



Government Operations Committee

Committee Meeting

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

~ Minutes ~

Thursday, December 2, 2021

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:05 AM by Committee Chair, Susan Wilson

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Vice-Chair	Present	
Linda Jones	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member,	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Remote	
Susan Wilson	Cortland County, NY	Committee Chair,	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Tim Bennett	Cortland Voice	Owner	Present	
Andrea Herzog	Cortland County, NY	Director, Budget & Finance	Present	

MINUTES

1. Government Operations Committee - Committee Meeting - Nov 4, 2021 10:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

2. Government Operations Committee - Special Committee Meeting - Nov 9, 2021 9:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

3. Government Operations Committee - Special Committee Meeting - Oct 19, 2021 8:30 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

RESOLUTIONS

AGENDA ITEM NO. 1 – Amend Resolution 212-20 Standard Workday Reporting for Elected and Appointed Officials

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/7/2021 10:00 AM
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

ON MOTION OF WILSON

RESOLUTION NO.

Amend Resolution 212-20 Standard Workday Reporting for Elected and Appointed Officials

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

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

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

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

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

for a three month period and submit it to the clerk of the governing board within 180 days of taking office, AND

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

WHEREAS, the Cortland County Legislature adopted Resolution No. 212-20 on June 25, 2020, AND

WHEREAS, changes in the calculation of the standard workday have impacted the previously adopted in Resolution No. 212-20, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby establishes the following as Standard Work Days for these elected and appointed officials who are not covered by a collective bargaining agreement, and will report the following days worked to the New York State and Local Employees' Retirement System based on the established time keeping system or the record of activities (ROA) maintained and submitted to the Clerk of the Legislature:

Name (First and Last)	Social Security Number (Last 4 digits)	NYSLRS ID	Title	Current Term Begin & End Dates (mm/dd/yy-mm/dd/yy)	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Record of Activities Result*	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Susan Wilson			Legislator	1/1//20-12/31/23	7	3.34 3.09/4.63		Biweekly	
Kevin Fitch			Legislator	1/1//20-12/31/23	7	1.68 1.56/2.33		Biweekly	
John Banewicz			County Treasurer	1/1//20-12/31/23	7	17.63 16.28/24.42		Biweekly	

I, Savannah M. Hempstead, clerk of the governing board of Cortland County, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 16 day of December, 2021 on file as part of the minutes of such meeting, and that same is true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the County of Cortland on this ____ day of __, 2021.

Affidavit of Posting: I, **Savannah M. Hempstead**, being duly sworn, deposes and says that the posting of the Resolution began on December 17, 2021 and continued for at least 30 days. That the Resolution was available to the public on the:

Employer's website at www.cortland-co.org

Official sign board at 60 Central Avenue, Cortland NY 13045

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

AGENDA ITEM NO. 2 – Amend Cortland County Legislature's Rules of Order

RESULT:	APPROVED [UNANIMOUS]
	Next: 12/16/2021 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

ON MOTION OF WILSON

RESOLUTION NO.

Amend Cortland County Legislature's Rules of Order

WHEREAS, the County Legislature adopt Resolution No. 310-21 to revise the Rules of Order on November 18, 2021, AND

WHEREAS, the Government Operations Committee recommends amendments to the Rules of Order to clarify the process for the election of the Chair, NOW THEREFORE BE IT

RESOLVED, that Article II, 2, B, i of the Rules of Order be amended as attached, AND BE IT FURTHER

RESOLVED, that the Rules of Order be and hereby are amended, by two-thirds vote of the Cortland County Legislature effective January 1, 2022.

AGENDA ITEM NO. 3 – Amend Resolution No. 170-06 Creating the Offices of Majority Leader and Minority Leader

RESULT:	APPROVED [6 TO 1]
	Next: 12/16/2021 6:00 PM
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Linda Jones, Committee Member
AYES:	Price, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer
NAYS:	George Wagner

ON MOTION OF WILSON

RESOLUTION NO.

Amend Resolution No. 170-06 Creating the Offices of Majority Leader and Minority Leader

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

WHEREAS, the Cortland County Legislature adopted Local Law 7 of 2019 which modified the Term of Office for Cortland County Legislators from Two Years to Four Years, AND

WHEREAS, there is a need to amend Resolution No. 170-06 to reflect the adoption of Local Law 7 of 2019, NOW THEREFORE BE IT

RESOLVED, that: SECTION 5 of Resolution No. 170-06 is hereby amended as follows:

SECTION 5. OATH OF OFFICE

The Majority and Minority Leaders, shall a take an oath of office.

, AND BE IT FURTHER

RESOLVED, that Resolution No. 170-06 be amended to add the following:

SECTION 7. REMOVAL FROM OFFICE

The majority and/or minority leaders may be removed from office upon majority vote of the members of the caucus by which they were appointed.

MONTHLY REPORTS

1. Board of Elections Monthly Budget Report

RESULT: COMPLETED

2. County Attorney - Monthly Report

RESULT: COMPLETED

3. Personnel Department Monthly Budget Report

RESULT: COMPLETED

4. December Vacancy Report

RESULT: COMPLETED

5. County Clerk Monthly Report

RESULT: COMPLETED

6. Legislature Monthly Budget Report

RESULT: COMPLETED

7. Clerk of the Legislature Monthly Budget Report

RESULT: COMPLETED

8. Weights and Measures Monthly Reports

RESULT: COMPLETED

DISCUSSION ITEMS

1. Committee Meeting Procedures

RESULT: COMPLETED

2. Rules of Order Discussion

RESULT: COMPLETED

3. Majority/Minority Leader

RESULT: COMPLETED

ADJOURNMENT

The meeting was closed at 11:36 AM



Government Operations Committee

Committee Meeting

~ Minutes ~

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

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Thursday, November 4, 2021

10:00 AM

Board Room

CALL TO ORDER

The meeting was called to order at 10:13 AM by Committee Chair, Susan Wilson

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Vice-Chair	Present	
Linda Jones	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member,	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Chair,	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Wesley Foley	Cortland County, NY	Director, Weights & Measures	Present	
Tom Brown	Cortland County, NY	Democratic Election Commissioner	Present	
Robert Howe	Cortland County, NY	Republican Election Commissioner	Present	
Elizabeth Larkin	Cortland County, NY	County Clerk	Present	
Beau Harbin	Cortland County, NY	Board Member	Remote	
Andrea Herzog	Cortland County, NY	Director, Budget & Finance	Remote	
Valerie Puma	Cortland Standard	Reporter	Remote	
Laurie Leonard	Cortland County, NY	Personnel Officer	Present	
Ronald J. Van Dee	Cortland County, NY	Board Member	Late	11:08 AM

Minutes Acceptance: Minutes of Nov 4, 2021 10:00 AM (MINUTES)

MINUTES

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

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

RESOLUTIONS

AGENDA ITEM NO. 1 – Authorize Agreement Several Agencies - Personnel/Civil Service

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/9/2021 10:00 AM
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	George Wagner, Committee Vice-Chair
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

ON MOTION OF WILSON

RESOLUTION NO.

Authorize Agreement Several Agencies - Personnel/Civil Service

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

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

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

One Group	CH90605-54055	12/31/21 - 12/31/22
Family and Children's Services of Ithaca	A14305-54615	12/31/21 - 12/31/23
Psychological Resources	A14305-54615	12/31/21 - 12/31/23
Family Health Network	A14305-54615	12/31/21 - 12/31/23
Coughlin & Gerhart, LLP	A14305-54063	12/31/21 - 12/31/23
Evolution Consulting	A14305-54615	12/31/21 - 12/31/23
ESI Group	A14305-54615	12/31/21 - 12/31/23
BPAS	CH90605-54055	12/31/21 - 12/31/23

AGENDA ITEM NO. 2 – Authorize Agreement Between Cortland County and the County Police Association of Cortland County (CPAC)

It was MOVED by Ms. Bischoff, seconded by Mrs. Price, and unanimously adopted by voice vote of members present, to enter into an executive session to discuss pending negotiations. MOTION CARRIED.

An executive session was held from 10:15 a.m. to 10:31 a.m., at which time on motion of Ms. Preston, seconded by Ms. Bischoff, and unanimously APPROVED to exit executive session.

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/9/2021 10:00 AM
MOVER:	Cathy Bischoff, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

ON MOTION OF PRICE

RESOLUTION NO.

Authorize Agreement Between Cortland County and the County Police Association of Cortland County (CPAC)

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

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

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

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

AGENDA ITEM NO. 3 – Authorize Agreement for Public Safety Psychology - Personnel/Civil Service

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/9/2021 10:00 AM
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

ON MOTION OF WILSON

RESOLUTION NO.

Authorize Agreement for Public Safety Psychology - Personnel/Civil Service

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

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

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

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee

Minutes Acceptance: Minutes of Nov 4, 2021 10:00 AM (MINUTES)

and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute an agreement beginning November 19, 2021 to be paid from the account listed:

Public Safety Psychology

A14305-54615

11/19/21 - 12/31/23

AGENDA ITEM NO. 4 – Amend Management/Management Confidential Compensation Policy Grade and Step Schedule for 2022 - Government Operations

RESULT: APPROVED [6 TO 1]

Next: 11/9/2021 10:00 AM

MOVER: Sandra Price, Committee Member

SECONDER: Eugene Waldbauer, Committee Member

AYES: Price, Wagner, Fairchild-Preston, Bischoff, Wilson, Waldbauer

NAYS: Linda Jones

ON MOTION OF WILSON

RESOLUTION NO.

Amend Management/Management Confidential Compensation Policy Grade and Step Schedule for 2022 - Government Operations

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

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

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

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

Management

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	\$88,977	\$92,537	\$96,238	\$100,087	\$104,089	\$108,254
2	\$82,768	\$86,081	\$89,523	\$92,797	\$96,827	\$100,701
3	\$76,995	\$80,074	\$83,277	\$86,609	\$90,073	\$93,675
4	\$71,623	\$74,487	\$77,468	\$80,566	\$83,789	\$87,139
5	\$66,626	\$69,291	\$72,062	\$74,944	\$77,943	\$81,060
6	\$61,977	\$64,456	\$67,035	\$69,716	\$72,505	\$75,405
7	\$57,653	\$59,961	\$62,357	\$64,853	\$67,446	\$70,144
8	\$53,630	\$55,777	\$58,010	\$60,328	\$62,741	\$65,251

9	\$49,890	\$51,885	\$53,961	\$56,118	\$58,363	\$60,698
10	\$46,409	\$48,265	\$50,197	\$52,202	\$54,293	\$56,464
11	\$43,171	\$44,897	\$46,694	\$48,561	\$50,504	\$52,523

Management
Confidential

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

AGENDA ITEM NO. 5 – Local Law No. "G" of 2021 - a Local Law Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees; and Rescinding Local Law No. 2 of 2008

RESULT: PULLED

ON MOTION OF WILSON

RESOLUTION NO.

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

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

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

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

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

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

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

AGENDA ITEM NO. 6 – Adopt Local Law "J" for the Year 2021 a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

RESULT: APPROVED [6 TO 1]

Next: 11/9/2021 10:00 AM

MOVER: Kelly L. Fairchild-Preston, Committee Member,

SECONDER: George Wagner, Committee Vice-Chair

AYES: Price, Wagner, Fairchild-Preston, Bischoff, Wilson, Waldbauer

NAYS: Linda Jones

ON MOTION OF WILSON

RESOLUTION NO.

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

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

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

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

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

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

SECTION 1.
LEGISLATIVE INTENT

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

SECTION II.

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

SECTION III.

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

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

Elected office include:

County Clerk
County Coroner (s)
County Sheriff
County Treasurer

Officers appointed for a fixed term include:

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

SECTION IV:

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

AGENDA ITEM NO. 7 – Adopt Local Law "K" for the Year 2021 a Local Law Setting the Salary of Cortland County Election Commissioners

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/9/2021 10:00 AM
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

ON MOTION OF WILSON

RESOLUTION NO.

Adopt Local Law "K" for the Year 2021 a Local Law Setting the Salary of Cortland County Election Commissioners

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

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

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

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

NOW, THEREFORE

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

Section I:

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

Section II:

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

Section III:

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

AGENDA ITEM NO. 8 – Set Health Insurance Rates 2022 - Cortland County Insurance Program - Personnel Department

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/9/2021 10:00 AM
MOVER:	Sandra Price, Committee Member
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

ON MOTION OF WILSON

RESOLUTION NO.

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

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

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

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

RESOLVED, that effective January 1, 2022, the premium equivalents to be charged to the employees, retirees and/or County agencies participating in the Cortland County Health Insurance Program shall be in accordance with the schedule below:

MONTHLY INSURANCE PREMIUM EQUIVALENT RATES

HEALTH INSURANCE RATES - TRADITIONAL PLAN

	<u>2021</u>	<u>2022</u>	NO CHANGE
Individual	\$ 782.64	\$ 782.64	
Family	\$1903.67	\$ 1903.67	

HEALTH INSURANCE RATES - PPO PLAN

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

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

DENTAL INSURANCE RATES

	<u>2021</u>	<u>2022</u>	NO CHANGE

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Individual	\$15.04	\$15.04
Family	\$60.17	\$60.17

VISION INSURANCE RATES

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

AGENDA ITEM NO. 9 – Mortgage Tax Disbursement April 1, 2021-September 30, 2021 - County Clerk

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/9/2021 10:00 AM
MOVER:	Sandra Price, Committee Member
SECONDER:	George Wagner, Committee Vice-Chair
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

ON MOTION OF WILSON

RESOLUTION NO.

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

WHEREAS, in accordance with NYS Tax Law, Article 11, § 261, the Semi Annual Mortgage Tax Report for April 1, 2021-September 30, 2021, has been prepared and submitted by the Cortland County Clerk and has been approved by the New York State Department of Taxation and Finance, AND

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

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

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

Cortland, City of	\$116,661.90
Cincinnatus, Town of	9,079.99
Cortlandville, Town of	100,788.45
McGraw, Village of	301.33
Homer, Village of	2,815.85
Cuyler, Town of	6,563.11
Freetown, Town of	7,687.24
Harford, Town of	5,965.63
Homer, Town of	49,929.34
Homer Village of	37,635.27

Minutes Acceptance: Minutes of Nov 4, 2021 10:00 AM (MINUTES)

Lapeer, Town of	6,939.43
Marathon, Town of	9,964.15
Marathon, Village of	5,318.30
Preble, Town of	9,418.02
Scott, Town of	6,284.78
Solon, Town of	5,261.67
Taylor, Town of	4,018.05
Truxton, Town of	6,307.26
Virgil, Town of	38,425.58
<u>Willet, Town of</u>	<u>4,435.56</u>
TOTAL	\$433,800.91

AGENDA ITEM NO. 10 – Authorize Grant Application for Laserfiche Scanning Software - County Clerk

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/9/2021 10:00 AM
MOVER:	Kelly L. Fairchild-Preston, Committee Member,
SECONDER:	Eugene Waldbauer, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

ON MOTION OF WILSON

RESOLUTION NO.

