



Cortland County Legislature

Legislative Session

Legislative Chambers
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

~ Minutes ~

Thursday, February 27, 2025

6:00 PM

Board Room

Public Hearings

Call to Order

The meeting was called to order at 6:03 PM by Chair of the Legislature Kevin Fitch

Salute to the Flag

Roll Call

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Legislator	Present	
Cathy Bischoff	Cortland County	Legislator	Present	
Reed Cleland	Cortland County	Legislator	Present	
Mitchel Eccleston	Cortland County	Legislator	Present	
Beau Harbin	Cortland County	Minority Leader	Present	
Paul Heider	Cortland County	Majority Leader	Present	
Linda Jones	Cortland County	Legislator	Present	
Dominick Mantella	Cortland County	Legislator	Present	
William McGovern	Cortland County	Legislator	Present	
Joseph Nauseef	Cortland County	Legislator	Present	
Christopher Newell	Cortland County	Legislator	Present	
Jason Prentice	Cortland County	Legislator	Present	
Sandra Price	Cortland County	Legislator	Present	
Ronald J. Van Dee	Cortland County	Legislator	Present	
Keith VanGorder	Cortland County	Legislator	Present	
Eugene Waldbauer	Cortland County	Legislator	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	

Approval of Minutes

1. Cortland County Legislature - Legislative Session - Jan 23, 2025 6:00 PM

RESULT:	APPROVED
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Privilege of the Floor

Proclamations & Recognitions

1. African American History Month Proclamation

Presentation of Petitions, Communications, Presentations and Notices

Reports of Standing, Special and Ad Hoc Committees

Receive and File

1. County Clerk 2024 Annual Report

RESULT:	RECEIVE & FILE [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

2. County Administrator Robert Corpora's Retirement Notice

Mr. Nauseef MADE A MOTION to entertain an item for Receiving and Filing previously not on the agenda; Ms. Bischoff SECONDED THE MOTION; and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT:	RECEIVE & FILE [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Resolutions from the Chair

AGENDA ITEM NO. 1 – Appoint Member to the Cortland County Industrial Development Agency Board of Directors

Mr. Fitch MADE A MOTION to amend the resolution to remove Jason Hage, of 19 Clinton Street, Homer, NY 13077, as the recommended and resolved appointee, and replace him with William McGovern, of 28 West Main Street, Marathon, NY 13803; Ms. Bischoff SECONDED THE MOTION,

and voice vote of members present; MOTION CARRIED. Legislator Harbin Voted No to the amendment.

RESULT:	ADOPTED AS AMENDED [16 TO 1]
MOVER:	Kevin Fitch, Chair of the Legislature
SECONDER:	Cathy Bischoff, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch
NAYS:	Beau Harbin

ON MOTION OF FITCH

RESOLUTION NO. 20-25

Appoint Member to the Cortland County Industrial Development Agency Board of Directors

WHEREAS, pursuant to General Municipal Law 856, the Cortland County Legislature, on recommendation of the Chair of the Cortland County Legislature, is required to appoint the members of the Industrial Development Agency Board of Directors; AND

WHEREAS, due to the resignation of Johanna Ames, there is a vacancy on the Industrial Development Agency Board of Directors; AND

WHEREAS, there is a need to appoint a Director to fill vacancy created by the resignation for the remainder of the term, upon the recommendation Chair of the Legislature; AND

WHEREAS, it is the recommendation of the Chair of the Legislature to appoint William McGovern, of 28 West Main Street, Marathon, New York 13803, to serve on the Industrial Development Agency Board of Directors the remainder of a term ending December 31, 2025; NOW THEREFORE BE IT

RESOLVED, that William McGovern, of 28 West Main Street, Marathon, New York 13803, be and hereby is appointed to the Industrial Development Agency Board of Directors effective immediately to complete the remainder of a two-year term to expire December 31, 2025, or until such time that the Cortland County Legislature make new appointments by Resolution.

AGENDA ITEM NO. 2 – Authorize Funding Reserve Account for the Shared Services Mobile Stage

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Fitch, Chair of the Legislature
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF FITCH

RESOLUTION NO. 21-25

Authorize Funding Reserve Account for the Shared Services Mobile Stage

WHEREAS, Cortland County, the City of Cortland, and the Town of Cortlandville applied for a grant to acquire a shared services mobile stage, with the Town of Cortlandville serving as the lead agency for the grant application; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 193-24 to authorize the County Administrator to execute a Memorandum of Agreement with the City of Cortland and the Town of Cortlandville for the shared services mobile stage; AND

WHEREAS, there is a need to finance the Reserve Fund to be held by the City of Cortland with start-up funds in the amount of \$2,500 for 2025; AND

WHEREAS, the funding is available is Account No. A10105.54055; NOW THEREFORE BE IT

RESOLVED, that the Director of Finance be and hereby is directed to pay the City of Cortland \$2,500 to be deposited into the Shared Services Mobile Stage Reserve Account upon receipt of City Resolution creating Reserve Account; AND BE IT FURTHER

RESOLVED, that the Director of Finance shall request and review quarterly statements of the activity of the Reserve Account from the City of Cortland.

Referred from Building & Grounds Committee

AGENDA ITEM NO. 3 – Authorize Agreement with ATIS Elevators, LLC for Cortland County Elevator Inspections - Buildings and Grounds

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Paul Heider, Majority Leader
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF HEIDER

RESOLUTION NO. 22-25

Authorize Agreement with ATIS Elevators, LLC for Cortland County Elevator Inspections - Buildings and Grounds

WHEREAS, Cortland County is in need of a third party inspector to inspect the elevators owned and used by the County; AND

WHEREAS, the Buildings and Grounds Committee of the Cortland County Legislature recommends entering into a three (3) year contract with ATIS Elevator, LLC, of 512 N. Main Street, N. Syracuse, NY 13212, for the annual inspections of County-owned elevators, with a five (5) percent increase per year; AND

WHEREAS, the funding for this contract is already in Account No. A16205.54015; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a three (3) year contract with ATIS Elevator, LLC, of 512 N. Main Street, N. Syracuse, NY 13212, for the annual inspections of County-owned elevators, with a five (5) percent increase per year.

