	6/8/2022	Posted		*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of November 1, 2022

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
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		*
Senior Account Clerk Grade 10 \$18.4184-\$23.1971/hr	Mental Health	New	6/27/2022	4/28/2022	Approved by resolution	4/28/2022	10/31/2022	Adams Burhans	*
Mental Health Practitioner \$109,242/yr	Mental Health	Resignation	8/29/2022	6/30/2022	6/30/2022	6/30/2022	10/24/2022	Jaclyn Burnett	*
Principal Account Clerk Grade 13/\$20.2732-\$25.5331	Mental Health	Temporary	8/29/2022	9/6/2022	9/6/2022	9/7/2022	Posted		*
Principal Account Clerk Grade 13/\$20.2732-\$25.5331	Mental Health	Resignation	8/29/2022	9/7/2022	9/7/2022	9/8/2022	Posted		*
Mental Health Clinician Grade 26/\$32.3605-\$40.7563	Mental Health	Resignation	9/8/2022	8/30/2022	8/30/2022	8/30/2022	Posted		*
Medical Services Clerk Grade 8/\$17.3165-\$21.8118	Mental Health	Resignation	10/31/2022	10/19/2022	10/19/2022	10/19/2022	Posted		Grant Funded
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		*
GIS Specialist Trainee \$24.9165-\$31.3811	Planning	Temporary	9/23/2022	N/A	Approved by Resolution	9/22/2022	Posted		*
Director of Planning Grade 5/\$77,665-\$103.372	Planning	Resignation	10/15/2022	9/22/2022	9/22/2022	9/22/2022	Posted		*
Assistant Public Defender Grade 6/\$72,247-\$96.160	Public Defender	New Position	8/26/2022	8/26/2022	Approved by Resolution	8/26/2022	10/11/2022	BreAnna Avery	Grant Funded
PT Jail Cook (12 hrs) Grade 2 \$17.0676-\$22.6844/hr	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$17.0676-\$22.6844/hr	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	9/15/2020	9/15/2020	9/16/2020	9/17/2020	Exam file apps/Cert		*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of November 1, 2022

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled	Filled By	Funding
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	2/27/2021	2/24/2021	2/25/2021	2/25/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	7/24/2021	9/15/2021	9/15/2021	9/16/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	11/6/2021	11/5/2021	11/5/2021	11/8/2021	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Retirement	12/31/2021	12/23/2021	12/28/2021	1/4/2022	Exam file apps/Cert		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	1/9/2022	1/18/2022	1/19/2022	1/19/2022	Exam file apps/cert		*
County Police Officer (Deputy Sheriff) CPO \$26.8575-\$35.5700/hr	Sheriff	New	6/24/2022	6/24/2022	Approved by Resolution	6/24/2022	Cert/exam file apps		*
County Police Officer (Deputy Sheriff) CPO \$26.8575-\$35.6700/hr	Sheriff	Resignation	8/17/2022	8/17/2022	8/18/2022	8/18/2022	Cert/exam file apps		*
Keyboard Specialist Grade 5/\$16.0670-\$21.3545	Sheriff	New	8/26/2022	8/25/2022	Approved by Resolution	8/25/2022	Cert/Posted		*
County Police Officer (Deputy Sheriff) CPO \$26.8575-\$35.6700/hr	Sheriff	Resignation	8/30/2022	8/30/2022	9/13/2022	9/14/2022	Cert/exam file apps		*
Correction Officer Grade 1 \$21.6310-\$35.7065/hr	Sheriff	Resignation	9/30/2022	9/22/2022	9/22/2022	9/22/2022	Cert/exam file apps		*
County Police Officer (Deputy Sheriff) CPO \$26.8575-\$35.6700/hr	Sheriff	Retirement	10/28/2022	10/21/2022	10/21/2022	10/21/2022	Cert/exam file apps		*

* Funded in 2022 Budget

POSITION VACANCY REPORT

As of November 1, 2022

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: November Vacancy Report (11036 : November 2022 Vacancy Report)

* Funded in 2022 Budget

Vacancies Filled in October 2022

[illegible]

New Vacancies for October 2022

[illegible]

Weights and Measures
For October
Government Operations Committee

For the month of October I completed all the fuel oil trucks except one that is still out for repairs. Other scales tested; scrap metal facilities and meat processing facilities.

I attended the New York State Weights and Measures Central meeting. At these meetings we discuss current investigations, any changes to regulations or laws, recommendations from NIST on test procedures or new device requirements, challenges of testing electric vehicle charging stations and large scale milk offloading.