Authorize Grant Application for Laserfiche Scanning Software - County Clerk

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

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

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

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

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

AGENDA ITEM NO. 11 – Adopt of Rules of Order - Cortland County Legislature

RESULT: PULLED**Next: 11/9/2021 9:00 AM****ON MOTION OF WILSON****RESOLUTION NO.****Adopt of Rules of Order - Cortland County Legislature**

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

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

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

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

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

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

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

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

AGENDA ITEM NO. 12 – Rescind Resolution 170-06 Creating the Office of Majority Leader and Minority Leader

RESULT: PULLED**Next: 11/9/2021 9:00 AM****ON MOTION OF WILSON****RESOLUTION NO.****Rescind Resolution 170-06 Creating the Office of Majority Leader and Minority Leader**

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

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

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

Minutes Acceptance: Minutes of Nov 4, 2021 10:00 AM (MINUTES)

MONTHLY REPORTS

1. Monthly County Attorney Report

RESULT:	COMPLETED
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2. Clerk of the Legislature Monthly Budget Report

RESULT:	COMPLETED
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3. Legislature Monthly Budget Report

RESULT:	COMPLETED
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4. Board of Elections Monthly Budget Report

RESULT:	COMPLETED
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5. Personnel Department Monthly Budget Report

RESULT:	COMPLETED
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6. November Vacancy Report

RESULT:	COMPLETED
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7. Weights & Measures Monthly Reports

RESULT:	COMPLETED
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8. County Clerk Monthly Report

RESULT:	COMPLETED
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ADJOURNMENT

The meeting was closed at 12:16 PM



Government Operations Committee

Special Committee Meeting

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

~ Minutes ~

Tuesday, November 9, 2021

9:00 AM

Board Room

Call to Order

The meeting was called to order at 9:00 AM by Committee Chair, Susan Wilson

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Vice-Chair	Present	
Linda Jones	Cortland County, NY	Committee Member	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member,	Present	
Cathy Bischoff	Cortland County, NY	Committee Member	Present	
Susan Wilson	Cortland County, NY	Committee Chair,	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Ann Homer	Cortland County, NY	Board Member	Present	
Beau Harbin	Cortland County, NY	Board Member	Present	
Christopher Newell	Cortland County, NY	Board Member	Late	9:33 AM
Richard Stock	Cortland County, NY	Board Member	Late	9:40 AM
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Andrea Herzog	Cortland County, NY	Director, Budget & Finance	Remote	

Resolutions

AGENDA ITEM NO. 1 – Adopt of Rules of Order - Cortland County Legislature

Mr. Waldbauer MADE A MOTION TO AMEND the proposed Rules of Order to remove all language referencing a Vice-Chair of the Legislature, Mrs. Preston SECONDED THE MOTION TO AMEND, and after a voice vote of members present, the MOTION TO AMEND was APPROVED unanimously.

Minutes Acceptance: Minutes of Nov 9, 2021 9:00 AM (MINUTES)

Mrs. Preston MADE A MOTION TO AMEND the proposed Rules of Order to change the language in the definitions of majority and minority leaders as follows:

Majority Leader - The members of the Legislature belonging to the recognized political party having the greatest number of total votes on said Legislature shall elect from its members a Majority Leader. In the event of a tie for the greatest numbers of members in the recognized political parties, the majority leader will be selected from the party with the greatest number of total weighted votes. The name of the majority Leader shall be submitted to the Clerk of the Legislature in writing on the prescribed form signed by a majority of members of the respective party with five (5) calendar days of the biennial organizational meeting.

Minority Leader - The members of the Legislature belonging to the recognized political party having the second greatest number of total votes on said Legislature shall elect from its members a Minority Leader. In the event of a tie for the second greatest numbers of members in the recognized political parties, the minority leader will be selected from the party with the greatest number of total weighted votes. The name of the Minority Leader shall be submitted to the Clerk of the Legislature in writing on the prescribed form signed by a majority of members of the respective party with five (5) calendar days of the biennial organizational meeting.

Mrs. Jones SECONDED THE MOTION TO AMEND, and after a voice vote of members present, the MOTION TO AMEND was APPROVED; Mr. Wagner VOTED AGAINST THE AMENDMENT.

Mr. Wagner MADE A MOTION TO AMEND the proposed Rules of Order to strike the addition of "in consultation with the Committee Chairs, Department Heads, and other appropriate individuals" in Article III, Section 5-R, Mrs. Preston SECONDED THE MOTION TO AMEND, and after a voice vote of members present, the MOTION TO AMEND FAILED, with Mrs. Price, Ms. Wilson, Mr. Waldbauer and Mr. Wagner VOTING AGAINST THE AMENDMENT.

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/18/2021 6:00 PM
MOVER:	Eugene Waldbauer, Committee Member
SECONDER:	Sandra Price, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

ON MOTION OF WILSON

RESOLUTION NO.

Adopt of Rules of Order - Cortland County Legislature

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

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

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

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

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

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

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

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

AGENDA ITEM NO. 2 – Rescind Resolution 170-06 Creating the Office of Majority Leader and Minority Leader

RESULT:	APPROVED [UNANIMOUS]
	Next: 11/18/2021 6:00 PM
MOVER:	Sandra Price, Committee Member
SECONDER:	Cathy Bischoff, Committee Member
AYES:	Price, Wagner, Jones, Fairchild-Preston, Bischoff, Wilson, Waldbauer

ON MOTION OF WILSON

RESOLUTION NO.

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

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

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

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

Adjournment

The meeting was closed at 10:03 AM



Government Operations Committee

Special Committee Meeting

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

~ Minutes ~

Tuesday, October 19, 2021

8:30 AM

Board Room

Call to Order

The meeting was called to order at 8:40 AM by Committee Chair, Susan Wilson

Attendee Name	Organization	Title	Status	Arrived
Sandra Price	Cortland County, NY	Committee Member	Present	
George Wagner	Cortland County, NY	Committee Vice-Chair	Present	
Linda Jones	Cortland County, NY	Committee Member	Excused	
Kelly L. Fairchild-Preston	Cortland County, NY	Committee Member,	Remote	
Cathy Bischoff	Cortland County, NY	Committee Member	Late	8:45 AM
Susan Wilson	Cortland County, NY	Committee Chair,	Present	
Eugene Waldbauer	Cortland County, NY	Committee Member	Present	
Mitchel Eccleston	Cortland County, NY	Board Member	Present	
Richard Stock	Cortland County, NY	Board Member	Present	
Douglas Bentley	Cortland County, NY	Board Member	Present	
Rob Corpora	Cortland County, NY	County Administrator	Present	
Savannah Hempstead	Cortland County, NY	Clerk of the Legislature	Present	
Beau Harbin	Cortland County, NY	Board Member	Present	
Christopher Newell	Cortland County, NY	Board Member	Present	
Paul Heider	Cortland County, NY	Chair, Legislature	Present	
Kristen Monroe	Cortland County, NY	Commissioner of Social Services	Present	
Sharon MacDougall	Cortland County, NY	Director of Community Services	Present	
Shannon Phillips	Cortland County, NY	Director of Employment and Training	Present	
Mark Helms	Cortland County, NY	Sheriff	Present	
Brooke Kemak	Cortland County, NY	Deputy County Clerk	Present	
Sommer			Remote	

Minutes Acceptance: Minutes of Oct 19, 2021 8:30 AM (MINUTES)

Gail Spitzer	Cortland County, NY	Executive Assistant Department Mental Health	Remote	8:50 AM
Joseph Nauseef	Cortland County, NY	Board Member	Remote	8:51 AM
Mike Reynolds	Cortland County, NY	CSEA Unit President	Remote	8:53 AM

Resolutions

AGENDA ITEM NO. 1 – Authorize Agreement Burke Group for CSEA Employees Salary Review and Analysis - Cortland County Legislature

RESULT: APPROVED [4 TO 2]

Next: 10/19/2021 10:00 AM

MOVER: Cathy Bischoff, Committee Member

SECONDER: Sandra Price, Committee Member

AYES: Sandra Price, Cathy Bischoff, Susan Wilson, Eugene Waldbauer

NAYS: George Wagner, Kelly L. Fairchild-Preston

ABSTAIN: Paul Heider

EXCUSED: Linda Jones

ON MOTION OF WILSON

RESOLUTION NO.

Authorize Agreement Burke Group for CSEA Employees Salary Review and Analysis - Cortland County Legislature

WHEREAS, the Cortland County Legislature wishes to review the salaries of the County's CSEA Employees, AND

WHEREAS, the Cortland County Legislature's Government Operations Committee has determined that there is a need for expertise to evaluate said salaries, AND

WHEREAS, the Cortland County Legislature is desirous of entering into an agreement with the Burke Group to provide contractual services to the County to perform the above referenced analysis of the salaries of the County's CSEA Employees, AND

WHEREAS, the funding for this agreement is available in account number A10105.54055, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute an agreement with the Burke Group to provide the above referenced services for an amount not to exceed \$20,000.

AGENDA ITEM NO. 2 – Increase Wage for New York State Nurse's Association and CSEA Employees - Personnel Department

RESULT: APPROVED [4 TO 2]

Next: 10/19/2021 10:00 AM

MOVER: Sandra Price, Committee Member

SECONDER: Cathy Bischoff, Committee Member

AYES: Sandra Price, George Wagner, Cathy Bischoff, Susan Wilson

NAYS: Kelly L. Fairchild-Preston, Eugene Waldbauer

ABSTAIN: Paul Heider

EXCUSED: Linda Jones

ON MOTION OF WILSON

RESOLUTION NO.

Increase Wage for New York State Nurse's Association and CSEA Employees - Personnel Department

WHEREAS, the Personnel/Civil Service Office and County Administrator has reviewed the salary grade for many positions in the New York State Nurse's Association (NYSNA) and the CSEA Local 812, Unit 6550 labor contract, AND

WHEREAS, upon execution of a Memorandum of Agreement with the CSEA Local 812, Unit 6550, AND

WHEREAS, Resolution No. 241-21 reallocated various positions in the Cortland County Highway Department, AND

WHEREAS, the County Administrator and Personnel Officer recommend a 4% wage increase for the positions in the NYSNA and CSEA Local 812, Unit 6550 labor contract, not including those positions reallocated by Resolution No. 241-21, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and directs a 4% wage increase for the positions in the NYSNA and CSEA Local 812, Unit 6550 labor contract, not including those positions reallocated by Resolution No. 241-21, effective October 31, 2021.

AGENDA ITEM NO. 3 – Amend Management/Management Confidential Compensation Policy Grade and Step Schedule for 2021 – Personnel Department

RESULT: APPROVED [4 TO 3]

Next: 10/19/2021 10:00 AM

MOVER: Sandra Price, Committee Member

SECONDER: Cathy Bischoff, Committee Member

AYES: Sandra Price, Cathy Bischoff, Susan Wilson, Paul Heider

NAYS: George Wagner, Kelly L. Fairchild-Preston, Eugene Waldbauer

EXCUSED: Linda Jones

ON MOTION OF WILSON

RESOLUTION NO.

Amend Management/Management Confidential Compensation Policy Grade and Step Schedule for 2021 – Personnel Department

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

WHEREAS, the County Administrator and Personnel Officer recommend a 2% wage increase for Department Heads, Management Employees and Management/Confidential Employees, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and directs a 2% wage increase for those employees who in the “County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees and a Grade and Step plan for employees falling under the plan” effective November 19, 2021 in accordance with the following schedule.

2021 GRADE AND STEP FOR MANAGEMENT CONFIDENTIAL						
BASED ON A 2% INCREASE						
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	\$ 87,233	\$ 90,723	\$ 94,350	\$ 98,124	\$ 102,048	\$ 106,131
2	\$ 81,145	\$ 84,393	\$ 87,768	\$ 90,977	\$ 94,928	\$ 98,726
3	\$ 75,486	\$ 78,504	\$ 81,644	\$ 84,911	\$ 88,306	\$ 91,838
4	\$ 70,219	\$ 73,027	\$ 75,949	\$ 78,986	\$ 82,146	\$ 85,430
5	\$ 65,320	\$ 67,933	\$ 70,649	\$ 73,475	\$ 76,414	\$ 79,471
6	\$ 60,762	\$ 63,192	\$ 65,720	\$ 68,349	\$ 71,083	\$ 73,927
7	\$ 56,522	\$ 58,785	\$ 61,135	\$ 63,581	\$ 66,124	\$ 68,769
8	\$ 52,578	\$ 54,684	\$ 56,873	\$ 59,145	\$ 61,510	\$ 63,972
9	\$ 48,912	\$ 50,868	\$ 52,903	\$ 55,018	\$ 57,218	\$ 59,508
10	\$ 45,499	\$ 47,319	\$ 49,213	\$ 51,179	\$ 53,228	\$ 55,357
11	\$ 42,324	\$ 44,017	\$ 45,778	\$ 47,609	\$ 49,514	\$ 51,493
Management Confidential						
5	22.2941	23.1859	24.1134	25.0778	26.0809	27.1243
4	20.6081	21.4323	22.2896	23.1813	24.1084	25.0729
3	19.8153	20.6081	21.4323	22.2896	23.1813	24.1084
2	19.0533	19.8153	20.6081	21.4323	22.2896	23.1813
1	18.3204	19.0533	19.8153	20.6081	21.4323	22.2896