AGENDA ITEM NO. 4 – Award Bid/Authorize Contract for Trash Collection

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Paul Heider, Majority Leader
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF HEIDER

RESOLUTION NO. 23-25

Award Bid/Authorize Contract for Trash Collection

WHEREAS, a Request for Proposals (RFP) was issued January 13, 2025 for trash collection services for Cortland County, and such bids were due and received by Tuesday, February 4, 2025; AND

WHEREAS, three (3) requests from proposals were received as follows:

Waste Management of New York, LLC, of 100 Ransier Dr., West Seneca, NY 14224:

Location	Size/Frequency	2025	2026	2027	2028	2029
County Office Building	1 - 10 yard cont. (3 times a week)	\$860.36	\$903.37	\$948.53	\$995.95	\$1,045.74
Courthouse, PSB & Jail	1 - 6 Yd. (3 times a week)	\$582.00	\$611.10	\$641.65	\$673.73	\$707.41
Highway	1 - 4 yard cont. (1 time per week)	\$189.78	\$199.26	\$209.22	\$219.68	\$230.66
Dwyer Park	1 - 6 yard cont. (1 time per week) May 1 - Sept 30	\$190.91	\$200.45	\$210.47	\$220.99	\$232.03
911 Center	1 - 2 yard cont. (1 time per week)	\$130.01	\$136.51	\$143.33	\$150.49	\$158.01
	Total Monthly	\$1,953.06	\$2,050.69	\$2,153.20	\$2,260.84	\$2,373.85
	Total Annual	\$23,436.72	\$24,608.28	\$25,838.40	\$27,130.08	\$28,486.20
Additional Containers	Per Diem Basis	No rental charge for extra containers; per pickup charge only, call office for pricing. Pricing subject to increases set forth by Cortland Country Landfill.				

*All per site figures are monthly.

Syracuse Haulers Waste Removal Inc., of 6223 Thompson Rd., Syracuse, NY 13206:

Location	Size/Frequency	2025	2026	2027	2028	2029
County Office Building	1 - 10 yard cont. (3 times a week)	\$752.00	\$766.04	\$780.36	\$794.96	\$809.85
Courthouse, PSB & Jail	1 - 6 Yd. (3 times a week)	\$511.00	\$520.38	\$529.95	\$539.71	\$549.66
Highway	1 - 4 yard cont. (1 time per week)	\$173.00	\$175.86	\$176.78	\$179.76	\$182.80
Dwyer Park	1 - 6 yard cont. (1 time per week) May 1 - Sept 30	\$195.00	\$198.26	\$201.59	\$204.98	\$208.44
911 Center	1 - 2 yard cont. (1 time per week)	\$113.00	\$114.80	\$116.64	\$118.51	\$120.42
	Total Monthly	\$1,744.00	\$1,775.34	\$1,805.32	\$1,837.92	\$1,871.17
	Total Annual	\$20,928.00	\$21,304.08	\$21,663.84	\$22,055.04	\$22,454.04
Additional Containers	Per Diem Basis	Size		Price/Month		
		95 gallon cart		\$3.00		
		2 Yd.		\$13.00		
		3 Yd.		\$15.00		
		4 Yd.		\$15.00		
		6 Yd.		\$17.00		
		8 Yd.		\$20.00		

		10 Yd.	\$25.00	
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Casella Waste Management of N.Y., Inc., of 1180 Elmira Road, Newfield, NY 14867:

One lump sum of \$101,144.41

WHEREAS, based upon the results of the bid, the bid is to be awarded to the lowest responsible bidder; NOW THEREFORE BE IT

RESOLVED, that the bid from Syracuse Haulers Waste Removal, Inc., of 6223 Thompson Rd., Syracuse, NY 13206, be and hereby is accepted at the bid prices as listed per the RFP response; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to enter into a contract with Syracuse Haulers Waste Removal, Inc., of 6223 Thompson Rd., Syracuse, NY 13206, for County trash services for a term effective upon execution of contract through December 31, 2029.

AGENDA ITEM NO. 5 – Authorize Agreement with Petcosky Fire Protection, Inc. for Replacement Recycling Center Sprinkler System - Buildings & Grounds

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Paul Heider, Majority Leader
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF HEIDER

RESOLUTION NO. 24-25

Authorize Agreement with Petcosky Fire Protection, Inc. for Replacement Recycling Center Sprinkler System - Buildings & Grounds

WHEREAS, the sprinkler system at the Cortland County Recycling Center is in need of repair or replacement; AND

WHEREAS, the funding is budgeted in account number EL999542.52030; AND

WHEREAS, the Buildings and Grounds Committee recommends contracting Petcosky Fire Protection, Inc., 421 Commerce Road, Vestal NY 13850 for the repair and replacement of the sprinkler system at the Cortland County Recycling Center; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby authorizes the County Administrator, upon approval by the County Attorney or designee, to enter into an agreement with Petcosky Fire Protection, Inc. for the repair or replacement of the sprinkler system at the Cortland County Recycling Center for an amount not to exceed \$55,000.

Referred from Highway Committee

AGENDA ITEM NO. 6 – Snow and Ice Removal Agreements/Resolutions with Various Towns - Highway Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christopher Newell, Legislator
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF NEWELL

RESOLUTION NO. 25-25

Snow and Ice Removal Agreements/Resolutions with Various Towns - Highway Department

WHEREAS, it is provided by Section 135-A of the Highway Law that a County may enter into contracts with Towns for control of snow and ice conditions on County Roads for periods not to exceed ten (10) years when authorized by the County Legislature; AND

WHEREAS, the Cortland County Highway Department currently has agreements with the following Towns:

Town	Centerline Miles
Cuyler	7.47
Preble	4.69
Scott	8.59
Homer	7.72
Taylor	20.39
Willet	8.95
Marathon	11.45
Cincinnatus	5.75
Harford	7.92

; AND

WHEREAS, it would be in the best interest of all parties involved to execute a standardized agreement with all of the above towns with the same language and expiration date; AND

WHEREAS, the Highway Committee has recommended that the County employ each of the Town Highway forces for a two (2) year term, with the option to extend the term twice for an additional two years each time, upon written acceptance from both parties; AND

WHEREAS, the rate paid for centerline mile for the 2025-2026 snow season will be \$4,484.92 per centerline mile, which is a 2% increase from the 2024-2025 snow season; AND

WHEREAS, this rate will increase 2 % every year that the said agreements remain in place; AND

WHEREAS, the funds for said agreements are allocated in the 2025 County Road Fund Budget in Account No. D51105.54815.7300; NOW THEREFORE BE IT

RESOLVED, that the Chairman of the Legislature of Cortland County, upon review and approval by the County Attorney or designee, is hereby authorized to execute the new agreements with the Towns listed above.

AGENDA ITEM NO. 7 – Amend 2025 County Road Fund Budget with Rollover Consolidated Local Street and Highway Improvement Program (CHIPS) Funding - Highway Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christopher Newell, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF NEWELL

RESOLUTION NO. 26-25

Amend 2025 County Road Fund Budget with Rollover Consolidated Local Street and Highway Improvement Program (CHIPS) Funding - Highway Department

WHEREAS, there are funds remaining for the Consolidated Local Street and Highway Improvement Program (CHIPS) from the 2024 County Road Fund Budget, in the amount of \$2,270,571.18; AND

WHEREAS, these remaining funds are eligible to be rolled-over to the 2025 County Road Fund Budget; AND

WHEREAS, these funds may be used for Construction Projects; NOW THEREFORE BE IT

RESOLVED that the 2025 County Road Fund Budget be amended as follows:

Increase Revenues

D511243.43501	County Road Fund CHIPS Revenue	\$2,172,737.86
D511243.43501.PAVE	County Road Fund PAVE Revenue	\$97,833.32

Increase Expenses

D51125.54077	Construction Expenses	\$2,270,571.18
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Referred from Government Operations Committee