A large portion of our discussion was a recent accident involving Weights and Measures testing a fuel oil trucks. We do not have all the information from the event but it appears that the Weights and Measures official just finished testing one truck and the driver was transferring fuel from the tested truck to the next to be tested when the truck exploded. The driver was on top of the truck tank and was blown off. He was airlifted to Syracuse. The truck tank was ripped open and burned. The Weights and Measures official was shaken but not harmed. His pickup was damaged by flying debris. It goes without saying that this issue will be investigated to the fullest and will and should change the way we test petroleum trucks. I often call these fuel oil trucks but they haul other products like gas, jet-A, and Av gas.

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



**CORTLAND COUNTY ATTORNEY
VICTORIA J. MONTY**

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

Jeri A. DuVall
Assistant County Attorney

M. Tabitha Palladino
Legal Associate

Nicole Compton
Secretary

MONTHLY REPORT – Dated October 25, 2022

DEBT COLLECTION & CLASS ACTION SETTLEMENTS:

YTD 2022	2021	2020	2019	2018
\$151,289.00	\$0.00	\$0.00	\$4,348.13	\$4,178.03

As you were all previously advised via email, we collected \$400.00 fine in connection with a violation of the Flow Control Law.

INSURANCE RECOVERIES & SETTLEMENTS

YTD 2022	2021	2020	2019	2018
13,280.98	\$20,622.62	\$22,219.98	\$122,477.76	\$19,524.26

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

NEW Since last report	YTD 2022	2021	2020	2019	2018
10	278	307	359	360	338

With Nicole coming on board, we have now followed up on contracts that had been reviewed, placed in the “wire rack” and not followed up on with departments beyond that initial notification that something was missing. So, she has followed up on those outstanding items and we went from approximately 31 in the “wire rack” to only 15 outstanding where we are waiting to hear back from the originating department.

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

NEW Since last report	YTD 2022	2021	2020	2019	2018
7	73	126	114	143	136

All of the Incident Reports for 2022 have been entered into the Risk Management System by Nicole which will allow us to more easily manipulate that information and needed reports. Those files have also been transformed into paperless files, which makes sense since the Incident Reports are submitted through the portal in electronic format. Previously, those were being printed out and a paper file was being created.

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:

	YTD 2022	2021	2020	2019	2018
JD	8	17	21	22	19
JD - RTA*	4	3	8	13	1
PINS	9	4	4	15	12
Probation Violations - Support	8	3	5	6	9

* 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 2022	2021	2020	2019	2018
Property Crimes	8	9	24	19	10
Crimes Against Persons	1	7	4	6	7
Sex Offenses	1	6	1	10	3
Other (e.g., Violation of Probation)	3	0	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 2022	2021	2020	2019	2018
1	34	21	65	87	97

One (1) new application for Emergency Risk Protection Order (ERPO) a/k/a "Red Flag Law" filed by Sheriff's Office and that has been scheduled for November 10th (It was adjourned at the request of defense counsel).

County Clerk Monthly Report: October 2022

83.34%

Jan-October 24

	<u>YTD 2020</u>	<u>YTD 2021</u>	<u>YTD 2022*</u>
Clerk Fees	333,379.31	412,683.83	395,409.52
DMV Fees	279,051.64	323,652.47	278,634.15
User Fee	215,470.80	246,574.66	157,370.22
Internet Fee	15,348.01	19,905.27	10,437.95
Local Mtg Tax	394,414.64	372,716.03	398,857.93
DWI Fines	4,568.08	6,675.24	6,002.77
Mtg Tax Exp	57,699.70	57,699.70	57,699.70
TOTAL	1,299,932.68	1,439,907.20	1,271,412.24
% OF Est Rev	86.45%	97.68%	85.48%
Est Rev	1,503,816.00	1,474,216.00	1,487,516.00
Actual Rev	1,555,190.64	1,705,470.00	TBD

NYSACC Conference in Albany to set legislative agenda

Alton B Parker plaque dedication and commemoration of laying the courthouse cornerstone

LGRAC Meeting by zoom

Annual Records Advisory Committee mtg set for 11/30/22 at 2pm

Commissioner of DMV promotion of EDL and Real ID driver's licenses

* These values are only for revenue collected through 10/21/22

Attachment: County Clerk Monthly Stats October 2022 (11022 : County Clerk Monthly Report)



New York State Association of County Clerks 2023 Legislative Program

Proudly the New York State Association of County Clerks (NYSACC) has represented all 62 elected or appointed County Clerks across the state and the New York City Register for 102 years. After much deliberation and suggestions from clerks across the state, we present the following as a legislative program for 2023. Keeping in mind the necessity of responding to on-going developments both locally and statewide, our association presents these priorities and positions for 2023.