<u>Grade 1</u> Public Defender County Attorney Commissioner of Social Services Director of Information Technology Public Health Director Director, Comm. Mental Health Services Superintendent of Highways Director of Finance	<u>Grade 2</u> Sheriff Undersheriff	<u>Grade 3</u> Personnel Officer Executive Deputy Personnel Officer Chief Assist. District Attorney Chief Social Services Attorney Chief Assist. Public Defender Chief County Attorney	<u>Grade 4</u> Probation Director (Group B) Deputy Highway Supt. Deputy Public Health Director Director of Planning County Clerk Asst. District Attorney County Auditor Asst. Public Defender Asst. County Attorney Assistant Director of Finance Social Services Attorney Director of Emergency Response & Communications Manager of Audit and Financial Projects Deputy Director of Information Technology Plan Administrator Planning Adviser Director, Area Agency on Aging
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<u>Grade 5</u> Director, Real Property 1 Grant Administrator Director of Environmental Health Highway Engineering and Maintenance Supervisor Director of Community Health Services Deputy Commissioner of Social Services		<u>Grade 6</u> Director of Administrative Services Clinical Dir. of MH Deputy Personnel Officer Supervisor, Solid Waste Management Epidemiology Manager		<u>Grade 7</u> Bldg. & Grounds Superintendent Medical Director Medical Advisor Clerk of the Legislature Deputy Dir. of Real Property I Assistant Dir. Area Agency on Aging Director of Program Development		<u>Grade 8</u> Public Health Program Manager Assistant Director of Administrative Services Recycling Coordinator Assistant Director of Emergency Response & Communications	
<u>Grade 9</u> Emp. & Training Director Family Support Services Director CAC Coordinator Fiscal Manager		<u>Grade 10</u> Dir. of Veterans' Services Agency Dir. of Weights and Measures Nutrition Program Manager Executive Assistant to the County Administrator		<u>Grade 11</u> Deputy County Clerk Motor Vehicle Director Safety Officer Coroner County Treasurer Fiscal Officer Trainee Deputy Clerk of the Legislature Mobility Manager			
<u>Grade 1</u> Election Clerk Secretary to the Plan Administrator	<u>Grade 2</u> Secretary II Secretary to Co. Administrator Investigator Secretary to County Administration Secretary to the Commissioner of Social Services Secretary to County Attorney		<u>Grade 3</u> Sr. Election Clerk Secretary to Sheriff Secretary to D. A. Personnel Assistant		<u>Grade 4</u> Paralegal Personnel Tech. Trainee Office Manager Data Officer		<u>Grade 5</u> Personnel Technician Legal Associate Payroll Coordinator

Adjournment

The meeting was closed at 9:09 AM

Susan Wilson Log

January 2---Attended Organizational meeting 10am-11am—1hour

January 4---Reviewed materials for upcoming meetings 1.5 hours

January 6---Reviewed materials for upcoming meetings 1.5 hours

January 7---Attended Buildings and Grounds meeting

Attended Highway committee meeting

Attended Solid Waste committee meeting

Picked up mail. Checked in with office staff 9-12:30 3.5 hours

7.5

January 8---Reviewed materials for upcoming meeting 2 hours

January 9---Attended Agriculture, Planning and Environment meeting

Attending Health and Human Services meeting

Picked up and reviewed mail. 9-12 3 hours

5

January 14---Reviewed 2020 Adopted budget and Policy Impact report 2 hours

January 16---Reviewed county laws and policies 2 hours

4

January 21---Reviewed agenda and materials for Legislative session —4 hours

January 23---Reviewed materials, talked with legislatures etc. 3 hours

7

January 30---Special HHS meeting. 1.5 hours

Discussion with other legislatures 1.5 hours

3

Jan.
26.5

February 4---Meeting with Beau Harbin to review issues 1.0 hour

1

February 6---Attended Rules of Order Revision Committee—1 hour

Consulting presentation 2 hours

Office check in .5 hours

3.5

February 8---Phone conversation with other legislators and District 5 constituents

no time?
1 hr (see email
attached)

February 9---Reviewed materials for upcoming meetings 3 hours

February 11---Building and Grounds meeting 1 hour

Office check in. Reviewed materials in mail .5

Reviewed Materials for upcoming meeting 1.5

6

February 13---Attended Agriculture, Planning and Environment meeting

Attended Health and Human Services

Reviewed Mail office check in 4 hours

Mental Health director hiring committee 2 hours

6

February 18---Attended Personnel Committee Meeting 1 hour

1

17.5

WHL

February 20---Attended Buildings and Grounds special meeting 1.5 Reviewed mail and office check in .5 hours Interviews for Mental Health Position 2.5 hours	4.5
February 23---Reviewed materials for legislator meeting, discussions with constituents, legislators 3 hours	3
February 26---Interviews for Mental Health position 1 hour	1
February 27---Office check in, Meetings, Legislative meeting 2.5 hours	2.5
March 2---Review for meetings 1 hour	4.5
March 3---Health and Human Services meeting 2.5 hours Attended and spoke at UUP rally. Talked to constituents 1 hour	
March 10---Buildings and Grounds meeting Office check in 1.25 hours Review of materials for meetings 2 hours	3.25
March 12---Attended Agriculture, Planning and Environment meeting Attended Health and Human Services meeting Mail and office check in---3.5 hours	3.5
March 15---Discussed issues with other legislators 2 hours	
March 16---Reviewed agenda materials 1 hour	
March 17---Attended Special meeting of Personnel Committee Attended County Legislature special meeting	5 minutes 0.5 (per Savannah)
Various in March---fielded calls and emails from constituents, updated my social media daily from March 23 on regarding COVID 2 hours	2 (3)
Various in April---Updated social media daily regarding COVID, fielded calls from legislators and constituents 2 hours	2
April 6---Reviewed materials for meeting 2 hours	
April 7---Test meeting .5	6.5
April 8---Consulting meeting 4 hours	
April 11---Fielded calls and concerns from constituents 1 hour	
April 12---Reviewed agenda and materials	
April 14---Attended Budget and Finance meeting and reviewed materials for legislative meeting 3 hours	5
April 16---Attended the legislative meeting 1.0	

April 17----Seven Valleys Health Coalition meeting 1.5

April 21----Cortland County Soil and Water Conservation District Meeting—2 hours

April 23---Special Meeting-Committee of the whole---1 hour

4.5

April 7----Reviewed materials for meeting 1 hour

April 8---Committee as a whole meeting

45 minutes
(per Savannah)

1
0.75

19.75

Smu

Legislator
Location Code 10D11
2/11/21

69.8 Jan, Feb, March 2020

Kevin Fitch

1.1.b

		Legislator, District 8 (Preble Scott Homer)
Date	Meeting Description	Time
Dec-19	Swearing in	10:00am - 12:00PM
1/8/2020	Town of Scott Board Meeting	6:00PM - 7:00PM
1/9/2020	Ag, Planning and Environment Committee Meeting	9:00AM - 10:00AM
1/13/2020	Town of Homer Board Meeting	6:30pm - 7:45pm
1/14/2020	Personnel Committee Meeting	9:00AM - 10:30AM
1/14/2020	Budget and Finance Meeting	12:30PM - 2:30PM
1/14/2020	Town of Preble Board Meeting	7:00PM - 8:00PM
1/18/2020	Preble Resident meeting	10:00AM - 11:30AM
1/23/2020	Caucus/Legislative Session	5:00PM - 7:45PM
2/6/2020	NYSAC Meeting (TransPro Consulting)	10:00AM - 12:00PM
2/10/2020	Town of Preble Board Meeting	7:00PM - 8:00PM
2/11/2020	Town of Scott Board Meeting	6:00PM - 7:00PM
2/13/2020	Ag, Planning and Environment Committee Meeting	9:00AM - 10:00AM
2/18/2020	Personnel Committee Meeting	9:00AM - 10:30AM
2/18/2020	Budget and Finance Meeting	12:30PM - 2:30PM
2/19/2020	Cortland County Planning Committee Meeting	6:30PM - 7:30PM
2/27/2020	Caucus/Legislative Session	5:00PM - 7:30PM
3/4/2020	Town of Homer Board Meeting	6:30PM - 7:45PM
3/6/2020	Committee Chair(s) Special Meeting	9:00AM - 11:30PM
3/9/2020	Town of Preble Board Meeting	7:00PM - 8:00PM
3/9/2020	Town of Scott Board Meeting	6:00PM - 7:00PM
3/17/2020	Special Legislative Session	6:00PM - 8:00PM
3/30/2020	DEC Meeting for Grout Brook Bridget (Town of Scott)	9:00AM - 10:30AM

2
1
1
1 hr 15 min
1 hr 30
2
1
1 hr 30
2 hr 45
2
1
1
1
1 hr 30
2 hr
1
1 hr 30
1 hr 15
2 hr 30
1 hr
1 hr
2 hr
1 hr 30

1.64
1.52/2.28

34.25 hours

He J...

Legislator
Location Code 10011

34.25
4.25
255 minutes

Attachment: K Fitch ROA (10195 : Amend Resolution 212-20 Standard Workday Reporting for Elected and Appointed Officials)

Record of Activities**Name: John T. Banewicz****Title: Treasurer****Employer: Cortland County****February 2020**

DATE	ACTIVITY	START TIME	END TIME	HOURS
3	Answer E-mails	8:00	9:00	1.00
	February Reports	9:00	10:45	1.75
	Bank Run	10:45	11:30	0.75
	Installment Agreement	12:30	1:00	0.50
	Abandoned Property Research	1:00	4:00	3.00
	Sign Checks & Various Forms	4:00	4:30	0.50
4	Answer E-mails	7:30	8:00	0.50
	Open Estates Research	8:00	10:00	2.00
	Citizens Bank Mtg.	10:00	11:00	1.00
	Installment Agreement	11:00	11:30	0.50
	Bank Run	11:30	12:15	0.75
	Sign Checks & Various Forms	12:45	1:00	0.25
	Answer E-mails	1:00	1:30	0.50
	Contact Open Estate Attorneys	1:30	2:30	1.00
	Format letters to Attorneys	2:30	4:00	1.50
5	Answer E-mails	7:00	7:30	0.50
	Research Estates, sign checks & forms	7:30	9:30	2.00
	Mtg. with J.P. Morgan Rep	9:30	11:00	1.50
	Bank Run	11:00	11:45	0.75
	E-mails, mail, sign documents	12:30	1:30	1.00
	Installment Agreement	1:30	2:00	0.50
	Open Estates Research	2:00	4:00	2.00
	February Reports, Contact Attorneys	4:00	5:30	1.50
6	Answer E-mails	8:00	8:30	0.50
	Sign Documents	8:30	9:00	0.50
	Bail Forfeiture	9:00	10:15	1.25
	Bank Run	10:15	11:00	0.75
	Installment Agreement	11:00	11:30	0.50
	Dept Head Mtg.	12:30	1:30	1.00
	3 Installment Agreements	1:30	3:00	1.50
	Dryden Bank	3:00	4:30	1.50
	Total			32.75
7	Off			
10	Answer E-mails	8:00	8:30	0.50
	Open Estates Research	8:30	9:00	0.50
	Bank Run	9:00	9:45	0.75

	Installment Agreement	9:45	10:15	0.50
	Another Bank Run	10:15	11:15	1.00
	Sign Papers	11:15	11:45	0.50
	Bail Forfeiture	12:30	2:30	2.00
	Open Estates	2:30	5:00	2.50
11	Answer E-mails	8:00	8:30	0.50
	Policy & Procedures	8:30	10:30	2.00
	Bank Run	10:30	11:15	0.75
	Sign Checks & Documents	11:15	12:15	1.00
	Phone Calls & e-mails	12:45	2:00	1.25
	Estates - Policy & Procedures	2:00	5:00	3.00
12	Answer E-mails	8:00	8:30	0.50
	Open Estates, Sign Documents	8:30	10:00	1.50
	Bank Run	10:00	12:00	2.00
13	Answer E-mails	8:00	8:30	0.50
	Open Estates	8:30	10:00	1.50
	Foreclosure Auction	10:00	11:15	1.25
	Bank run	11:15	12:00	0.75
	Sign Documents	12:30	1:00	0.50
	Foreclosure Auction	1:00	2:00	1.00
	Verify Bank Statements	2:00	5:00	3.00
14	Answer E-mails	8:00	8:30	0.50
	Verify Accounts	8:30	10:00	1.50
	Bank Run	10:00	10:45	0.75
	Open Estates Phone Calls	10:45	11:00	0.25
	Sign Documents & File	11:00	12:00	1.00
	Bail Research	12:30	1:00	0.50
	Verify Accounts	1:00	3:00	2.00
	Estate Research	3:00	4:30	1.50
17	Holiday			
18	Answer E-mails	8:00	8:30	0.50
	Deputy Appointment	8:30	9:15	0.75
	Bank Run	9:15	10:00	0.75
	Workman's Comp	10:00	11:00	1.00
	Verify Receipts Dispersals	11:00	12:00	1.00
	Budget & Finance Mtg.	12:30	2:30	2.00
	Open mail, Answer E-mails	2:30	3:30	1.00
	Open Estates	3:30	5:30	2.00
	City Council Mtg	5:30	8:30	3.00
19	Answer E-mails	8:00	8:30	0.50

	Open Estates	8:30	9:30	1.00
	Bank Run	9:30	10:30	1.00
	Sign Documents	10:30	11:00	0.50
	Policies & Procedures	11:00	12:00	1.00
	Policies & Procedures	12:30	4:30	4.00
20	Answer E-mails	8:00	8:30	0.50
	Sign Checks	8:30	9:00	0.50
	Bank Run	9:00	9:45	0.75
	Open Estates	9:45	12:00	2.25
	Abandoned Property	12:30	3:00	2.50
	Charge Back Billing	3:00	3:30	0.50
	Policy & Proceedings	3:30	5:30	2.00
21	Answer E-mails	8:00	8:30	0.50
	Policy & Proceedings	8:30	9:30	1.00
	Bank Run	9:30	10:15	0.75
	Sign Documents	10:15	10:45	0.50
	Abandoned Property	10:45	12:00	1.25
	Policies & Procedures	12:30	4:00	3.50
24	Answer E-mails	8:00	8:30	0.50
	Miller St County Property Research	8:30	10:30	2.00
	Bank Run	10:30	11:15	0.75
	Sign Documents	11:15	11:45	0.50
	Policy & Procedures	12:15	3:30	3.25
	Phone Calls & Emails	3:30	4:30	1.00
25	Answer E-mails	8:00	8:30	0.50
	Policies & Procedures	8:30	10:30	2.00
	Served Summons	10:30	11:00	0.50
	Workman's Comp	11:00	11:30	0.50
	Bank Run	11:30	12:15	0.75
	Sign Documents	12:45	1:00	0.25
	Auction Planning	1:00	2:00	1.00
	Answer E-mails	2:00	3:00	1.00
	Policy & Procedures	3:00	5:00	2.00
26	Insurance Changes Mtg	7:00	8:00	1.00
	Answer E-mails	8:00	8:30	0.50
	Notary Stamp Research	8:30	9:00	0.50
	Abandoned Property	9:00	11:00	2.00
	Bank Run	11:00	12:00	1.00
	Sign Documents	12:30	1:00	0.50
	Auction date Mtg w/ Auctioneer	1:00	3:00	2.00
27	Answer E-mails	8:00	8:30	0.50