AGENDA ITEM NO. 8 – Authorize Grant Application for Records Management - County Clerk

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Linda Jones, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF NAUSEEF

RESOLUTION NO. 27-25

Authorize Grant Application for Records Management - County Clerk

WHEREAS, in 2017 Cortland County participated in a grant with Tompkins County that provided Laserfiche Software to Cortland County for Records Management; AND

WHEREAS, the use of Laserfiche within Cortland County has continued to expand; AND

WHEREAS, in 2024 Cortland County entered into a Contract for Laserfiche Software, independent of Tompkins County; AND

WHEREAS, the Records Management Officer (County Clerk) has identified an ongoing need to scan records, to support departments who are moving towards a paperless process, to decrease the storage demand at the Records Center, and to preserve permanent records; AND

WHEREAS, the Records Management Officer (County Clerk) recommends applying for a grant through New York State Archives Local Government Records Management Improvement Fund to provide scanning services to Cortland County; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby supports the Records Management Officer (County Clerk) to apply for the grant through New York State Archives; AND FURTHER BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review by the County Attorney or designee, to sign the grant application and associated paperwork or contracts; AND BE IT FURTHER

RESOLVED, that the Director of Finance 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. 9 – Amend Student Intern Policy

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF NAUSEEF

RESOLUTION NO. 28-25

Amend Student Intern Policy

WHEREAS, there is a need to amend the Cortland County Student Intern Policy to include information regarding interns who drive for County business while interning; AND

WHEREAS, the County Attorney has reviewed this amendment; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the amendment to the Student Intern Policy as attached effective February 28, 2025.

AGENDA ITEM NO. 10 – Enact Cortland County Workplace Accommodations Policy

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Jason Prentice, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF NAUSEEF

RESOLUTION NO. 29-25

Enact Cortland County Workplace Accommodations Policy

WHEREAS, there is a need to enact a policy to comply with all applicable laws prohibiting unlawful discrimination and protecting the rights of employees and applicants who may need accommodations under the Americans with Disabilities Act (ADA); AND

WHEREAS, this policy will formalize current Cortland County practices; AND

WHEREAS, the County Attorney has reviewed this policy; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and enacts the attached Cortland County Workplace Accommodations Policy effective February 28, 2025.

AGENDA ITEM NO. 11 – Amend "Appendix B" of Local Law 2 of 2008 - Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF NAUSEEF

RESOLUTION NO. 30-25

Amend "Appendix B" of Local Law 2 of 2008 - Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees

WHEREAS, Local Law No. 2 of 2008, Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees as outlined on "Appendix B" incorporated into the law by reference; AND

WHEREAS, Article IV. FINANCIAL DISCLOSURE (A) Positions Required to File states: "Attached hereto as "Appendix B", which is fully incorporated into this law by this reference, is a listing of all positions for which financial disclosure is required of the persons holding one or more positions contained therein. Said "Appendix B" may be amended by the adoption of a Resolution of the Legislature, as needed, subject to provisions of this law and New York State statutes. Any such amendments shall be effective immediately, and a certified copy thereof shall be filed with the Board of Ethics within five (5) days of adoption."; AND

WHEREAS, upon review of "Appendix B" it has been determined there is a need to amend said "Appendix B", to more accurately reflect the addition, deletion, and amendment of the titles of County Officials and Employees that are subject to this Local Law; AND

WHEREAS, the Cortland County Personnel Officer has reviewed "Appendix B" and updated it with the proper titles and positions to complete a Financial Disclosure form; AND

WHEREAS, the Government Operations Committee and the Board of Ethics has reviewed and recommends the amendments to said "Appendix B"; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature, upon review by the County Attorney or designee, hereby amends Local Law 2 of 2008, Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees "Appendix B" as follows:

APPENDIX "B"
Officers and Employees Required to File
Financial Disclosure Statement

County Legislators	Deputy Director of Information Technology
Clerk of the Legislature	Public Defender

Deputy Clerk of the Legislature	Chief Assistant Public Defender
County Attorney	Assistant Public Defender(s)
Chief Assistant County Attorney	County Coroners
Assistant County Attorney(s)	District Attorney
Director of Veterans' Services	Chief Assistant District Attorney
County Clerk	Assistant District Attorney(s)
Deputy County Clerk(s)	Grant Administrator
Director of Finance	Administrative Services Manager
Deputy Director of Finance	Director of Workforce Development
Manager of Audit and Financial Projects	Employment and Training Director
County Treasurer	Plan Administrator (Assigned Counsel)
Superintendent of Highways	Director of Emergency Response and Communications
Deputy Superintendent of Highways	Deputy Director of Emergency Response & Communications
Director of Community Services	Probation Director II
Personnel Officer	Commissioners of Elections
Deputy Personnel Officer	Public Health Director
Commissioner of Social Services	Deputy Director of Public Health
Deputy Commissioner(s) of Social Services	Director of Environmental Health
Director of Social Services (Administrative Services)	Director of Planning
Chief Social Services Attorney(s)	County Administrator
Sheriff	Deputy County Administrator
Undersheriff	Director of Real Property Tax Services
Director of Area Agency on Aging	Director of Weights and Measures (Sealer)
Assistant Director of Area Agency on Aging	Superintendent of Buildings and Grounds
Supervisor, Solid Waste Management	Building Maintenance Foreperson
Director of Information Technology	

Advisory Boards and Committees

Members of the Cortland County Board of Ethics
Members of the Cortland County Industrial Development Agency
Members of the Cortland County Board of Health
Members of the Tobacco Asset Securitization Corporation
Members of the Tompkins Cortland Community College Board of Trustees
Members of the Cortland County Planning Board

; AND BE IT FURTHER

RESOLVED, that upon adoption, the Clerk of the Legislature is hereby directed to file with the Cortland County Board of Ethics a certified copy of this resolution within the required five day period.

AGENDA ITEM NO. 12 – Amend the Cortland County Legislature Rules of Order

Mr. Harbin MADE A MOTION TO AMEND the Rules of Order to remove the redline changes from Article 8 (3) and restore that section back to the original language; Mr. Cleland SECONDED THE MOTION TO AMEND; and a roll call vote was taken as follows:

	Votes	AYE	NAY	Total
Bentley (LD1)	2744	1		2744
Bischoff (LD3)	2743		1	0
Cleland (LD10)	2995	1		2995

Eccleston (LD17)	3379		1	0
Harbin (LD2)	2747	1		2747
Heider (16)	3192		1	0
Jones (LD9)	2989		1	0
Mantella (LD6)	2740	1		2740
McGovern (LD 15)	2734		1	0
Nauseef (LD12)	2819		1	0
Newell (LD11)	2837		1	0
Prentice (LD5)	2744		1	0
Price (LD14)	3344		1	0
VanDee (LD4)	2743		1	0
VanGorder (LD7)	2743		1	0
Waldbauer (LD13)	2853		1	0
Chairman Fitch (LD8)	2990		1	0
Total	49336	4	13	11226
		Majority	24669	
		2/3rd	32892	

MOTION FAILED.