Top Priorities for 2023

1. Support increasing county share of Department of Motor Vehicles retention

Across New York State fifty-one (51) counties operate motor vehicle offices. Many process automotive dealer work, as well as driver safety related functions such as driver's licenses and automotive registrations. Of the few County DMV functions that charge fees for service, those proceeds mostly go to New York State. Currently only 12.7% of that revenue retention is kept locally to help offset county property taxes and run these DMVs. This shared service with NYS retaining 87.3% of revenue was negotiated 24 years ago. Currently, the State of New York and its residents are reliant on County, not State, DMVs to perform these needed functions, including processing transactions sent to state run offices. From operating through the pandemic to making sure automotive sales continued, to ensuring every New Yorker has a new enhanced license or much needed photo identification, our local DMVs have proven we are essential. But with increased demands also comes increased operational costs and without a more equitable fee sharing structure with the State it will be difficult to maintain the high level of service our residents deserve. Therefore, as a matter of redressing issues of general equity, fairness, and parity NYSACC urges you to strongly support the following:

- 1.a. an increase to 15% in the county share of Department of Motor Vehicle retention (in-office and internet revenue with no threshold imposed).
- 1.b. to amend NY Tax Law 1132 (2)(g)(2), which has not been increased in over 50 years, to increase compensation to county clerks for collecting sales tax on motor vehicles.

NYSACC President

Hon. M. Indica Jaycox, Schoharie
County Clerk 518-295-8316

Legislative Committee Co-Chairs

Hon. Joseph A. Mihalko, Broome County Clerk (607) 778-2255
Hon. Maureen Reynolds, Tompkins County Clerk (607) 274-5432

2. Support firearm permit recertification continuity

Following the devastating events in Buffalo, New York, and Uvalde, Texas along with the U.S. Supreme Court Decision in *NYSRPA v. Bruen*; the State Legislature passed several changes to New York's pistol permit regime. Recertification was a process established under the SAFE Act where active permit holders are required to self-certify with the New York State Police (NYSP) that the information on their permits remained true. Currently, the new laws which went into effect in September 2022 have established several different recertification processes for a singular permit:

- A Carry Concealed Pistol Permit is required to be recertified with NYSP every 3 years.
- A Possess on Premise or Possess During Employment Pistol Permit is required to be recertified with NYSP every 5 years.
- A Semi-Automatic Rifle Permit is required to be recertified by the local licensing officer (the issuing County Court Judge) every 5 years.

Semi-Automatic Rifle Permits are a newly established permit that went into effect on September 4th 2022, that can be issued either as a stand-alone permit, or as an endorsement onto a valid Carry Concealed, Possess on Premise, or Possess During Employment Pistol Permit. The current system will result in a single pistol permit that will have potentially 2 different recertification schedules and 2 different agencies to report to.

NYSACC urges the State Legislature to streamline the pistol permit recertification process, at a minimum, to realign to a single reporting agency, the New York State Police. This will allow for greater compliance and better understanding for all current pistol permit holders and eliminate an unnecessary and undue burden on both pistol permit holders and local governments.

3. Support legislation amending Article 81 of Mental Hygiene Law to prevent the disclosure of personal identifying information

County Clerks, as the Clerk Supreme and County Courts, are under a duty to provide the public with access to case records unless restricted by law. Unfortunately, there is a great deal of personal information in those records which, if in the wrong hands, could spell financial disaster for many whom the Courts are trying to aid. Identity theft is the fastest growing crime in America. Individuals who are disabled and who are unable to manage their affairs are among the most vulnerable to this epidemic. These individuals are also often the subject of Court proceedings instituted to appoint someone to manage their personal needs and property. It is for their protection that NYSACC supports legislation to impose greater safeguards on personal

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information.

Article 81 of the Mental Hygiene Law, which also governs the proceedings under former Articles 77 and 78 of the same law, are available for public inspection. Unlike most court records, the files in these cases are replete with personal and account information, a treasure trove for identity thieves. Adopted in 1993, this legislation has not adapted to changing realities.

NYSACC supports and encourages legislation amending § 81.14 of the Mental Hygiene Law to limit disclosure of court records to the parties and their counsel, which would include the duly appointed guardians, the court evaluators, and court examiners. Such a restriction would be like that imposed in the case of a matrimonial actions and will not impair the “interest of the public” or “the orderly and sound administration of justice.” Application of the restriction should be imposed on all records regardless of when filed.