5	Answer E-mails	8:00	8:30	0.50
	Abandoned Property Waiver	8:30	9:00	0.5
	Review Auction RFP	9:00	10:00	1
	Bank Run	10:00	10:45	0.75
	Prep for Dept Hd Mtg	10:45	12:30	1.75
	Dept Hd Mtg	1:00	2:30	1.5
	Sign Documents	2:30	3:30	1
	Update Comp Files, File Papers	3:30	4:30	1
6	NYS Treasurer Assoc Mtg Syr	7:00	3:00	8
9	Answer E-mails	8:00	8:30	0.50
	Sign Documents	8:30	9:00	0.50
	JDAD	9:00	10:30	1.50
	Bank Run	10:30	11:30	1.00
	File Paperwork	11:30	12:30	1.00
	Off			
10	Answer E-mails	8:00	8:30	0.50
	Workmans Comp	8:30	9:00	0.50
	Sign Documents	9:00	9:30	0.50
	Bank Run	9:30	10:15	0.75
	File Paperwork	10:15	11:30	1.25
	Phone Calls, emails, JDAD	12:00	1:00	1.00
	Research Trusts	1:00	5:00	4.00
11	Answer E-mails	8:00	8:30	0.50
	Trusts	8:30	10:30	2.00
	Bank Run	10:30	11:15	0.75
	City Court	11:15	12:00	0.75
	Trusts	12:30	2:30	2.00
	RFP Auction Appraisal	2:30	4:30	2.00
12	Answer E-mails	8:00	8:30	0.50
	Supreme Court Trusts	8:30	9:45	0.75
	Bank Run	9:45	10:30	0.75
	Auction RFPs	10:30	11:30	1.00
	Sign Documents	11:30	12:00	0.50
	Auction RFPs	12:30	4:30	4.00
13	Answer E-mails	8:00	8:30	0.50
	Auction RFPs	8:30	9:30	1.00
	Bank Run	9:30	10:15	0.75
	2nd Bank Run	10:15	11:00	0.75
	Dept Head Mtg	11:00	1:30	2.50
	Sign Document / Vouchers	2:00	3:00	1.00

	Auction RFPs	3:00	4:30	1.50
16	Answer E-mails	8:00	9:30	1.50
	Bank Run	9:30	10:15	0.75
	Auction RFP & Live Auction	10:15	12:00	1.75
	Sign Documents	12:30	1:00	0.50
	Workman's Comp	1:00	1:30	0.50
	Tax Searches	1:30	2:30	1.00
	E-mails Phone	2:30	3:00	0.50
	Emrg. Mtg	3:00	4:30	1.50
17	Answer E-mails	8:00	9:30	1.50
	Bank Run	9:30	10:15	0.75
	Research Covid	10:15	12:00	1.25
	Employee Schedules	1:00	2:00	1.00
	Sign Documents	2:00	2:30	0.50
	File Documents	2:30	3:30	1.00
	Auction RFP	3:30	4:30	1.00
	Legislative Mtg	6:00	6:30	0.50
18	Answer E-mails	8:00	9:30	1.50
	Sign Documents	9:30	10:00	0.50
	Foreclosure Auction	10:00	10:30	0.50
	Estates	10:30	11:00	0.50
	e-mails	11:00	11:30	0.50
	Review & File Documents	12:30	4:30	4.00
19	Answer E-mails	8:00	9:30	1.50
	Sign Documents	9:30	10:00	0.50
	Auction RFP	10:00	11:00	1.00
	Dept Head Mtg	11:00	1:00	2.00
	Surplus Deficit Report	2:30	5:00	2.50
20	Answer E-mails	8:00	9:30	1.50
	Sign Documents	9:30	10:00	0.50
	Surplus Deficit Report	10:00	11:00	1.00
	Dept Head Mtg	11:00	11:30	0.50
	Bank Run	11:30	1:00	1.50
	Surplus Deficit Report	1:00	3:00	2.00
23	Answer E-mails	8:00	9:30	1.50
	Policy & Procedures	9:30	1:30	4.00
	Sign Documents	2:30	3:00	0.50
	Policy & Procedures	3:00	4:30	1.50
24	Answer E-mails	8:00	9:30	1.50
	Workman's Comp	9:30	10:00	0.50

Auction Paperwork	8:30	10:00	1.50
Mtg w/ Surrogate Court	10:00	11:00	1.00
Bank Run	11:00	11:45	0.75
City Court Run	12:15	1:00	0.75
Miller St Property Tax still due	1:00	2:30	1.50
Review Auction RFPs	2:30	4:00	1.50
Deferred Comp Mtg	4:00	5:00	1.00
File Documents	5:00	6:00	1.00
County Legislature Mtg	6:00	7:00	1.00

28

Answer E-mails	8:00	9:00	1.00
Bank Run	9:00	9:45	0.75
Sort Computer Files	9:45	11:00	1.25
Sign Documents	11:00	12:00	1.00
Mtg w/ SS Dept	12:30	1:00	0.50
Phone Calls	1:00	1:30	0.50
Sort Computer Files	1:30	4:30	3.00

Total 181.75**March 2020**

2

Answer E-mails	8:00	8:30	0.50
Cleared Desk	8:30	9:00	0.50
Deputy Treasurer Mtg.	9:00	9:30	0.50
Bank Run	9:30	10:30	1.00
Sign Documents	10:30	11:00	0.50
e-mails on overpayments	11:00	12:00	1.00
Calls , Abandoned, emails	12:30	4:30	4.00

3

Answer E-mails	8:00	8:30	0.50
Review Auction RFPs	8:30	9:30	1.00
Bank Run	9:30	10:15	0.75
Review Auction RFPs	10:15	12:00	1.75
Workmans Comp	12:30	1:00	0.50
Sign Documents	1:00	1:30	0.50
Answer e-mails	1:30	2:00	0.50
Review Auction RFPs	2:00	4:00	2.00
Political Campaign Mtg	4:00	4:30	0.50
City Council Mtg	7:00	8:30	1.50

4

Answer E-mails	8:00	8:30	0.50
Abandoned Property Waiver	8:30	9:30	1
Bank Run	9:30	10:15	0.75
Abandoned Property	10:15	11:00	0.75
Sign Documents	11:00	11:30	0.5
Review Auction RFP	12:00	3:00	3
emails & phone calls	3:00	4:00	1
Clear Desk	4:00	4:30	0.5

	Policy & Procedures	10:00	12:00	2.00
	Sign documents, emails	1:00	2:00	1.00
	Policy & Procedures	2:00	4:30	2.50
25	Answer E-mails	8:00	9:30	1.50
	Policy & Procedures	9:30	11:30	2.00
	Sign Documents	12:30	1:00	0.50
	Policy & Procedures	1:00	4:30	3.50
26	Answer E-mails	8:00	9:30	1.50
	Sign Documents	9:30	10:00	0.50
	Bank Run	10:00	11:00	1.00
	Policy & Procedures	11:00	12:00	1.00
	Mtg w/ Deputy Treasurer	1:00	3:00	2.00
27	Answer E-mails	8:00	9:30	1.50
	Bank Run	9:30	10:15	0.75
	Mtg w/ Paul Heider	10:15	11:00	0.75
	Sign Documents e-mails	11:00	12:00	1.00
30	Answer E-mails, File Docs	10:00	11:00	1.00
	Sign Docs	11:00	11:15	0.25
31	Answer E-mails, File Docs	10:00	11:00	1.00
	Workmans Comp	11:00	11:30	0.50
	Estates, SS Docs	11:30	12:00	0.50
			Total	151.25
April 2020				
1	Answer E-mails, File docs	10:00	11:00	1.00
2	Answer E-mails, File docs	11:30	12:30	1.00
	Tng section w/ Deputy	12:30	1:00	0.50
	B & F Mtg	1:00	2:00	1.00
	Bank Run	2:00	2:45	0.75
	Deliquent Tax Issue	2:45	4:30	1.75
3	Answer E-mails, File docs	10:00	11:00	1.00
	Abanconed Property	11:00	12:00	1.00
	Sign Docs, update computer files	12:00	1:30	1.50
6	Bank Run	9:00	10:00	1.00
	Answer E-mails, File docs	10:00	11:00	1.00
7	Answer E-mails, File docs	9:00	10:00	1.00
	Workman's comp	10:00	10:30	0.50
	Certificate of Residency	10:30	1:30	3.00

8	Answer E-mails, File docs	8:00	9:00	1.00
	Legislative Mtg.	9:00	1:00	4.00
	Sign Docs	1:00	1:30	0.50
	Residency Certificate	1:30	2:30	1.00
	Sign Docs	2:30	3:00	0.50
9	Answer E-mails, File docs	9:00	10:00	1.00
	Sign Docs/Bank Run	10:00	11:00	1.00
10	Answer E-mails, File docs	9:00	10:00	1.00
	Sign Bond Docs/Bank Run	10:00	11:30	1.00
	Residency Certificate	11:30	12:00	0.50
13	Off			
14	Workman's Comp, emails	1:00	2:00	1
	B & Finance Mtg	2:00	3:00	1
15	Off			
16	Legislature Mtg	2:00	3:30	1.5
		3:30	4:00	0.5
17	Off			
20	Answer E-mails	8:30	10:30	2.00
	Sign Docs	10:30	11:00	0.50
	Edit Bank Statements	11:00	12:00	1.00
	Bank Run	12:00	1:00	1.00
	Update Computer Files	1:00	2:00	1.00
	Foreclosure Auction	2:00	2:30	0.50
21	Answer E-mails	12:00	1:30	1.50
	Workman's Comp	1:30	2:00	0.50
	Misc Docs	2:00	2:30	0.50
	Foreclosure Auction	2:30	3:30	1.00
	Auctioneer RFP	3:30	5:30	2.00
22	Answer E-mails	10:00	10:30	0.50
	Sign Docs	10:30	11:00	0.50
	Foreclosure Auction Mtg	11:00	12:30	1.50
	Update Docs	12:30	1:30	1.00
23	Review & Sign Docs	10:00	10:30	0.50
	Answer E-mails	10:30	11:30	1.00
	Bank Run	11:30	12:15	0.75
	Misc. Filing	12:15	12:30	0.25

24	File Docs/Answer E-mails	9:30	10:30	1.00
27	Answer E-mails	8:30	9:30	1.00
	Sign Docs	9:30	10:00	0.50
	Bank Run	10:00	11:00	1.00
28	Answer E-mails	10:00	10:30	0.50
	Deliquent Taxes	10:30	11:00	0.50
	Workman's Comp	11:00	11:30	0.50
	Residency/DA Invoices	11:30	12:00	0.50
29	Answer E-mails	11:00	11:30	0.50
	Bank Run	11:30	12:30	1.00
	Sign Docs	12:30	1:00	0.50
	Update Files / Policy & Procedures	1:00	5:30	4.50
30	Answer E-mails	9:00	10:00	1.00
	MUNIS Tng	10:00	12:00	2.00
	Bank Run	12:00	1:00	1.00
	Foreclosure Auction	1:30	2:30	1.00
	Sign Docs	2:30	3:00	0.50
	Deliquent Taxes	3:00	5:30	2.50
	Total			69.00
	Grand Total			402.00

With my signature, I attest to the accuracy of the record provided above.

J J Banewicz 1 May 2020

Cortland County Treasurer
Location Code 10011

WHEREAS, the County Legislature form of government was created by Local Law No. 02 for the year 1972 which was submitted to a mandatory referendum in the manner provided by law and was approved by referendum and became effective as of January first, nineteen hundred seventy-four, AND

WHEREAS, Article II, of Local Law No. 02 for the year 1972 provides that the County Legislature constitutes the legislative, appropriating, policy determining and governing body of the County, AND

WHEREAS, the Legislature by Resolution Number 361 of 1974 created the positions of Majority Leader and Minority Leader without a specific term of office, AND

WHEREAS, the Legislature's intent is to provide for the Office of Majority Leader and for the Office of Minority Leader with a term of office, NOW THEREFORE BE IT

RESOLVED, that:

SECTION 1. CREATION OF THE OFFICE OF MAJORITY LEADER

The position of Majority Leader is hereby abolished and the Office of Majority Leader is hereby created with a term of office of two years.

SECTION 2. CREATION OF THE OFFICE OF MINORITY LEADER

The position of Minority Leader is hereby abolished and the Office of Minority Leader is hereby created with a term of office of two years.

SECTION 3. ELECTION OF MAJORITY LEADER

The members of the Legislature belonging to the political party having the greatest number of total votes on said Legislature shall elect from its members a Majority Leader. The name of the Majority Leader shall be submitted to the Clerk of the Legislature in writing on the prescribed form signed by a majority of members of the respective party within five (5) calendar days of the biennial organization meeting.

SECTION 4. ELECTION OF MINORITY LEADER

The members of the Legislature belonging to the political party having the second greatest number of total votes on said Legislature shall elect from its members a Minority Leader. The name of the Minority Leader shall be submitted to the Clerk of the Legislature in writing on the prescribed form signed by a majority of members of the respective party within five (5) calendar days of the biennial organization meeting.

SECTION 5. OATH OF OFFICE

The Majority and Minority Leaders, after taking the oath of office, shall serve as officeholders until the expiration of their current terms as Legislators.