A roll call vote was taken on the original motion as follows, needing a two-thirds vote for adoption:

	Votes	AYE	NAY	Total
Bentley (LD1)	2744		1	0
Bischoff (LD3)	2743	1		2743
Cleland (LD10)	2995		1	0
Eccleston (LD17)	3379	1		3379
Harbin (LD2)	2747		1	0
Heider (16)	3192	1		3192
Jones (LD9)	2989	1		2989
Mantella (LD6)	2740		1	0
McGovern (LD 15)	2734	1		2734
Nauseef (LD12)	2819	1		2819
Newell (LD11)	2837	1		2837
Prentice (LD5)	2744	1		2744
Price (LD14)	3344	1		3344
VanDee (LD4)	2743	1		2743
VanGorder (LD7)	2743	1		2743
Waldbauer (LD13)	2853	1		2853
Chairman Fitch (LD8)	2990	1		2990
Total	49336	13	4	38110
		Majority	24669	
		2/3rd	32892	

MOTION CARRIED.

RESULT:	ADOPTED [13 TO 4]
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Paul Heider, Majority Leader
AYES:	Bischoff, Eccleston, Heider, Jones, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch
NAYS:	Douglas Bentley, Reed Cleland, Beau Harbin, Dominick Mantella

Amend the Cortland County Legislature Rules of Order

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

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

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

RESOLVED, that the "Rules of Order for the Cortland County Legislature" are hereby amended as attached; AND BE IT FURTHER

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

RESOLVED, that these amendments to the Cortland County Legislature's Rules of Order shall take effect February 28, 2025.

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 13 – Accept Flood Mitigation Equipment from NYS Department of Homeland Security

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

Accept Flood Mitigation Equipment from NYS Department of Homeland Security

WHEREAS, in the New York State FY24 budget, \$15 million was allocated for flood mitigation equipment, by the Governor, for the counties; AND

WHEREAS, after reviewing each county's risk profile and researching New York Responds requests, New York State developed a list of the most requested items; AND

WHEREAS, attached to this resolution is a list of resources for Cortland County and a Memorandum of Understanding (MOU) to be executed with New York State to participate in the program; AND

WHEREAS, the key points of the program are as follows:

Program Highlights:

- This is a voluntary program.
- To participate, counties must sign an MOU in order to transfer possession of the resources.

- Counties must provide a shipment location and a point of contact.
- These are the maximum equipment allocated to each county.
- Counties cannot trade one type of equipment for another (e.g. exchanging pumps for more VMS' and vice versa)
- Counties may accept all, some or none of the allocated equipment.

MOU Highlights

- This is a one-time allocation until the equipment reaches the end of its useful life or becomes inoperable. Replacement is not included.
- The County is responsible for routine maintenance of the equipment.
- Equipment is not intended for personal or private purposes.
- Equipment will be direct shipped to counties. Upon receipt, an inventory will be conducted and attached to the MOU as a reference.

; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee as to form, be and hereby is authorized to execute an agreement with NYS Department of Homeland Security for the accepting of certain flood mitigation equipment as provided by New York State.

AGENDA ITEM NO. 14 – Authorize Lease Contract - Radio Microwave System - Department of Emergency Response & Communications

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Jason Prentice, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF PRICE

RESOLUTION NO. 33-25

Authorize Lease Contract - Radio Microwave System - Department of Emergency Response & Communications

WHEREAS, Cortland County purchased a radio microwave system from Motorola in 2012; The County's radio microwave system carries all radio and 911 traffic around the County to the various radio towers and is integral to the operation of Cortland County's 911 center and for communications between first responders in Cortland County; AND

WHEREAS, major components of the County's radio microwave system have reached end of life cycle for repair and replacement; AND

WHEREAS, keeping the radio microwave system fully operational is in the best interests of the County to provide for continued high availability use during 911 and other emergency calls; AND

WHEREAS, Motorola has provided replacement pricing under NYS OGS contract PT68722 for the necessary microwave radio replacement resulting in a cost of \$1,029,713; AND

WHEREAS, the Department of Emergency Response and Communications previously leased the County's radio system with Motorola paying that lease off early by leveraging available grant funding. The Department of Emergency Response and Communications seeks to lease the upgrades to the radio microwave system enabling the County to seek grant funding to potentially pay off the lease early as opposed to funding completely from the County's operating budget; AND

WHEREAS, Motorola Solutions has proposed seven-year lease term, resulting in annual proposed payments of \$179,668 starting in 2026; NOW THEREFORE BE IT

RESOLVED, that the Cortland County legislature authorizes the County Administrator, upon approval of the County Attorney or designee, to execute a seven-year lease contract with Motorola Solutions, for a microwave system upgrade of the County's radio system for the County's 911 Center.

AGENDA ITEM NO. 15 – Authorize Negotiation and Rental Contract - NYS&W Railroad

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Paul Heider, Majority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF PRICE

RESOLUTION NO. 34-25

Authorize Negotiation and Rental Contract - NYS&W Railroad

WHEREAS, The New York, Susquehanna & Western Railway (NYSW), a public railroad company operating in Cortland County, with a home office located at 1 Railroad Avenue, Cooperstown, NY 13326 is in need of radio communications tower space to operate part of their radio network; AND

WHEREAS, the Cortland County radio tower known as "Virgil" and or "Cortlandville" meets that need; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature empowers the Director of Emergency Response and the County Administrator, or their designee, to negotiate a rental agreement that is advantageous to both the County and NYS&W; AND BE FURTHER

RESOLVED, that the Cortland County Legislature be and hereby authorizes the County Administrator, upon approval of the County Attorney or designee, to execute a five (5) year rental agreement between the County and The New York Susquehanna & Western Railway for radio tower space on the County's radio tower, revenue of which will be reported in A302046.42410, Rental of Real Property.

AGENDA ITEM NO. 16 – Amend 2025 Budget - Accept and Authorize Statewide Interoperable Communications Grant (SICG) Award - Authorize Purchase of Emergency Fire Dispatching System - Emergency Response and Communications

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF PRICE

RESOLUTION NO. 35-25

Amend 2025 Budget - Accept and Authorize Statewide Interoperable Communications Grant (SICG) Award - Authorize Purchase of Emergency Fire Dispatching System - Emergency Response and Communications

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded Cortland County \$786,336 under the New York State 2024 Statewide Interoperable Communications Grant (SICG) Program in support of interoperable communications; AND

WHEREAS, the fiscal period for this grant is January 1, 2024 to December 31, 2026; NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance; AND BE IT FURTHER

RESOLVED, that the 2025 budget is amended as follows:

	Current	Change	Revised
INCREASE REVENUE BUDGET:			
A30205.44389.SICG DHSES Grant	\$ -0-	\$786,336	\$786,336
INCREASE EXPENDITURE BUDGET:			
A30205.54015.SICG Maintenance Agreements	\$ -0-	\$786,336	\$786,336