4. Amend Judiciary Law Section 89 to Allow for a Uniform and Effective Records Keeping System

Currently under Judiciary Law Section 89, County District Attorney records are governed by State Appellate Courts. To better manage, preserve, and access these records, the retention and disposition of County District Attorney records should be placed under the jurisdiction of the New York State Archives and be included in the Retention and Disposition Schedule for New York Local Government Records.

5. Amend CPLR to authorize County Clerks to retain motion fee for the processing and entry of “Clerk Entered” default judgments

In 2003, NY CPLR was amended to institute a fee to be charged upon the filing of various motion papers with the Clerk of the Court. One document type deemed a “motion” which requires the submission of the fee is the “clerk entered” default judgment for “sum certain” pursuant to CPLR Section 3215(a); usually filed in consumer credit transactions. The entire motion fee collected is delivered to the NYS Department of Taxation and Finance for the NYS court systems involvement with a motion. The NYS Court system does not perform any duties on these applications for County Clerk entered default judgments. Rather it is the County Clerk, as Clerk of the Supreme Court who processes and enters these judgments upon the judgment roll maintained in the County Clerk’s Office. In addition, the new rules implemented by OCA regarding these judgments in Consumer Credit transactions has created a new layer of tasks to be undertaken by the Clerk. As such we believe that the motion fee collected on these judgments should be retained by the County Clerk for work performed by their office on each of these submitted judgments.

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Position Statements

Support legislation to allow the registration of All Terrain Vehicles (ATVs) and Utility Task Vehicles (UTVs) weighing up 1,800 pounds

Currently, New York State permits the registration of ATVs and UTV's weighing up to 1,000 pounds. State legislation is needed to increase the registration weight limit on ATVs and UTV's to 1,800 pounds. This increase would be in keeping the changes in the UTV/ATV market as this higher weight matches modern, more popular, and safer UTV's and ATV's. Raising the registration weight would increase UTV and ATV sales in New York, generating needed local and State revenue through the registration and sales tax process. A past concern regarding use of heavier, yet safer, UTV/ATV on New York trails was the potential increase of damage to the trails themselves. A sensible solution to this issue has been proposed in recent legislation by carving out some of the increased State revenue and dedicating that to trail improvements and maintenance. NYSACC supports State legislation to increase the weight limit on ATVs/UTV's to 1,800 pounds and for the State to dedicate funding to trail improvement.

Support the continued expansion of E-Filing Court Documents with the Office of Court Administration

With the assistance of the County Clerks, judges and local bar associations, the Office of Court Administration has done a superb job of developing the electronic filing application through which the New York State Courts Electronic Filing System (NYSCEF) functions. The NYSACC wishes to continue its strong support for further expansion of this program.

Specifically, we recommend that legislation be promulgated to allow for approval of mandated e-filing in matrimonial, mental hygiene, and Article 78 cases. Additionally, the elimination of sunset clauses would remove the need for counties to continually seek approval from the state legislature for their already successful e-filing programs.

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Encourage legislation providing for county-level transparency of Limited Liability Companies

County Clerks across New York file and issue Business Certificates. The NYS Department of State files with these clerks Corporation and Assumed Business Names plus all Amendments and Discontinuances of these same entities. The records of businesses in the County Clerks offices relate back to the creation of each county. Unlike General Business Law that requires the County Clerk to maintain an alphabetical index of all Corporations, Assumed Business Names and their Amendments and Dissolutions, Limited Liability Company Law does not require Limited Liability Companies or Limited Partnerships to be indexed by the County Clerk. County Clerk offices are frequented by people who wish to obtain these records for proof of business to open bank accounts, process DMV transactions, etc. NYSACC encourages legislation to amend the Limited Liability Company Law to require County Clerks to file and index Limited Liability Companies and Limited Liability Partnerships that were filed with the NYS Department of State.

Support legislation reforming the Local Government Records Management Fund

During the past three decades, the New York State Local Government Records Management Fund has helped facilitate many projects helping counties maintain records. These funds are collected by County Clerks from Real Property and Court transactions in their jurisdiction. This program has grown in complexity with many more eligible entities applying for funds. Consequentially, the current grant award structure places many Counties and County Clerks at a disadvantage when applying for funds. NYSACC supports legislation reforming this process and encourages legislation that will bring equity to the funding formula.