SECTION 6. POWERS AND DUTIES

The Majority and Minority Leaders:

- A. may sit on Standing and/or Special Committees to which they are not appointed, ex-officio, without vote;

- B. Shall note the absence of their respective members from a meeting because of medical reasons, death in the immediate family or an irrevocable commitment to other County business, and ask the Chair to excuse said members;
- C. May serve as temporary Chair of the Legislature. The Majority Leader shall serve as temporary Chair in the absence of the Chair for a meeting. In the absence of the Chair and the Majority Leader, the Minority Leader shall serve as the temporary Chair. In the absence of the Chair for a period longer than a Legislative session, the temporary Chair shall have all the duties power and duties of the Chair, except for committee assignments and reassignments.
- D. Shall carry out such other tasks and assume such other legislative responsibilities not inconsistent with the responsibilities of other elected or appointed officials, as the Chair or Legislature directs.
- E. Shall become familiar with the property, functions, and fiscal affairs of the County while serving as temporary Chair;
- F. May attend meetings of all boards, commissions, or other bodies appointed by the Legislature; those exercising County functions; or those expending County funds;
- G. May inspect all books, accounts, records, or documents pertaining to the property, money, or assets of the County over which the County has control while serving as temporary Chair;
- H. May make recommendations to the Legislature on legislation, rules, and regulations and such other matters deemed material and advisable and shall report to their respective caucus on matters brought to their attention by the Chair, County Administrator or department heads;



11/23/2021 13:56
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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

ACCOUNTS A	FOR: GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A145042 ELECTIONS								
A145042	41289 ELECTIONS FEES	-300	0	-300	-526.76	.00	226.76	175.6%
A145042	41289 SCH DEPARTMENTAL F	-3,000	0	-3,000	-3,000.00	.00	.00	100.0%
	TOTAL ELECTIONS	-3,300	0	-3,300	-3,526.76	.00	226.76	106.9%
A145043 ELECTIONS								
A145043	43145 SHOE BD ELECTIONS	0	0	0	-22,220.00	.00	22,220.00	100.0%
	TOTAL ELECTIONS	0	0	0	-22,220.00	.00	22,220.00	100.0%
A14505 ELECTIONS								
A14505	51005 PERSONAL SERVICES	83,226	0	83,226	72,527.67	.00	10,698.33	87.1%
A14505	51010 PART-TIME PAY	63,688	0	63,688	70,247.78	.00	-6,559.78	110.3%*
A14505	51015 TEMP PAY	35,000	0	35,000	17,920.00	.00	17,080.00	51.2%
A14505	51020 OVERTIME PAY	0	0	0	3,176.35	.00	-3,176.35	100.0%*
A14505	52005 Capital Office Equ	0	2,060	2,060	2,056.99	.00	3.01	99.9%
A14505	54000 TELEPHONE	8,000	-90	7,910	1,720.44	621.52	5,568.04	29.6%
A14505	54001 COPYING/PRINTING	54,000	-3,297	50,703	38,703.48	.00	11,999.52	76.3%
A14505	54004 COMPUTER SOFTWARE	32,620	4,640	37,260	34,928.00	.00	2,332.00	93.7%
A14505	54005 Office Materials &	1,500	1,172	2,672	916.21	548.18	1,207.61	54.8%
A14505	54015 Maintenance Agreem	0	2,097	2,097	2,097.00	.00	.00	100.0%
A14505	54020 POSTAGE	42,000	-399	41,601	7,982.50	.00	33,618.50	19.2%
A14505	54035 EDUCATION & TRAINI	1,500	2,244	3,744	.00	.00	3,744.00	.0%
A14505	54040 ASSOC/MEMBERSHIP D	140	0	140	140.00	.00	.00	100.0%
A14505	54041 PUBLICATIONS	350	0	350	.00	.00	350.00	.0%
A14505	54045 Travel & Sustenanc	0	828	828	818.52	.00	9.48	98.9%
A14505	54047 MILEAGE REIMBURSEM	250	-250	0	.00	.00	.00	.0%
A14505	54050 Equip. Repairs & M	300	0	300	.00	.00	300.00	.0%
A14505	54055 PROFESSIONAL SERVI	75,000	-10,005	64,995	45,067.61	.00	19,927.39	69.3%
A14505	54060 LEGAL NOTICES / AD	3,000	0	3,000	1,828.19	.00	1,171.81	60.9%
A14505	54065 EQUIP RENT / LEASE	63,295	1,000	64,295	61,465.19	.00	2,829.81	95.6%
A14505	54070 INSURANCE	5,713	0	5,713	6,072.30	.00	-359.80	106.3%*
A14505	54078 Fuel	500	0	500	149.79	.00	350.21	30.0%
A14505	54213 I/D COPIER	1,240	0	1,240	832.90	.00	407.10	67.2%

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Cortland County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14505 58020 RETIREMENT	16,110	0	16,110	.00	.00	16,110.00	.0%
A14505 58030 FICA	11,239	0	11,239	12,219.72	.00	-980.72	108.7%*
A14505 58040 WORKERS COMP	5,980	0	5,980	6,059.48	.00	-79.48	101.3%*
A14505 58060 HEALTH INS	22,540	0	22,540	13,292.62	.00	9,247.67	59.0%
A14505 58062 DENTAL INS	271	0	271	240.12	.00	30.60	88.7%
A14505 58065 VISION CARE BENEFI	59	0	59	51.75	.00	7.05	88.0%
TOTAL ELECTIONS	527,520	0	527,520	400,514.61	1,169.70	125,836.00	76.1%
TOTAL GENERAL FUND	524,220	0	524,220	374,767.85	1,169.70	148,282.76	71.7%
TOTAL REVENUES	-3,300	0	-3,300	-25,746.76	.00	22,446.76	
TOTAL EXPENSES	527,520	0	527,520	400,514.61	1,169.70	125,836.00	

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 11

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14205 COUNTY ATTORNEY							
A14205 51005 PERSONAL SERVICES	75,302	0	75,302	67,545.32	.00	7,756.68	89.7%
A14205 51010 PART-TIME PAY	168,464	0	168,464	121,985.36	.00	46,478.64	72.4%
A14205 51020 OVERTIME PAY	0	0	0	595.37	.00	-595.37	100.0%*
A14205 51035 OTHER COMPENSATION	0	0	0	18,563.50	.00	-18,563.50	100.0%*
A14205 54000 TELEPHONE	792	-75	717	601.94	.00	115.06	84.0%
A14205 54001 COPYING/PRINTING	60	0	60	1.03	.00	58.97	1.7%
A14205 54005 Office Materials &	500	195	695	389.34	.00	305.66	56.0%
A14205 54020 POSTAGE	192	-100	92	31.60	.00	60.40	34.3%
A14205 54035 EDUCATION & TRAINI	4,250	-3,000	1,250	100.00	.00	1,150.00	8.0%
A14205 54040 ASSOC/MEMBERSHIP D	845	0	845	565.00	.00	280.00	66.9%
A14205 54041 PUBLICATIONS	1,220	-500	720	-4.29	.00	724.29	-.6%
A14205 54045 Travel & Sustenanc	1,000	-300	700	.00	.00	700.00	.0%
A14205 54047 MILEAGE REIMBURSEM	1,200	-1,200	0	.00	.00	.00	.0%
A14205 54055 PROFESSIONAL SERVI	8,000	7,525	15,525	12,603.60	2,000.00	921.40	94.1%
A14205 54060 LEGAL NOTICES / AD	500	0	500	53.42	.00	446.58	10.7%
A14205 54070 INSURANCE	2,033	0	2,033	1,682.04	.00	350.96	82.7%
A14205 54213 I/D COPIER	1,513	0	1,513	1,260.50	.00	252.50	83.3%
A14205 54215 I/D LEXIS NEXIS	2,406	-200	2,206	1,900.08	.00	305.92	86.1%
A14205 54444 FEES & PERMITS	120	-120	0	.00	.00	.00	.0%
A14205 58020 RETIREMENT	34,127	0	34,127	.00	.00	34,127.24	.0%
A14205 58030 FICA	18,648	0	18,648	15,365.04	.00	3,283.07	82.4%
A14205 58040 WORKERS COMP	6,975	0	6,975	7,067.71	.00	-92.71	101.3%*
A14205 58060 HEALTH INS	44,064	0	44,064	28,461.84	.00	15,602.07	64.6%
A14205 58062 DENTAL INS	271	0	271	229.99	.00	41.01	84.9%
A14205 58065 VISION CARE BENEFIT	59	0	59	32.31	.00	26.69	54.8%
TOTAL COUNTY ATTORNEY	372,541	2,225	374,766	279,030.70	2,000.00	93,735.56	75.0%
TOTAL GENERAL FUND	372,541	2,225	374,766	279,030.70	2,000.00	93,735.56	75.0%
TOTAL EXPENSES	372,541	2,225	374,766	279,030.70	2,000.00	93,735.56	

Attachment: 2021 MUNIS YTD 11-23-21 (10183 : County Attorney - Monthly Report)

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Cortland County
YEAR-TO-DATE BUDGET REPORT
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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	372,541	2,225	374,766	279,030.70	2,000.00	93,735.56	75.0%

** END OF REPORT - Generated by Maria Adsit **



**CORTLAND COUNTY
OFFICE OF THE COUNTY ATTORNEY**

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

November 23, 2021

Contracts & Agreements referred to County Attorney's Office for review:

<u>January 1, 2016 – December 31, 2016</u>	327
<u>January 1, 2017 – December 31, 2017</u>	374
<u>January 1, 2018 – December 31, 2018</u>	338
<u>January 1, 2019 – December 31, 2019</u>	360
<u>January 1, 2020 – December 31, 2020</u>	359
<u>January 1, 2021 – November 22, 2021</u>	242



**CORTLAND COUNTY ATTORNEY
FRANCIS J. CASULLO**

CORTLAND COUNTY OFFICE BUILDING
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TEL: 607-753-5095
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Wendy Franklin
Chief Assistant County Attorney

Jeri DuVall
Assistant County Attorney

M. Tabitha Palladino
Legal Associate

Maria Adsit
Confidential Secretary

DEBT COLLECTION

722(d), Landfill, W&M, Personnel, etc.

November 2021	YTD 2021	2020	2019	2018
\$0.00	\$0.00	\$0.00	\$4,348.13	\$4,178.03

INSURANCE RECOVERIES

Related to Vehicle & Property Damage (road signs, guide rails, vehicles, etc.)

November 2021	YTD 2021	2020	2019	2018
\$19,895.81	\$20,622.62	\$22,219.98	\$122,477.76	\$19,524.26

TOTALS:	\$726.81	\$22,219.98	\$126,825.89	\$23,702.29
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CURRENT YEAR COLLECTIONS

MONTH REC'D	ORIGIN DATE	TYPE OF COLLECTION	COUNTY DEPARTMENT	AMOUNT
January				\$ 0.00
February	12/17/20	Property Damage - Vehicle	Sheriff	726.81
March				0.00

Continued on next page

Attachment: DEC Committee Report (10183 : County Attorney - Monthly Report)

CURRENT YEAR COLLECTIONS CONTINUED

MONTH REC'D	ORIGIN DATE	TYPE OF COLLECTION	COUNTY DEPARTMENT	AMOUNT
April				0.00
May				0.00
June				0.00
July				0.00
August				0.00
September				0.00
October				0.00
November	05/11/20	Navistar MaxxForce Engine class action lawsuit settlement	Highway	19,895.81
December				0.00
				\$ 20,622.62

The **2018** numbers jumped up by \$18,854.00 based on review and closing out a file from July 2018 in which the office assisted with recovery from the boiler issue at the County Court House.

The **2020** numbers jumped up by \$2,090.29 based on review and closing out a file from September 2019 in which the office assisted with recovery from an accident involving a probation vehicle.

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YEAR-TO-DATE BUDGET REPORTPg 1
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FOR 2021 12

ACCOUNTS FOR:	PERSONNEL - CIVIL SERVICE	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14305	51005 PERSONAL SERVICES	314,405.31	.00	314,405.31	230,459.12	.00	83,946.19	73.3%
A14305	51020 OVERTIME PAY	1,000.00	.00	1,000.00	616.12	.00	383.88	61.6%
A14305	51035 OTHER COMPENSATION	.00	.00	.00	17,248.46	.00	-17,248.46	100.0%*
A14305	54000 TELEPHONE	1,264.00	.00	1,264.00	1,104.02	.00	159.98	87.3%
A14305	54001 PRINTING/COPYING	400.00	.00	400.00	.00	.00	400.00	.0%
A14305	54005 Office Materials &	2,000.00	200.00	2,200.00	1,551.50	302.21	346.29	84.3%
A14305	54020 POSTAGE	3,500.00	.00	3,500.00	2,604.57	.00	895.43	74.4%
A14305	54035 EDUCATION & TRAINI	500.00	.00	500.00	.00	.00	500.00	.0%
A14305	54040 ASSOC/MEMBERSHIP D	1,300.00	.00	1,300.00	584.00	.00	716.00	44.9%
A14305	54041 PUBLICATIONS	1,400.00	-500.00	900.00	581.94	.00	318.06	64.7%
A14305	54045 Travel & Sustenanc	500.00	500.00	1,000.00	584.92	.00	415.08	58.5%
A14305	54055 PROFESSIONAL SERVI	.00	10,500.00	10,500.00	9,214.00	.00	1,286.00	87.8%
A14305	54060 LEGAL NOTICES / AD	4,500.00	.00	4,500.00	4,101.28	467.94	-69.22	101.5%*
A14305	54063 LEGAL FEES	60,000.00	42,000.00	102,000.00	73,221.05	1,872.75	26,906.20	73.6%
A14305	54070 INSURANCE	2,401.35	.00	2,401.35	2,493.20	.00	-91.85	103.8%*
A14305	54075 OFFICE EQUIPMENT	200.00	-200.00	.00	.00	.00	.00	.0%
A14305	54213 I/D COPIER	1,678.00	.00	1,678.00	1,417.07	.00	260.93	84.4%
A14305	54380 EMPLOYEES EXPENSES	25,168.00	-25,168.00	.00	.00	.00	.00	.0%
A14305	54444 FEES & PERMITS	5,522.50	.00	5,522.50	67.50	37.50	5,417.50	1.9%
A14305	54615 CONTRACTED MEDICAL	5,000.00	22,668.00	27,668.00	19,930.70	913.62	6,823.68	75.3%
A14305	58020 RETIREMENT	44,056.07	.00	44,056.07	.00	.00	44,056.07	.0%
A14305	58030 FICA	24,073.51	.00	24,073.51	17,701.40	.00	6,372.11	73.5%
A14305	58040 WORKERS COMP	11,970.00	.00	11,970.00	12,129.10	.00	-159.10	101.3%*
A14305	58060 HEALTH INS	88,127.82	.00	88,127.82	59,023.73	.00	29,104.09	67.0%
A14305	58062 DENTAL INS	541.44	.00	541.44	293.29	.00	248.15	54.2%
A14305	58065 VISION CARE BENEFI	117.60	.00	117.60	63.20	.00	54.40	53.7%
TOTAL PERSONNEL - CIVIL SERVIC		599,625.60	50,000.00	649,625.60	454,990.17	3,594.02	191,041.41	70.6%
TOTAL EXPENSES		599,625.60	50,000.00	649,625.60	454,990.17	3,594.02	191,041.41	