; AND BE IT FURTHER

RESOLVED, that the Department of Emergency Response & Communications seeks to add Medical Priority Dispatch's Emergency Fire Dispatching protocol system to the County's currently used Emergency Medical Dispatching system, and this expense is permissible under the SICG grant funding; AND BE FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$786,336; AND BE IT FURTHER

RESOLVED that the County Administrator, upon review and approval by the County Attorney or her designee and subject to appropriation of funding, be and hereby is authorized to sign a purchase contract with the Medical Priority Dispatch Consultants at an amount not to exceed \$125,000, for the purchase and installation of a Fire Dispatching protocol system for the County's 911 center; AND BE IT FURTHER

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

AGENDA ITEM NO. 17 – Amend 2025 Budget - Accept Grant Award - Public Safety Answering Points Operations Grant - Department of Emergency Response and Communications

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Linda Jones, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF PRICE

RESOLUTION NO. 36-25

Amend 2025 Budget - Accept Grant Award - Public Safety Answering Points Operations Grant - Department of Emergency Response and Communications

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded the Cortland County Department of Emergency Response and Communications a Public Safety Answering Point Operations Grant (PSAP) for the period January 1, 2024 - December 31, 2025 in the amount of \$194,635, resulting in no new county costs, in support of Public Safety Answering Point operations; NOW THEREFORE BE IT

RESOLVED, that Cortland County Department of Emergency Response and Communications is hereby directed to expend the grant funds according to the stated grant guidance; AND BE IT FURTHER

RESOLVED, that the 2025 budget is amended as follows:

	Current	Change	Revised
INCREASE REVENUE BUDGET:			
A302043.43306.PSP DHSES Grant	\$100,000	\$94,635	\$194,635
INCREASE EXPENDITURE BUDGET:			
A30205.51005.PSP Personal Services	\$0	\$100,000	\$100,000
A30205.54048.PSP Dept. Specific Equipment	\$0	\$94,635	\$94,635
DECREASE EXPENDITURE BUDGET:			
A30205.51005 Personal Services	\$1,301,262.52	(\$100,000)	\$1,201,262.52

; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed \$194,635; AND BE IT FURTHER

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

Referred from Agriculture/Planning/Environment Committee

AGENDA ITEM NO. 18 – Appoint Members - Soil and Water Conservation District Board of Directors

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Beau Harbin, Minority Leader
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF HARBIN

RESOLUTION NO. 37-25

Appoint Members - Soil and Water Conservation District Board of Directors

WHEREAS, according to the Soil and Water Conservation District Law as passed by the legislature of the State of New York, "When a county has been declared a soil and water conservation district, a board of directors consisting of five members shall be appointed by the county board. This board of directors shall consist of two members of the county board and three persons not members of the county board... two of whom shall be practical farmers. One of these farmers shall be appointed from a list submitted by the county grange, one of these farmers shall be appointed from a list submitted by the county farm bureau." ; AND

WHEREAS, the terms of members is one year for Legislative Representatives and three years for other members of the Board; NOW THEREFORE BE IT

RESOLVED, that the following be and hereby are appointed to serve as members of the Soil and Water Conservation District Board of Directors:

Name	Address	Capacity	Term Expiration
Linda Jones	2087 E. River Road Homer, NY 13077	Legislative Representative	12/31/2025
William McGovern	28 West Main Street Marathon, NY 13803	Legislative Representative	12/31/2025

Referred from Health & Human Services Committee

AGENDA ITEM NO. 19 – Authorize Agreement for Veterans Claim Software with Vet Pro - Veterans Services

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Jason Prentice, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF VAN DEE

RESOLUTION NO. 38-25

Authorize Agreement for Veterans Claim Software with Vet Pro - Veterans Services

WHEREAS, the Cortland County Veterans Service Office currently utilizes VetraSpec for claims processing software; AND

WHEREAS, after careful evaluation, the Veterans Services Officer and the Health and Human Services Committee recommend transitioning to VETPRO to enhance efficiency and effectiveness in processing veterans' claims; AND

WHEREAS, funding for the annual subscription to VETPRO is available in the 2025 Veterans Services budget; AND

WHEREAS, the County will maintain access to VetraSpec until the end of the current contract term (August 2025) to ensure a smooth transition; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to enter into an agreement with VETPRO, of 32932 Pacific Coast Highway #14-482, Dana Point, CA 92629, for the Veterans claim software in an amount not to exceed \$995.

AGENDA ITEM NO. 20 – Award Bid/Authorize Agreement - Transportation of Children with Children with Special Needs - Health Department

Mr. VanDee MADE A MOTION TO AMEND the resolution to change the term start date to March 31, 2025; Mr. Cleland SECONDED THE MOTION; and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF VAN DEE

RESOLUTION NO. 39-25

Award Bid/Authorize Agreement - Transportation of Children with Children with Special Needs - Health Department

WHEREAS, the County of Cortland is responsible for providing transportation for children with special needs (ages birth through 5 years) for therapy and program participation; AND

WHEREAS, the County issued a Request for Proposal (RFP) for transportation of children with special needs for the 2024-2026 contract years; AND

WHEREAS, all proposals were solicited in accordance with County policy; AND

WHEREAS, one proposal was received and the contractor meets all of the County's requirements; AND

WHEREAS, the funding for this agreement is available in account number A40465.54800.PREK; NOW THEREFORE BE IT

RESOLVED, that the contract for transportation of children with special needs for the 2024-2026 contract years be and hereby is awarded to Birnie Bus Service, Inc., of 1300 Floyd Ave., Suite B, Rome, NY 13440 at the bid prices as listed per the RFP response; AND BE IT FURTHER

RESOLVED, the Legislature authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with Birnie Bus Service, Inc., of 1300 Floyd Ave., Suite B, Rome, NY 13440, for the term of March 31, 2025 through September 30, 2026, with an optional one year extension.

AGENDA ITEM NO. 21 – Abolish Medical Director/Psychiatrist (17HR/WK) - Create Medical Director/Psychiatrist (10HR/WK) and Medical Director/Psychiatrist (4HR/WK) - Mental Health Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Douglas Bentley, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF VAN DEE

RESOLUTION NO. 40-25

Abolish Medical Director/Psychiatrist (17HR/WK) - Create Medical Director/Psychiatrist (10HR/WK) and Medical Director/Psychiatrist (4HR/WK) - Mental Health Department

WHEREAS, the needs of the Mental Health Department will be better served by creating one Medical Director/Psychiatrist (10HR/WK) and one Medical Director/Psychiatrist (4HR/WK) position and abolishing one Medical Director/Psychiatrist (17HR/WK) position; AND

WHEREAS, the Health & Human Services Committee recommends the creation of one Medical

Director/Psychiatrist (10HR/WK) and one Medical Director/Psychiatrist (4HR/WK) position and the abolition of one Medical Director/Psychiatrist (17HR/WK) position; NOW THEREFORE BE IT

RESOLVED, that one part-time position of Medical Director/Psychiatrist (Management, \$238.1875/HR, competitive class, part time, 17HR/WK, no benefits) hereby is abolished on or after March 1, 2025; AND BE IT FURTHER

RESOLVED, that one part-time position of Medical Director/Psychiatrist (Management, \$238.1875/HR, competitive class, part-time, 10HR/WK, no benefits) and one part-time position of Medical Director/Psychiatrist (Management, \$238.1875/HR, competitive class, part-time, 4HR/WK, no benefits) be created effective March 1, 2025 at 12:01 am with approval to fill.