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Requests by Month

Run Date: 10/27/2022 4:18 PM

Create Date	Request Type	Completed/Closed	Close Date	Reference No
10/3/2022	Sheriff Department Request	Yes	10/6/2022	S000107-100322
10/3/2022	Sheriff Department Request	Yes	10/4/2022	S000108-100322
10/3/2022	County FOIL Request	Yes	10/21/2022	R000128-100322
10/3/2022	County FOIL Request	Yes	10/19/2022	R000129-100322
10/4/2022	County FOIL Request	Yes	10/12/2022	R000130-100422
10/4/2022	County FOIL Request	Yes	10/12/2022	R000131-100422
10/5/2022	Unrecognized Email	Yes	10/5/2022	U000209-100522
10/5/2022	Unrecognized Email	Yes	10/5/2022	U000210-100522
10/21/2022	Sheriff Department Request	Yes	10/23/2022	R000132-100522
10/6/2022	Sheriff Department Request	Yes	10/9/2022	S000109-100622
10/10/2022	Sheriff Department Request	Yes	10/13/2022	S000110-101022
10/13/2022	County FOIL Request	Yes	10/17/2022	R000133-101322
10/13/2022	Sheriff Department Request	Yes	10/16/2022	S000111-101322
10/13/2022	Sheriff Department Request	Yes	10/16/2022	S000112-101322
10/13/2022	Sheriff Department Request	Yes	10/16/2022	S000113-101322
10/13/2022	Sheriff Department Request	Yes	10/16/2022	S000114-101322
10/14/2022	Sheriff Department Request	Yes	10/16/2022	S000115-101422
10/17/2022	Sheriff Department Request	Yes	10/17/2022	S000116-101722
10/17/2022	Sheriff Department Request	Yes	10/17/2022	S000117-101722
10/17/2022	Sheriff Department Request	Yes	10/17/2022	S000118-101722
10/17/2022	Sheriff Department Request	Yes	10/23/2022	S000119-101722
10/17/2022	Sheriff Department Request	Yes	10/23/2022	S000120-101722
10/18/2022	Sheriff Department Request	Yes	10/23/2022	R000134-101822
10/18/2022	County FOIL Request	No		R000135-101822
10/18/2022	Sheriff Department Request	Yes	10/23/2022	S000121-101822
10/20/2022	County FOIL Request	No		R000136-102022
10/20/2022	Sheriff Department Request	Yes	10/23/2022	R000137-102022
10/20/2022	Sheriff Department Request	No		R000138-102022
10/21/2022	Unrecognized Email	Yes	10/21/2022	U000231-102122
10/21/2022	Sheriff Department Request	No		S000122-102122
10/24/2022	County FOIL Request	No		R000139-102422
10/24/2022	County FOIL Request	No		R000140-102422
10/24/2022	Sheriff Department Request	No		S000123-102422
10/24/2022	County FOIL Request	No		R000141-102422
10/25/2022	Sheriff Department Request	No		S000124-102522
10/25/2022	Sheriff Department Request	No		S000125-102522
10/25/2022	Sheriff Department Request	No		S000126-102522
10/25/2022	County FOIL Request	No		R000142-102522
10/26/2022	County FOIL Request	No		R000143-102622
10/27/2022	Sheriff Department Request	No		S000127-102722

Attachment: October FOIL Report (11062 : October 2022 FOIL Report)



Cortland County Board of Elections

112 River Street, Suite 1

Cortland, NY 13045-2828

Tel: 607-753-5032 Fax: 607-758-5513

www.Cortland-Co.org

Thomas H. Brown
Democratic Commissioner
 607-753-5033

Robert C. Howe
Republican Commissioner
 607-753-5031

October 26, 2022

Subject: Activity Report for October 2022

- 1- Conducted last few required inspector training classes.
- 2- Extensive General Election preparations for the administration of absentee ballots, early voting and Election Day. Including but not limited to, voting machine maintenance and testing, poll pad software updates and maintenance, additional software for election night reporting, maintenance of absentee requests through the state portal system, in addition to those received by mail and walk in. Delivery of machines and early voting poll site set up.
- 3- Continuous stream of FOIL requests and "Notices" that have to be reviewed and processed, if appropriate.
- 4- Current litigation regarding Election Law.
- 5- Daily intake and process of DMV electronic submissions, till deadline
- 6- Weekly intake and process of DMV transmittals ie; address changes, and state wide county to county transfers, till deadline.
- 7- Print and send all monthly Acknowledgement cards to new voter's county wide.
- 8- Print and send all monthly Transfer notices for mover's county wide, till deadline.
- 9- Print and send all monthly Confirmation cards to mover's nationwide.
- 10- Process all DOH, OCA, DOC, and NYSVOTER duplicates and other list maintenance transactions, till deadline.
- 11- Daily scan of all documentation received into corresponding voter file.
- 12- Daily customer service to walk ins at our office, answering of questions by phone, and requests by email.