Attachment: YTD budget report (10182 : Personnel Department Monthly Budget Report)

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Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	599,625.60	50,000.00	649,625.60	454,990.17	3,594.02	191,041.41	70.6%

** END OF REPORT - Generated by Victoria Staves **

Attachment: YTD budget report (10182 : Personnel Department Monthly Budget Report)

POSITION VACANCY REPORT

As of December 1, 2021

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 II Grade 2 \$19.0533-\$23.1813/hr	Aging	Transfer to Public Def.	8/23/2021	8/23/2021	8/23/2021	8/23/2021	9/3/2021	Cheryl Kenyon	*
Secretary I Grade 9 \$17.5041-\$21.9357/hr	Aging	Promotion	9/3/2021	9/3/2021	9/7/2021	9/7/2021	11/22/2021	Michelle Tucci	*
Food Service Helper Grade 2 \$13.6235-\$17.0727/hr	Aging	New	10/27/2021	10/28/2021	10/28/2021	10/28/2021	Posted		*
Principal Account Clerk Grade 13 \$19.8756-\$24.9079/hr/hr	Budget & Finance	Transfer	9/27/2021	9/13/2021	9/13/2021	9/15/2021	Posted		*
Custodian Grade 3 \$14.4357-\$18.0906/hr	Building & Grounds	Resignation	5/17/2021	7/15/2021	7/15/2021	7/15/2021	Posted		*
Executive Assistant to the Co Adm Grade 10 \$45,499-\$55,357/yr	County Administrator	New	8/27/2021	8/26/2021	Approved by resolution	8/26/2021	Posted		*
Keyboard Specialist Grade 5 \$15.5556-\$19.4940/hr	County Attorney	Resignation	4/30/2020	3/25/2020	3/25/2020				*
Keyboard Specialist Grade 5 \$15.5556-\$19.4940/hr	DA	Removal	10/11/2021	10/6/2021	10/6/2021	10/8/2021	11/8/2021	Amy Clark	*
Family Advocate Grade 12 \$19.2391-24.1101/hr	District Attorney	Resignation	5/10/2021	5/3/2021	5/3/2021	5/3/2021	Posted		Grant Funded
Case Aide Grade 7 \$16.4837-\$20.6571/hr	DSS	Removal from probation	5/28/2021	6/1/2021	6/1/2021	6/1/2021	10/18/2021	Brianna Head	*
Caseworker Grade 17 \$22.7606-\$28.5232/hr	DSS	Promotion	7/5/2021	6/1/2021	6/2/2021	6/2/2021	exam file apps/post		*
Support Investigator Grade 10 \$18.0573-\$22.6292/hr	DSS	Resignation	8/20/2021	8/2/2021	8/2/2021	8/2/2021	Cert/Post		*
Caseworker Grade 17 \$22.7606-\$28.5232/hr	DSS	Resignation	8/27/2021	8/11/2021	8/11/2021	8/11/2021	11/8/2021	Alyssah Brown	*

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of December 1, 2021

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
Caseworker Grade 17 \$22.7606-\$28.5232/hr	DSS	Resignation	9/1/2021	9/24/2021	9/24/2021	9/24/2021	Cert/Post		*
Caseworker Grade 17 \$22.7606-\$28.5232/hr	DSS	Resignation	9/1/2021	9/24/2021	9/24/2021	9/24/2021	Cert/Post		*
Support Investigator Grade 10 \$18.0573-\$22.6292/hr	DSS	Resignation	10/1/2021	9/13/2021	9/13/2021	9/15/2021	Post/Cert		*
Social Welfare Examiner Trainee Grade 9 \$17.5041-\$21.9357/hr	DSS	Backfill	10/4/2021	9/24/2021	9/24/2021	9/24/2021	10/25/2021	Bailey Bradshaw	*
Case Aide Grade 7 \$16.4837-\$20.6571/hr	DSS	Promotion	10/4/2021	9/27/2021	9/27/2021	9/27/2021	10/12/2021	Jillian Murphy	*
Social Welfare Examiner Trainee Grade 9 \$17.5041-\$21.9357/hr	DSS	Voluntary Demotion	10/12/2021	10/1/2021	10/4/2021	10/4/2021	Cert/Post/Exam File Apps		*
Senior Case Aide Grade 9 \$17.5041-\$21.9357/hr	DSS	Promotion	10/12/2021	10/6/2021	10/6/2021	10/8/2021	11/8/2021	Brianna Head	*
Community Services Workers Grade 5 \$15.5556-\$19.4940/hr	DSS	3 Temporary HEAP	10/18/2021	7/12/2021	7/13/2021	7/13/2021	Canvass/Cert/Post	* Patricia Pittsley (9/27) * Dawn Lewis (9/27)	*
Social Welfare Manager Grade 17 \$22.7606-\$28.5232/hr	DSS	Retirement	10/29/2021	8/13/2021	8/16/2021	8/16/2021	11/1/2021	Erin Gosse	*
Senior Social Welfare Examiner Grade 12 \$19.2391-\$24.1101/hr	DSS	Promotion	10/29/2021	8/13/2021	8/16/2021	8/16/2021	11/1/2021	Olga Skotsen	*
Social Welfare Examiner Trainee Grade 9 \$17.5041-\$21.9357/hr	DSS	Promotion	10/29/2021	8/13/2021	8/16/2021	8/16/2021	Cert/Post		*
Caseworker Grade 17 \$22.7606-\$28.5232/hr	DSS	Removal from probation	11/3/2021	11/3/2021	11/5/2021	11/8/2021	Post/Cert/Exam File apps		*
Case Aide Grade 7 \$16.4837-\$20.6571/hr	DSS	Promotion	11/8/2021	11/4/2021	11/5/2021	11/8/2021	Cert/Posted		*

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of December 1, 2021

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
Caseworker Grade 17 \$22.7606-\$28.5232/hr	DSS	Removal of provisional	11/18/2021	11/18/2021	11/18/2021	11/19/2021	Post/Cert/Exam File apps		*
Social Welfare Examiner Trainee Grade 9 \$17.5041-\$21.9357/hr	DSS	Retirement	1/14/2022	10/21/2021	10/21/2021	10/22/2021	Cert/Post/Exam File Apps		*
Employment & Training Specialist Grade 12 \$19.2391-\$24.1101/hr	E&T	New	6/15/2020	5/14/2020	Approved by resolution	5/14/2020			Grant Funded
Dispatcher Grade 6 \$20.5973-\$30.6286/hr	ERAC	Failed Probation	10/24/2021	10/14/2021	10/15/2021	10/15/2021	Canvass/Cert		*
Public Health Educator Grade 16 \$21.9864-\$27.5529/hr	Health	Resignation	9/6/2019	9/9/2019	9/10/2019				Grant Funded
Public Health Educator Grade 16 \$21.9864-\$27.5529/hr	Health	Resignation	8/6/2021	8/23/2021	8/23/2021	8/23/2021	Posted		*
Contact Investigators (6 Positions) \$20/hr	Health	New	9/23/2021	9/23/2021	Approved by resolution	9/23/2021	10/25/2021 (3 hired)	*Cory Eckstrom *David Thon *Anna Maria	*
Speech Language Pathologist Grade 28 \$34.3096-\$42.9962/hr	Health	Resignation	11/9/2021	11/18/2021	11/18/2021	11/18/2021	Posted		*
Deputy Public Health Director Grade 4 \$70,219-\$85,430/yr	Health	Promotion	11/19/2021	11/18/2021	11/18/2021	11/18/2021	11/19/2021	Lisa Perfetti	*
Public Health Director Grade 1 \$87,233-\$106,131/YR	Health	Temporary		2/8/2020	2/18/2020	2/18/2020	11/19/2021	Nicole Anjeski	*
Highway Construction Mechanic Grade 16 \$21.1408-\$26.4932/hr	Highway	Promotion	6/16/2020	6/11/2021	6/11/2021	6/22/2021	10/18/2021	Timothy Brown	*
Highway Construction Mechanic Grade 16 \$21.1408-\$26.4932/hr	Highway	Took MEO Position	7/5/2020	10/25/2021	10/25/2021	10/26/2021	10/18/2021	Drew Stafford	*
Deputy County Super of Hwys Grade 4 \$70,219-\$85,430/yr	Highway	Resignation	5/27/2021	7/28/2021	7/29/2021	7/29/2021	Posted		*

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of December 1, 2021

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
Assistant Hvy Equip Maint Mech Grade 17 \$21.8852-\$27.4262/hr	Highway	Resignation	7/1/2021	7/6/2021	7/9/2021	7/9/2021	Posted		*
Highway Construction Mechanic Grade 16 \$21.1408-\$26.4932/hr	Highway	Voluntary Demotion	7/9/2021	10/25/2021	10/25/2021	10/26/2021	Posted		*
Hvy Equip Maintenance Mechanic Grade 18 \$22.6676-\$28.4065/hr	Highway	Resignation	7/30/2021	7/12/2021	7/13/2021	7/13/2021	11/1/2021	John Bolson Jr	*
Motor Equipment Operator Grade 14 \$19.7556-\$24.7574/hr	Highway	Resignation	8/5/2021	8/3/2021	8/4/2021	8/4/2021	11/15/2021	Chris Smith	*
Parts Chaser Grade 5 \$14.9573-\$18.7442/hr	Highway	Resignation	9/3/2021	9/20/2021	9/22/2021	9/22/2021	Posted		*
Hvy Equip Maintenance Mechanic Grade 18 \$22.6675-\$28.4065/hr	Highway	Resignation	9/10/2021	10/27/2021	10/28/2021	10/29/2021	11/8/2021	Corey Smith	*
Crew Leader Grade 18 \$22.6675-\$28.4065/hr	Highway	Promotion	9/13/2021	9/10/2021	9/13/2021	9/15/2021	Post		*
Motor Equipment Operator Grade 14 \$19.7556-\$24.7574/hr	Highway	Promotion	10/18/2021	10/13/2021	10/15/2021	10/15/2021	11/15/2021	Lance Coit	*
Motor Equipment Operator Grade 14 \$19.7556-\$24.7574/hr	Highway	Promotion	10/18/2021	10/13/2021	10/15/2021	10/15/2021	Posted		*
Heavy Equipmement Operator Grade 16 \$21.1408-\$26.4932/hr	Highway	Resignation	11/10/2021	11/17/2021	11/23/2021				*
Heavy Equipment Operator Grade 16 \$21.1408-26.4932/hr	Highway	Promotion	11/26/2021	11/17/2021	11/23/2021				*
Network Technician Grade 18 \$23.5743-\$29.5428/hr	IT	Resignation	10/1/2021	9/17/2021	9/17/2021	9/17/2021	Posted		*
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/ Advertised		1 **

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of December 1, 2021

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
Clinical Dir of MH Programs Grade 6 \$60,762-\$73,927/yr	Mental Health	Demotion	7/6/2021	7/7/2021	7/7/2021	7/7/2021	Posted		*
Licensed Master Social Worker Grade 24 \$29.3795-\$36.8180/hr	Mental Health	Resignation	9/24/2021	9/7/2021	9/7/2021	9/7/2021	Posted		*
Forensic Counselor Grade 22 \$27.2540-\$34.1542/hr	Mental Health	Promotion	9/27/2021	9/14/2021	9/14/2021	9/15/2021	Posted		*
Driver, per diem (1) Grade 2 \$13.6235-\$17.0727/hr	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted		*
Assistant Public Defender Grade 4 \$70,219-\$85,430/yr	Public Defender	Resignation	7/26/2021	7/16/2021	7/19/2021	7/19/2021	Posted		Grant Funded
Investigator (Public Defender) Grade 2 \$19.0533-\$23.1813/hr	Public Defender	Resignation	8/12/2021	8/16/2021	8/17/2021	8/18/2021	Posted		*
Case Manager for Indigent Defendants Grade 14 \$20.5458-\$25.7477/hr	Public Defender	Resignation	9/8/2021	10/29/2021	11/2/2021	11/5/2021	Posted		Grant Funded
PT Jail Cook (12 hrs) Grade 2 \$16.7329-\$22.2396/hr	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017	11/2/2017	Posted		*
Jail Cook-Per Diem Grade 2 \$16.7329-\$22.2396/hr	Sheriff	Took 32hr Cook position	5/23/2018	6/5/2018	6/11/2018	6/20/2018	Posted		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	4/1/2020	4/20/2020	4/20/2020	4/21/2020	Canvass/Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Promotion	6/5/2020	6/5/2020	6/5/2020	6/15/2020	Canvass/Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Transfer to Road Patrol	8/7/2020	8/19/2020	8/19/2020	8/19/2020	Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	8/19/2020	9/11/2020	9/11/2020	9/14/2020	Cert		*

Attachment: December 2021 (10181 : December Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

POSITION VACANCY REPORT

As of December 1, 2021

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 \$21.2069-\$35.0063/hr	Sheriff	Retirement	9/15/2020	9/15/2020	9/16/2020	9/17/2020	Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Retirement	10/14/2020	10/9/2020	10/9/2020	10/9/2020	Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Retirement	2/27/2021	2/24/2021	2/25/2021	2/25/2021	Cert		*
Co Police Officer (Deputy Sheriff) CPO \$20.1069-\$32.1663/hr	Sheriff	Promotion	7/14/2021	6/21/2021	6/22/2021	6/29/2021			*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	7/24/2021	9/15/2021	9/15/2021	9/16/2021	Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	9/10/2021	9/9/2021	9/9/2021	9/13/2021	Cert		*
Keyboard Specialist Grade 1 \$15.7520-\$20.9358/hr	Sheriff	Resignation	9/17/2021	9/10/2021	9/15/2021	9/16/2021	Posted		*
Senior Account Clerk Grade 3 \$16.9575-\$23.2071/hr	Sheriff	Resignation	10/11/2021	9/24/2021	9/27/2021	9/27/2021	Cert		*
Correction Officer Grade 1 \$21.2069-\$35.0063/hr	Sheriff	Resignation	11/6/2021	11/5/2021	11/5/2021	11/8/2021	Cert		*

Attachment: December 2021 (10181 : December Vacancy Report)

* Funded in 2021 Budget

** Will Discuss

County Clerk Monthly Report: November 2021 (91.67%)

	Jan-Nov	<i>This report reflects revenue from 01/01/2021-11/19/2021</i>		
		<u>YTD 2019</u>	<u>YTD 2020</u>	<u>YTD 2021</u>
Clerk Fees		361,107.00	356,285.00	443,940
DMV Fees		432,024.00	299,601	339,993
User Fee		252,307.00	236,150.00	262,713
Internet Fee		12,031.00	18,462.00	22,385
Local Mtg Tax		252,545.00	411,024.00	401,157
DWI Fines		8,092.00	4,568.00	7,475
Mtg Tax Exp		57,123.00	57,123.00	57,123.00
TOTAL		1,375,229.00	1,383,213.00	1,534,786
% OF Est Rev		88.98%	91.00%	104%
Est Rev		1,545,616.00	1,523,808.39	1,474,216.00
Actual Rev		1,523,808.39	TBD	TBD

Since reports need to be submitted prior to the end of the month, in the future I will report revenues for the previous month (November reports will be submitted in January, etc)

While our budget is doing fine, we appear to have a few hundred dollars extra in the clerk's supply line. I plan to transfer money to an equipment line to purchase a scanner for the Records Center.