AGENDA ITEM NO. 22 – Authorize Agreement for Legal Services - Department of Social Services

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF VAN DEE

RESOLUTION NO. 41-25

Authorize Agreement for Legal Services - Department of Social Services

WHEREAS, the Department of Social Services has two (2) vacant Attorney positions and must meet deadlines involving appeals and other urgent matters; AND

WHEREAS, the Department of Social Services is seeking an independent Attorney or law firm to assist with essential legal matters that are time sensitive; AND

WHEREAS, the funding needed for this Agreement is in the budget due to position vacancies; NOW THEREFORE BE IT

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign an Agreement for the time period of March 1, 2025 through December 31, 2025 with a qualified legal entity in an amount not to exceed \$40,000; AND BE IT FURTHER

RESOLVED that the 2025 County Budget be and hereby is amended as follows:

INCREASE:

Professional Services			
A60105.54055	current \$7,000	Increase \$40,000	new = \$47,000

DECREASE

Personal Services			
A60105.51005	current \$6,521,628	Decrease \$40,000	new = \$6,481,628

AGENDA ITEM NO. 23 – Amend Medicare Improvements for Patients and Providers Act (MIPPA) Budget - Office for Aging

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Jason Prentice, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF VAN DEE

RESOLUTION NO. 42-25

Amend Medicare Improvements for Patients and Providers Act (MIPPA) Budget - Office for Aging

WHEREAS, the New York State Office for the Aging has made available the sum of \$22,454 under the Medicare Improvements for Patients and Providers Act (MIPPA), for the period of September 01, 2024 through August 31, 2025, through Cortland County Office for Aging Revenue Account No. A677243-43772-4338; AND

WHEREAS, these funds reflect an increase of \$6,370 over what was originally anticipated under MIPPA; AND

WHEREAS, these funds are to be used for promotion and enhancement of services available under the Health Insurance Information, Counseling and Assistance Program (HIICAP); NOW THEREFORE BE IT

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

	Current	Change	Revised
Revenue:			
A677243-43772-4338	\$50,244.00	+6,370	\$56,614.00
Expense:			
A67725-51005-4338	\$46,637.56	+6,370	\$53,007.56

AGENDA ITEM NO. 24 – Appoint/Reappoint Members of the Cortland County Youth Board

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Linda Jones, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF VAN DEE

RESOLUTION NO. 43-25

Appoint/Reappoint Members of the Cortland County Youth Board

WHEREAS, the members of the Cortland County Youth Board are appointed by the Cortland County Legislature; AND

WHEREAS, due to a resignation, a vacancy exists on the Cortland County Youth Board; AND

WHEREAS, Youth Representatives on the Board serve one year terms and all other members serve three year terms; AND

WHEREAS, pursuant to the Cortland County Youth Board By-Laws any person appointed to fill a vacancy due to resignation shall be appointed for the remainder of the term; NOW THEREFORE BE IT

RESOLVED, that the following persons be and hereby is appointed as members of the Cortland County Youth Board, to serve without compensation for the following terms:

NAME	CAPACITY	ADDRESS	TERM ENDING
Jennifer Sylstra	Children and Family Counseling Services	5139 Sears Road, Cortland, NY 13045	12/31/2027
Shannon Phillips	Cortland Works Career Center	60 Central Ave., Cortland, NY 13045	12/31/2027
Cristin Marshall	Cortland County Mental Health	34 Clinton Street, Homer NY 13077	12/31/2027
Kaylee Loveall-Whitin	Youth Representative		12/31/2025
Julian Jenson	Youth Representative		12/31/2025
Rowyn Grant	Youth Representative		12/31/2025
Lincoln Dorsett	Youth Representative		12/31/2025
Emileigh Eckstrom	Youth Representative		12/31/2025

Referred from Finance & Administration Committee

AGENDA ITEM NO. 25 – Authorize Correction of Errors to Correct a Town & County Tax Bill for 2025 and Issue a Refund

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF BISCHOFF

RESOLUTION NO. 44-25

Authorize Correction of Errors to Correct a Town & County Tax Bill for 2025 and Issue a Refund

WHEREAS, Section 556 of the New York State Real Property Tax Law provides a mechanism for refunding of certain real property taxes by the County Legislature based upon the recommendation of the Director of the County Real Property Tax Services Agency pursuant to an application by a taxpayer in cases involving clerical errors, unlawful entries or certain errors in essential fact; AND

WHEREAS, such application was made on a parcel in the Town of Cincinnatus identified as tax parcel number 142.00-01-23.000; AND

WHEREAS, the above referenced tax parcel has paid their town/county tax bill in a timely manner to the Cincinnatus Tax Collector, but due to an error in essential fact their assessment included a house that had burned down and structures were removed before March 1, 2024; AND

WHEREAS, a corrected bill needs to be calculated by the Cincinnatus Tax Collector and a refund issued; NOW THEREFORE BE IT

RESOLVED, that pursuant to Section 556 of the Real Property Tax Law, the County Legislature does hereby authorize the Cincinnatus Tax Collector to correct the tax bill and issue a refund of the above tax map parcel as outlined in said Section 556 of the Real Property Tax Law.

AGENDA ITEM NO. 26 – Requesting Special Legislation to Amend New York State Tax Law, in Relation to Extending the Authorization for Imposition of Additional 1% Sales and Compensating Use Tax in Cortland County

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF BISCHOFF

RESOLUTION NO. 45-25

Requesting Special Legislation to Amend New York State Tax Law, in Relation to Extending the Authorization for Imposition of Additional 1% Sales and Compensating Use Tax in Cortland County

WHEREAS, New York State Tax Law §1210(i)(12) presently authorizes Cortland County to adopt and amend local laws, ordinances, or resolutions imposing taxes at a rate which is one percent additional to the three percent rate authorized for the county for a period beginning September 1, 1992 and ending November 30, 2025; AND

WHEREAS, in the current economic climate it would create a fiscal hardship for Cortland County if this source of revenue was to expire, and such a loss would result in a substantial burden on County property owners through increased property taxes or loss of essential services; NOW THEREFORE BE IT

RESOLVED, that the Legislature of the County of Cortland does hereby request special legislation be enacted to amend New York State Tax Law §1210(i)(12), extending the expiration date from November 30, 2025 to November 30, 2027, AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature is hereby directed to provide certified copies of this Resolution to New York State Senator Lea Webb, New York State Assemblymember Anna Kelles, and Assemblymember Jeff Gallahan in order to request the introduction of Home Rule Legislation regarding this matter.

AGENDA ITEM NO. 27 – Amend 2024 Budget - Retiree Health Insurance

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch

ON MOTION OF BISCHOFF

RESOLUTION NO. 46-25

Amend 2024 Budget - Retiree Health Insurance

WHEREAS, in preparing the 2024 Budget, a change in retiree health insurance was anticipated, which would have reduced the County share of said health insurance; AND

WHEREAS, after the budget was adopted, it was determined that said change in retiree health insurance was not going to occur, creating a discrepancy between budgeted retiree health insurance and actual County share; NOW THEREFORE BE IT

RESOLVED, the 2024 Cortland County Budget be and hereby is amended as follows:

Increase:

A90605.58060	Health Ins	\$4,005,915.54
A.359900	Appropriated Fund Balance	\$4,005,915.54

Announcements

Adjournment

The meeting was closed at 6:46 PM



Cortland County Legislature

Legislative Session

Legislative Chambers
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

5.1

~ Minutes ~

Thursday, January 23, 2025

6:00 PM

Board Room

Call to Order

The meeting was called to order at 6:02 PM by Chair of the Legislature Kevin Fitch

Salute to the Flag

Roll Call

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Legislator	Present	
Cathy Bischoff	Cortland County	Legislator	Present	
Reed Cleland	Cortland County	Legislator	Present	
Mitchel Eccleston	Cortland County	Legislator	Present	
Beau Harbin	Cortland County	Minority Leader	Present	
Paul Heider	Cortland County	Majority Leader	Present	
Linda Jones	Cortland County	Legislator	Present	
Dominick Mantella	Cortland County	Legislator	Present	
William McGovern	Cortland County	Legislator	Present	
Joseph Nauseef	Cortland County	Legislator	Present	
Christopher Newell	Cortland County	Legislator	Present	
Jason Prentice	Cortland County	Legislator	Present	
Sandra Price	Cortland County	Legislator	Present	
Ronald J. Van Dee	Cortland County	Legislator	Present	
Keith VanGorder	Cortland County	Legislator	Present	
Eugene Waldbauer	Cortland County	Legislator	Excused	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	

Minutes Acceptance: Minutes of Jan 23, 2025 6:00 PM (Approval of Minutes)

Approval of Minutes

1. Cortland County Legislature - Legislative Session - Dec 19, 2024 6:00 PM

RESULT:	APPROVED
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Privilege of the Floor

Proclamations & Recognitions

1. Pierre Van Cortlandt Lifetime Achievement Award Presentation

RESULT:	COMPLETED
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Presentation of Petitions, Communications, Presentations and Notices

1. Centro Introduction and Welcome - Centro Chair, Nicholas F. Laino & Deputy Chief Executive Officer, Christopher Tuff

RESULT:	COMPLETED
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Reports of Standing, Special and Ad Hoc Committees

Receive and File

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Resolutions from the Chair

AGENDA ITEM NO. 1 – Appoint Members - Central New York Regional Planning and Development Board

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Fitch, Chair of the Legislature
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF FITCH

RESOLUTION NO. 1-25

Appoint Members - Central New York Regional Planning and Development Board

WHEREAS, the terms of Cortland County Representatives have expired on the Central New York Regional Planning and Development Board; NOW THEREFORE BE IT

RESOLVED, that the following be appointed in conformance with the Regional Planning and Development Board By-Laws:

Name	Capacity	Term Expiration
Scott Steve	Local Elected Official	12/31/25

Trisha Hiemstra	Cortland County Planning Director	12/31/25
Brendan O'Bryan	At-Large Representative	12/31/25
Patrick Clune	At-Large Representative	12/31/25

Referred from Building & Grounds Committee

AGENDA ITEM NO. 2 – Authorization to Initiate Parkland Alienation Process for Linear Park

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Paul Heider, Majority Leader
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF HEIDER

RESOLUTION NO. 2-25

Authorization to Initiate Parkland Alienation Process for Linear Park

WHEREAS, the Cortland County Legislature acknowledges the vital role that public parks, such as Linear Park, play in enhancing the quality of life for its residents and providing recreational opportunities for families and individuals alike; AND

WHEREAS, the County has determined that there is an opportunity to explore the sale of Linear Park in a manner that aligns with the County's strategic goals for economic development and community engagement; AND

WHEREAS, in accordance with state law, the Parkland Alienation process is necessary to ensure that the sale of parkland is conducted transparently and in compliance with all legal requirements, thereby protecting the interests of the community; AND

WHEREAS, the Legislature wishes to ensure that any future arrangements involving Linear Park will prioritize public access and the ongoing enjoyment of the park by residents; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the Clerk of the Legislature and the County Attorney's Office to initiate the Parkland Alienation process for Linear Park, ensuring that all statutory obligations are met; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature and the County Attorney are directed to prepare and issue a Request for Proposals (RFP) for the sale of Linear Park, with a focus on soliciting proposals that not only respect the park's current use but also enhance its value to the community; AND BE IT FURTHER

RESOLVED, that it is the intent of the Legislature that Linear Park shall remain open to the public following any sale, with specific protections in place to guarantee access to all residents.

Referred from Highway Committee

AGENDA ITEM NO. 3 – Engineering Services Term Agreement - Highway Department and the Solid Waste Division

Minutes Acceptance: Minutes of Jan 23, 2025 6:00 PM (Approval of Minutes)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christopher Newell, Legislator
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF NEWELL**RESOLUTION NO. 3-25****Engineering Services Term Agreement - Highway Department and the Solid Waste Division**

WHEREAS, the County Highway Superintendent has identified the need for Professional Engineering Services for the performance of highly specialized engineering tasks for the Cortland County Highway Department and Solid Waste Division; AND

WHEREAS, these highly specialized engineering tasks would be most effectively performed by a consulting engineering firm that regularly and successfully performs these types of tasks; AND

WHEREAS, the Highway Committee appointed a Selection Committee to review 2022-2025 LDSA Consultant proposals, and make a recommendation to the Highway Committee of a firm that would best provide said Professional Engineering Services; AND

WHEREAS, the Highway Committee recommends that Barton & Loguidice, D.P.C., 443 Electronics Parkway, Liverpool, NY 13088 provide said Professional Engineering Services to the Cortland County Highway Department and Solid Waste Division; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the contract agreement with Barton & Loguidice, D.P.C. For Professional Engineering Services to the Cortland County Highway Department and Solid Waste Division for a two year term beginning January 1, 2025 and ending December 31, 2026, with the option of three two-year contract renewals; AND BE IT FURTHER

RESOLVED, that the Cortland County Administrator, upon review and approval as to form by the County Attorney, is hereby authorized to execute said contract agreement with Barton & Loguidice, D.P.C for Professional Engineering Services to the Cortland County Highway Department and Solid Waste Division for a two year term beginning January 1, 2025 and ending December 31, 2026; AND BE IT FURTHER

RESOLVED, that the various tasks under said agreement shall be as assigned by the County Highway Superintendent; AND BE IT FURTHER

RESOLVED, that the costs of the tasks assigned by the County Highway Superintendent under said contract shall not exceed the amount appropriated in the following expense accounts: Highway Dept. - D50205.54055; Solid Waste Division - EL81605.54055; or any other Professional Services Expense Account established by the Legislature in the Highway Department or Solid Waste Division Budgets.