This month we dealt with a lot of employee absences but I am thankful to be continuously fully staffed.

The annual Records Advisory Committee meeting met 11/18/2021 in Cortlandville and it was well attended.

11/22/2021 11:55 | Cortland County
elarkin | YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/ ADJUSTMTS	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
A	GENERAL FUND	APPROP		BUDGET			BUDGET	USED

A14105	COUNTY CLERK							

A14105 43060	19LGG RECORDS MANAG	0	-28,572	-28,572	-28,572.00	.00	.00	100.0%
A14105 51005	PERSONAL SERVICES	224,057	0	224,057	193,872.79	.00	30,183.99	86.5%
A14105 51035	OTHER COMPENSATION	0	0	0	502.53	.00	-502.53	100.0%*
A14105 54000	TELEPHONE	981	0	981	698.32	.00	282.68	71.2%
A14105 54001	PRINTING/COPYING	1,000	0	1,000	900.00	.00	100.00	90.0%
A14105 54005	Office Materials &	5,200	0	5,200	4,205.18	.00	994.82	80.9%
A14105 54015	Maintenance Agreeem	5,657	-700	4,957	1,965.15	.00	2,991.85	39.6%
A14105 54020	POSTAGE	2,000	700	2,700	2,316.46	.00	383.54	85.8%
A14105 54040	ASSOC/MEMBERSHIP D	7,275	0	7,275	7,245.00	.00	30.00	99.6%
A14105 54045	Travel & Sustenanc	1,500	0	1,500	739.00	.00	761.00	49.3%
A14105 54055	PROFESSIONAL SERVI	5,000	0	5,000	2,855.18	1,510.05	634.77	87.3%
A14105 54060	LEGAL NOTICES / AD	0	33,116	33,116	29,548.56	3,567.48	100.00	100.0%
A14105 54065	EQUIP RENTAL/LEASE	100	0	100	.00	.00	.00	.0%
A14105 54070	INSURANCE	49,200	0	49,200	49,200.00	.00	-2,085.28	153.1%*
A14105 54213	I/D COPIER	3,928	0	3,928	6,013.28	.00	342.20	83.3%
A14105 54444	FEES & PERMITS	2,052	0	2,052	1,709.80	.00	.00	100.0%
A14105 58020	RETIREMENT	1,575	0	1,575	1,575.00	.00	.00	.0%
A14105 58030	FICA	31,367	0	31,367	.00	.00	31,367.00	.0%
A14105 58040	WORKERS COMP	17,140	0	17,140	14,201.46	.00	2,938.54	82.9%
A14105 58060	HEALTH INS	9,476	0	9,476	9,601.95	.00	-125.95	101.3%*
A14105 58062	DENTAL INS	36,247	0	36,247	32,299.44	.00	3,947.28	89.1%
A14105 58065	VISION CARE BENEFI	429	0	429	381.35	.00	47.65	88.9%
		74	0	74	64.87	.00	9.13	87.7%
TOTAL COUNTY CLERK		404,258	4,544	408,802	331,323.32	5,077.53	72,400.69	82.3%
TOTAL GENERAL FUND		404,258	4,544	408,802	331,323.32	5,077.53	72,400.69	82.3%
TOTAL REVENUES		0	-28,572	-28,572	-28,572.00	.00	.00	
TOTAL EXPENSES		404,258	33,116	437,374	359,895.32	5,077.53	72,400.69	

FOR 2021 11

ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
404,258	4,544	408,802	331,323.32	5,077.53	72,400.69	82.3%
GRAND TOTAL						

** END OF REPORT - Generated by Elizabeth Larkin **

11/22/2021 11:56 | Cortland County
elarkin | YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

ACCOUNTS FOR:
A GENERAL FUND

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A14115 COUNTY CLERK - MOTOR VEHICLES							
A14115 51005 PERSONAL SERVICES	300,412	0	300,412	260,405.97	.00	40,005.75	86.7%
A14115 51035 OTHER COMPENSATION	0	0	0	67.18	.00	-67.18	100.0%*
A14115 54000 CELL & LONG/DISTAN	2,140	0	2,140	1,829.38	217.15	93.47	95.6%
A14115 54005 Office Materials &	1,300	-500	800	373.12	.00	426.88	46.6%
A14115 54020 POSTAGE	2,500	500	3,000	2,207.37	226.70	565.93	81.1%
A14115 54055 PROFESSIONAL SERVI	100	0	100	288.00	.00	212.00	57.6%
A14115 54060 LEGAL NOTICES / AD	5,713	0	5,713	6,072.30	.00	-359.30	106.3%*
A14115 54070 LIABILITY INSURANC	849	0	849	707.60	.00	141.40	83.3%
A14115 54213 I/D COPIER	42,058	0	42,058	.00	.00	42,058.00	.0%
A14115 58020 RETIREMENT	22,982	0	22,982	18,507.23	.00	4,474.77	80.5%
A14115 58030 FICA	16,459	0	16,459	16,677.77	.00	-218.77	101.3%*
A14115 58040 WORKERS COMP	78,686	0	78,686	68,661.59	.00	10,024.85	87.3%
A14115 58060 HEALTH INS	654	0	654	499.09	.00	154.91	76.3%
A14115 58062 DENTAL INS	123	0	123	90.38	.00	32.62	73.5%
A14115 58065 VISION CARE BENEFI							
TOTAL COUNTY CLERK - MOTOR VEHICLES	474,476	0	474,476	376,386.98	443.85	97,645.33	79.4%
TOTAL GENERAL FUND	474,476	0	474,476	376,386.98	443.85	97,645.33	79.4%
TOTAL EXPENSES	474,476	0	474,476	376,386.98	443.85	97,645.33	

FOR 2021 11

ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
474,476	0	474,476	376,386.98	443.85	97,645.33	79.4%

GRAND TOTAL

** END OF REPORT - Generated by Elizabeth Larkin **

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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A101042 COUNTY LEGISLATURE							
A101042 41289 1011 DEPARTMENTAL	-10,000	0	-10,000	-10,000.00	.00	.00	100.0%
TOTAL COUNTY LEGISLATURE	-10,000	0	-10,000	-10,000.00	.00	.00	100.0%
A10105 COUNTY LEGISLATURE							
A10105 51010 PART-TIME PAY	182,550	0	182,550	157,465.49	.00	25,084.51	86.3%
A10105 54000 TELEPHONE	450	0	450	206.76	.00	243.24	45.9%
A10105 54005 Office Materials &	0	1,500	1,500	1,000.02	290.40	209.58	86.0%
A10105 54040 ASSOC/MEMBERSHIP D	31,486	0	31,486	30,946.00	.00	540.00	98.3%
A10105 54045 Travel & Sustenanc	3,000	11,032	14,032	2,390.93	.00	11,641.17	17.0%
A10105 54047 MILEAGE REIMBURSEM	11,032	-11,032	0	.00	.00	.00	.0%
A10105 54048 COV19 Prog Spec Mat	0	550	550	300.00	.00	250.00	54.5%
A10105 54055 PROFESSIONAL SERVI	0	51,977	51,977	15,687.64	20,000.00	16,289.36	68.7%
A10105 54055 1011 PROFESSIONAL S	10,000	2,160	12,160	3,160.00	.00	9,000.00	26.0%
A10105 54060 LEGAL NOTICES / AD	1,000	3,000	4,000	2,910.98	677.95	411.07	89.7%
A10105 54070 INSURANCE	5,386	0	5,386	4,773.79	.00	612.42	88.6%
A10105 54075 OFFICE EQUIPMENT	1,500	-1,500	0	.00	.00	.00	.0%
A10105 58020 RETIREMENT	558	0	558	.00	.00	557.72	.0%
A10105 58030 FICA	14,541	0	14,541	12,039.75	.00	2,501.46	82.8%
A10105 58040 WORKERS COMP	16,915	0	16,915	17,139.83	.00	-224.83	101.3%*
A10105 58062 DENTAL INS	90	0	90	80.04	.00	10.20	88.7%
A10105 58065 VISION CARE BENEFI	20	0	20	17.25	.00	2.35	88.0%
TOTAL COUNTY LEGISLATURE	278,528	57,687	336,215	248,118.48	20,968.35	67,128.25	80.0%
TOTAL GENERAL FUND	268,528	57,687	326,215	238,118.48	20,968.35	67,128.25	79.4%
TOTAL REVENUES	-10,000	0	-10,000	-10,000.00	.00	.00	
TOTAL EXPENSES	278,528	57,687	336,215	248,118.48	20,968.35	67,128.25	

Attachment: Legislature December Budget Report (10202 : Legislature Monthly Budget Report)

11/23/2021 13:50
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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 13

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A10405 CLERK OF THE LEGISLATIVE BOARD							
A10405 51005 PERSONAL SERVICES	101,431	0	101,431	75,605.53	.00	25,825.50	74.5%
A10405 51035 OTHER COMPENSATION	0	0	0	9,505.45	.00	-9,505.45	100.0%*
A10405 54000 TELEPHONE	696	0	696	609.12	.00	86.88	87.5%
A10405 54001 COPYING/PRINTING	1,100	-18	1,082	.00	.00	1,082.00	.0%
A10405 54002 COMPUTER MTN/AGREE	16,002	-16,002	0	.00	.00	.00	.0%
A10405 54005 Office Materials &	1,000	520	1,520	1,134.34	23.04	362.57	76.1%
A10405 54015 Maintenance Agreem	0	16,002	16,002	14,014.54	1,987.46	.04	100.0%
A10405 54020 POSTAGE	500	0	500	403.36	50.00	46.64	90.7%
A10405 54035 EDUCATION & TRAINI	200	0	200	.00	.00	200.00	.0%
A10405 54040 ASSOC/MEMBERSHIP D	375	0	375	100.00	.00	275.00	26.7%
A10405 54041 PUBLICATIONS	234	18	252	252.00	.00	.00	100.0%
A10405 54045 Travel & Sustenanc	400	100	500	450.00	.00	50.00	90.0%
A10405 54047 MILEAGE REIMBURSEM	100	-100	0	.00	.00	.00	.0%
A10405 54055 PROFESSIONAL SERVI	500	0	500	.00	.00	500.00	.0%
A10405 54070 LIABILITY INSURANC	258	0	258	429.61	.00	-171.51	166.5%*
A10405 54075 OFFICE EQUIPMENT	500	-500	0	.00	.00	.00	.0%
A10405 54076 DWYPK Building Repa	0	17,555	17,555	13,734.45	3,326.16	493.92	97.2%
A10405 54213 I/D COPIER	1,600	0	1,600	1,428.68	.00	171.32	89.3%
A10405 54400 Food Materials & S	700	0	700	499.38	100.00	100.62	85.6%
A10405 58020 RETIREMENT	14,200	0	14,200	.00	.00	14,200.35	.0%
A10405 58030 FICA	7,759	0	7,759	6,353.19	.00	1,406.29	81.9%
A10405 58040 WORKERS COMP	3,990	0	3,990	4,043.03	.00	-53.03	101.3%*
A10405 58060 HEALTH INS	7,513	0	7,513	7,107.16	.00	406.27	94.6%
A10405 58062 DENTAL INS	180	0	180	135.72	.00	44.76	75.2%
A10405 58065 VISION CARE BENEFI	0	0	0	4.50	.00	-4.50	100.0%*
TOTAL CLERK OF THE LEGISLATIVE BOARD	159,240	17,574	176,814	135,810.06	5,486.66	35,517.67	79.9%
TOTAL GENERAL FUND	159,240	17,574	176,814	135,810.06	5,486.66	35,517.67	79.9%
TOTAL EXPENSES	159,240	17,574	176,814	135,810.06	5,486.66	35,517.67	

Attachment: Clerk of the Legislature December Budget Report (10201 : Clerk of the Legislature Monthly

11/29/2021 15:50
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YEAR-TO-DATE BUDGET REPORTP
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FOR 2021 11

ACCOUNTS FOR: A GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
A66105 SEALER OF WEIGHTS & MEASURES							
A66105 51005 PERSONAL SERVICES	51,046	0	51,046	44,463.14	.00	6,582.86	87.1%
A66105 54000 TELEPHONE	700	0	700	530.96	112.50	56.54	91.9%
A66105 54002 COMPUTER MTN/AGREE	185	-185	0	.00	.00	.00	.0%
A66105 54005 Office Materials &	100	0	100	.00	100.00	.00	100.0%
A66105 54012 SPECIAL SUPPLIES &	100	-100	0	.00	.00	.00	.0%
A66105 54015 Maintenance Agreeem	0	185	185	185.00	.00	.00	100.0%
A66105 54020 POSTAGE	150	0	150	10.34	.00	139.66	6.9%
A66105 54040 ASSOC/MEMBERSHIP D	125	0	125	25.00	.00	100.00	20.0%
A66105 54048 Prog Spec Material	0	100	100	.00	.00	100.00	.0%
A66105 54050 Equip. Repairs & M	200	0	200	.00	50.00	150.00	25.0%
A66105 54070 INSURANCE	245	0	245	253.40	.00	-8.40	103.4%*
A66105 54074 VEHICLE INSURANCE	290	0	290	308.74	.00	-18.74	106.5%*
A66105 54078 Fuel	1,000	0	1,000	542.86	.00	457.14	54.3%
A66105 54300 Vehicle Repairs &	500	0	500	497.98	.00	2.02	99.6%
A66105 54605 LAB TESTING	150	-150	0	.00	.00	.00	.0%
A66105 54615 CONTRACTED MEDICAL	0	150	150	121.00	.00	29.00	80.7%
A66105 58020 RETIREMENT	7,147	0	7,147	.00	.00	7,147.00	.0%
A66105 58030 FICA	3,906	0	3,906	3,084.83	.00	821.17	79.0%
A66105 58040 WORKERS COMP	1,995	0	1,995	2,021.52	.00	-26.52	101.3%*
A66105 58060 HEALTH INS	18,275	0	18,275	16,166.93	.00	2,108.31	88.5%
A66105 58062 DENTAL INS	90	0	90	80.04	.00	10.20	88.7%
A66105 58065 VISION CARE BENEFIT	20	0	20	17.25	.00	2.35	88.0%
TOTAL SEALER OF WEIGHTS & MEASURES	86,224	0	86,224	68,308.99	262.50	17,652.59	79.5%
TOTAL GENERAL FUND	86,224	0	86,224	68,308.99	262.50	17,652.59	79.5%
TOTAL EXPENSES	86,224	0	86,224	68,308.99	262.50	17,652.59	

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Cortland County
YEAR-TO-DATE BUDGET REPORT
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FOR 2021 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	86,224	0	86,224	68,308.99	262.50	17,652.59	79.5%

** END OF REPORT - Generated by Wes Foley **

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 Cortland County
 YEAR-TO-DATE BUDGET REPORT

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REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

 Report title:
 YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2020/ 2

To Yr/Per: 2020/ 2

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2021/11

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria

Field Name	Field Value
Org	A66105
Object	
Project	
Rollup code	
Account type	
Account status	

Weights and Measures Report

For November

Government Operations Committee

The month of November I completed the Pharmacy scales. I also did several meat processing plants and two fuel oil trucks that had been out for repairs. I also did scales at our local Hemp processing plant. The last two weeks of November I enjoyed some vacation.

Wesley Foley

Director of Weights and Measures

Office phone 607-753-5025

COMMITTEE ON OPEN GOVERNMENT

STATE OF NEW YORK DEPARTMENT OF STATE

ONE COMMERCE PLAZA
99 WASHINGTON AVENUE
ALBANY, NY 12231-0001
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EXECUTIVE DIRECTOR

SHOSHANAH BEWLAY

3.1.a

By Electronic Mail Only

November 16, 2021

By E-mail Only: shempstead@cortland-co.org

Savannah Hempstead
Clerk, Cortland County Legislature

The Committee on Open Government is authorized to issue advisory opinions. The ensuing advisory opinion is based solely upon the information presented in your correspondence.

Dear Ms. Hempstead:

I am writing in response to your request for an advisory opinion regarding the application of the Open Meetings Law (OML) to gatherings of a quorum of the County Legislature at legislative committee meetings. Specifically, you have asked whether members of a County Legislature who are not members of a legislative Committee may participate in discussions of Committee business without transforming a Committee meeting to a meeting of the full Legislature.

For purposes of this opinion, I will use the Cortland County Legislature (the Legislature) and the Finance and Administration Committee (the Committee) as a basis for a hypothetical fact pattern. The Legislature consists of seventeen members representing seventeen legislative districts within the County. The Committee consists of seven County legislators.

The OML governs meetings of public bodies, including governing bodies, and committees and similar bodies consisting of members of governing bodies. Section 102(2) of that statute defines the phrase "public body" to include:

any entity for which a quorum is required in order to conduct public business and which consists of two or more members, performing a governmental function for the state or for an agency or department thereof, or for a public corporation as defined in section sixty-six of the general construction law, *or committee or subcommittee or other similar body of such public body.*

Accordingly, both the Legislature and the Committee are "public bodies" as that term is defined by the OML. A quorum consists of a majority of the total membership of a body is measured as if there are no absences or vacancies. See General Construction Law § 41. As such, because the Legislature consists of seventeen members, its quorum is nine members. Based on the information available on the County website, the Committee consists of seven members and, therefore, its quorum is four.

Because the Committee is a public body, its meetings must be open to all members of the public, including members of the governing body who are not members of a committee. The courts have broadly interpreted the statutory definition of "meeting": "the official convening of a public body for the purpose of conducting public business." OML § 102(1). In a landmark decision rendered in 1978, the Court of Appeals, found that any gathering of a quorum of a public body for the purpose of conducting public business is a "meeting" that must be open to the public, whether there is an intent to act and regardless of

the manner in which a gathering may be characterized. See *Orange County Publications v. Council of the City of Newburgh*, 45 N.Y.2d. 947, 949-50 (1978). The Court of Appeals affirmed the finding of the lower court, which held that:

We believe that the Legislature intended to include more than the mere formal act of voting or the formal execution of an official document. Every step of the decision-making process, including the decision itself, is a necessary preliminary to formal action. Formal acts have always been matters of public record and the public has always been made aware of how its officials have voted on an issue. There would be no need for this law if this was all the Legislature intended. Obviously, every thought, as well as every affirmative act of a public official as it relates to and is within the scope of one's official duties is a matter of public concern. It is the entire decision-making process that the Legislature intended to affect by the enactment of this statute.

Orange County Publications v. Council of the City of Newburgh, 60 A.D.2d. 409, 415 (2d Dep't 1978). The court further held, with respect to a body's attempt to characterize a meeting as "informal," that:

The word 'formal' is defined merely as 'following or according with established form, custom, or rule' (Webster's Third New Int. Dictionary). We believe that it was inserted to safeguard the rights of members of a public body to engage in ordinary social transactions, but not to permit the use of this safeguard as a vehicle by which it precludes the application of the law to gatherings which have as their true purpose the discussion of the business of a public body.

Id.

Based upon this judicial precedent, we believe that when a majority of a public body gathers to discuss public business, any such gathering whether characterized as "formal" or "informal" would ordinarily constitute a "meeting" subject to the OML. As such, if a quorum of the full Legislature has gathered at a Committee meeting for the purpose of discussing County legislative business (even if that business is limited to the subject matter designated to the Committee), that gathering in our opinion constitutes a meeting of the full Legislature.

Stated another way, members of the Legislature who are not members of the Committee may attend the Committee meeting, but if the intent is for the meeting to be a "Committee" meeting and not a meeting of the "Legislature," the non-Committee members should not be involved in the discussion of Committee business. Non-Committee legislators should only be permitted to comment in the same way that members of the general public are permitted to comment.¹

¹ In your inquiry, you referenced a 2004 advisory opinion (OML AO 3784) and asked whether if it was still valid. There are aspects of this opinion that are, in our view, inconsistent with the statutory definition of meeting and with the judicial precedent discussed herein. The author of the 2004 opinion wrote: "[i]nherent in the definition [of meeting] is the notion of intent, and a key issue often involves whether there is an intent on the part of a public body to convene for the purpose of conducting public business collectively, as a body." However, as discussed herein, the Court of Appeals in *Orange County Publications* held that any gathering of a quorum of a public body for the purpose of conducting public business is a "meeting" that must be convened open to the public, whether there is an intent to act and regardless of the manner in which a gathering may be characterized. In our opinion, intent is not the key issue. Further, it is not clear from the 2004 opinion whether the author was taking into consideration the possibility of active participation in the deliberative process by non-Committee members. The opinion we offer today distinguishes between attendance as a member of the public and participation as a member of the Legislature.

Hempstead
November 16, 2021
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I hope this information is helpful.

Sincerely,

Kristin O'Neill
Assistant Director

Attachment: Committee on Open Government Advisory Opinion (10196 : Committee Meeting Procedures)

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ARTICLE I DEFINITIONS

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



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

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



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

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

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

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

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

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



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

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



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



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



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

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

ARTICLE II **ORGANIZATION**

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

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



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

B. Notification

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

C. Business

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



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

2. Elections and Appointments

A. Appointment Process Timeline

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

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

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

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

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

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

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



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filled as follows:

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

B. Procedure for Election of a Chair

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



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

C. Appointment of a Clerk

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

D. Appointment of the County Attorney

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

E. Appointment of the County Auditor

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

F. Appointment of a Public Defender

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



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

G. Appointment of a Veterans' Services Officer

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

ARTICLE III AUTHORITY OF THE CHAIR

1. Legislative Meetings

A. At any meeting of the Legislature, the Chair shall:

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

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



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

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

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

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

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

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



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2. Committee Responsibilities

The Chair shall:

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

3. Communications

A. **Resolutions**

Upon receipt of any resolution, forward it to:

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

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

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



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if applicable, to:

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

C. Communications from Others

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

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

4. Oath of Office

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

5. Administrative Responsibilities – The Chair

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



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

6. **Temporary Chair**

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



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

7. Permanent Vacancy

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

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

ARTICLE IV

AUTHORITY OF COMMITTEE CHAIR

1. Each committee Chair shall:

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



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

2. **Each committee Chair may:**

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

ARTICLE V

RESPONSIBILITIES AND DUTIES OF THE CLERK OF THE LEGISLATURE

The Clerk shall:

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



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



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

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

ARTICLE VI

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

1. The County Attorney shall:



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

2. **The County Administrator shall:**

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

ARTICLE VII **PRESENTATION OF RESOLUTIONS**

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



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

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

ARTICLE VII MEETINGS

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



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

ARTICLE IX **ORDER OF BUSINESS**

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



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

ARTICLE X

MOTIONS AND THEIR PRECEDENCE

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



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

ARTICLE XI **RULES OF VOTING**

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



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

ARTICLE XII **COMMITTEES**

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



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

The Committee shall oversee:

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

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

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

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

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

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

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

County Highway Department

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

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

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

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

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

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



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ARTICLE XIII SUSPENSION OR AMENDMENT OF RULES

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

ARTICLE XIV INTENT OF THESE RULES AND PARLIAMENTARY QUESTIONS

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

ARTICLE XV EFFECTIVE DATE

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

Adopted January 2010 – Revised 7-28-11

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

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

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

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

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

Adopted November 18, 2021

WHEREAS, the County Legislature form of government was created by Local Law No. 02 for the year 1972 which was submitted to a mandatory referendum in the manner provided by law and was approved by referendum and became effective as of January first, nineteen hundred seventy-four, AND

WHEREAS, Article II, of Local Law No. 02 for the year 1972 provides that the County Legislature constitutes the legislative, appropriating, policy determining and governing body of the County, AND

WHEREAS, the Legislature by Resolution Number 361 of 1974 created the positions of Majority Leader and Minority Leader without a specific term of office, AND

WHEREAS, the Legislature's intent is to provide for the Office of Majority Leader and for the Office of Minority Leader with a term of office, NOW THEREFORE BE IT

RESOLVED, that:

SECTION 1. CREATION OF THE OFFICE OF MAJORITY LEADER

The position of Majority Leader is hereby abolished and the Office of Majority Leader is hereby created with a term of office of two years.

SECTION 2. CREATION OF THE OFFICE OF MINORITY LEADER

The position of Minority Leader is hereby abolished and the Office of Minority Leader is hereby created with a term of office of two years.

SECTION 3. ELECTION OF MAJORITY LEADER

The members of the Legislature belonging to the political party having the greatest number of total votes on said Legislature shall elect from its members a Majority Leader. The name of the Majority Leader shall be submitted to the Clerk of the Legislature in writing on the prescribed form signed by a majority of members of the respective party within five (5) calendar days of the biennial organization meeting.

SECTION 4. ELECTION OF MINORITY LEADER

The members of the Legislature belonging to the political party having the second greatest number of total votes on said Legislature shall elect from its members a Minority Leader. The name of the Minority Leader shall be submitted to the Clerk of the Legislature in writing on the prescribed form signed by a majority of members of the respective party within five (5) calendar days of the biennial organization meeting.

SECTION 5. OATH OF OFFICE

The Majority and Minority Leaders, after taking the oath of office, shall serve as officeholders until the expiration of their current terms as Legislators.

SECTION 6. POWERS AND DUTIES

The Majority and Minority Leaders:

- A. may sit on Standing and/or Special Committees to which they are not appointed, ex-officio, without vote;

- B. Shall note the absence of their respective members from a meeting because of medical reasons, death in the immediate family or an irrevocable commitment to other County business, and ask the Chair to excuse said members;
- C. May serve as temporary Chair of the Legislature. The Majority Leader shall serve as temporary Chair in the absence of the Chair for a meeting. In the absence of the Chair and the Majority Leader, the Minority Leader shall serve as the temporary Chair. In the absence of the Chair for a period longer than a Legislative session, the temporary Chair shall have all the duties power and duties of the Chair, except for committee assignments and reassignments.
- D. Shall carry out such other tasks and assume such other legislative responsibilities not inconsistent with the responsibilities of other elected or appointed officials, as the Chair or Legislature directs.
- E. Shall become familiar with the property, functions, and fiscal affairs of the County while serving as temporary Chair;
- F. May attend meetings of all boards, commissions, or other bodies appointed by the Legislature; those exercising County functions; or those expending County funds;
- G. May inspect all books, accounts, records, or documents pertaining to the property, money, or assets of the County over which the County has control while serving as temporary Chair;
- H. May make recommendations to the Legislature on legislation, rules, and regulations and such other matters deemed material and advisable and shall report to their respective caucus on matters brought to their attention by the Chair, County Administrator or department heads;

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

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

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

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

Amend Resolution 170-06 to Affirm the Terms of Office of Majority Leader and Minority Leader

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

WHEREAS, the Cortland County Legislature adopted Local Law 7 of 2019 which modified the Term of Office for Cortland County Legislators from Two Years to Four Years, AND

WHEREAS, there is a need to amend Resolution 170-06 to reflect the adoption of Local Law 7 of 2019, NOW THEREFORE BE IT

RESOLVED, that: SECTION 5 of Resolution 170-06 is hereby amended as follows:

SECTION 5. OATH OF OFFICE

The Majority and Minority Leaders, shall a take an oath of office.