AGENDA ITEM NO. 4 – Establish Stage 3 Landfill Closure Project/Approve Professional Services/Amend 2025 Budget/Transfer Funds - Highway Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christopher Newell, Legislator
SECONDER:	Linda Jones, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

Minutes Acceptance: Minutes of Jan 23, 2025 6:00 PM (Approval of Minutes)

**Establish Stage 3 Landfill Closure Project/Approve Professional Services/Amend 2025
Budget/Transfer Funds - Highway Department**

WHEREAS, the Cortland County Legislature's Highway Committee recognizes the need to cap approximately six (6) acres in cells 1B and 2A; AND

WHEREAS, the Stage 3 Landfill Closure project will significantly reduce the amount of leachate hauled to the City of Cortland's Wastewater Treatment Facility; AND

WHEREAS, the Highway Committee recommends the advancement of the Stage 3 Landfill Closure Project; AND

WHEREAS, there is a need to establish an account and transfer funds into said project account to cover the Professional Services required for said project; AND

WHEREAS, the funds are to be appropriated from the landfill capping reserve fund, EL.386300.LDCL; AND

WHEREAS, the Legislature has selected Barton & Loguidice, P.C., of 443 Electronics Parkway, Liverpool, NY 13088 to provide professional engineering services for the Highway Department/Solid Waste by Resolution No. 3-25; AND

WHEREAS, the Highway Committee desires to authorize the use of the Engineering Term Agreement approved by Resolution No. 3-25 to provide Professional Services for said project; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney, is hereby authorized to execute all documents related to the advancement of said Landfill project; AND BE IT FURTHER

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

Increase:

Expense:

EL81605.54055.8167 Professional Services	\$365,500
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Appropriated Reserves:

EL.351100 Appropriated Reserves	\$365,500
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Final Design & Bid Administration	\$72,000.00
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Construction Administration & Inspection	\$293,500.00
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Total Fee:	\$365,500.00
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AGENDA ITEM NO. 5 – Approve Design & Construction Phase Services for Cortland County Airport - Highway Department

Minutes Acceptance: Minutes of Jan 23, 2025 6:00 PM (Approval of Minutes)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christopher Newell, Legislator
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF NEWELL**RESOLUTION NO. 5-25**

Approve Design & Construction Phase Services for Cortland County Airport - Highway Department

WHEREAS, the County has been awarded a NYSDOT Aviation Capital Grant for the Conventional Aircraft Hangar with Auxiliary Spaces, Aircraft Apron & Parking Lot (PIN:3903.11, 19046.03) at the Cortland County Airport, Gen. Levi R. Chase Field; AND

WHEREAS, The State of New York grant to the County of Cortland for the construction of said conventional aircraft hangar with a State participation share in the amount of \$2,499,660.00, and a local participation share required by said grant in the amount of \$277,740.00 for a total project cost of \$2,777,400.00; AND

WHEREAS, the Cortland County Legislature approved the Aviation Funding Agreement by Resolution No. 20-22; AND

WHEREAS, the County desires to construct said project during the 2025 fiscal year; AND

WHEREAS, McFarland Johnson is the airport consultant for the County; AND

WHEREAS, the fee for the Engineering Agreement for the Design & Construction phase Services for said project is \$421,924.00; AND

WHEREAS, the funds will be appropriated in Account #HH56105.52320.25CAH; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and approves the contract with McFarland Johnson to perform the Design & Construction Phase Services for the Conventional Aircraft Hangar with Auxiliary Spaces, Aircraft Apron & Parking Lot Design & Construction Phase Services during the 2025 fiscal year at a cost not to exceed \$421,924.00; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval as to form by the County Attorney or designee, is hereby authorized to sign a contract with McFarland Johnson to perform the Design & Construction Phase for the Conventional Aircraft Hangar with Auxiliary Spaces, Aircraft Apron & Parking Lot A at the Cortland County Airport, Gen. Levi R. Chase Field; AND BE IT FURTHER

RESOLVED, that the 2025 Cortland County Capital Budget be amended as follows:

Increase:

HH561043.43597.25CAH	State Revenue	\$ 2,499,660.00
HH99015.45031.25CAH	Interfund Transfer-In	\$ 277,740.00
HH56105.52320.25CAH	Building Improvements	\$ 2,777,400.00
A99095.59950.25CAH	Interfund Transfer-out	\$ 277,740.00
A.359900	Appropriated Fund Balance	\$ 277,740.00

Referred from Government Operations Committee

AGENDA ITEM NO. 6 – A Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Local Mortgage Recording Tax in Cortland County - County Clerk

Mr. Harbin MADE A MOTION TO AMEND the resolution to add Assemblymember Jeff Gallahan to the final resolved clause; Mr. McGovern SECONDED THE MOTION; and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Linda Jones, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF NAUSEEF

RESOLUTION NO. 6-25

A Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Local Mortgage Recording Tax in Cortland County - County Clerk

WHEREAS, the Cortland County Legislature adopted Resolution No. 76-23, “A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County”; AND

WHEREAS, the request for special legislation was approved and the Cortland County Legislature adopted Local Law No. 9 of 2023 - a Local Law Amending Local Law 1 of 2007, as Last Amended by Local Law 3 of 2021, Extending the Imposition of a Mortgage Recording Tax in Cortland County; AND

WHEREAS, New York State Tax Law §253-v presently authorizes Cortland County to adopt and amend local laws imposing a mortgage recording tax of twenty five cents (\$.25) for each one hundred dollars (\$100.00) and each remaining major fraction thereof of principal debt or obligation which is or under any contingency may be secured at the date of execution thereof, or at any time thereafter, by a mortgage on real property situated in Cortland County and recorded on or after the date upon which such tax takes effect, (beginning September 30, 2007 and ending December 1, 2025); AND

WHEREAS, in the current economic climate it would create a fiscal hardship for Cortland County that receives this revenue if this source of revenue were to expire, and such a loss would result in a substantial burden on County property owners through increased property taxes or loss of essential services; NOW THEREFORE BE IT

RESOLVED, that this Legislature endorses and requests that the necessary information and forms be forwarded to the County Legislature in order that an appropriate Home Rule Request can be acted upon by this body; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature is hereby directed to provide certified copies of this Resolution to New York State Senator Lea Webb, New York State Assemblymember Anna Kelles, and New York State Assemblymember Jeff Gallahan in order to request the introduction of Home Rule Legislation regarding this matter.

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 7 – Authorize Agreement with Emergency Medical Physicians - County Coroner

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF PRICE**RESOLUTION NO. 7-25****Authorize Agreement with Emergency Medical Physicians - County Coroner**

WHEREAS, a Coroner's Physician is required to sign a death certificate, or if it is necessary to have an autopsy done on any death in which a certificate has not been signed; AND

WHEREAS, it is the wish of the County Coroner's Office and the Judiciary and Public Safety Committee to authorize additional Coroner's Physicians to sign death certificates for a fee not to exceed \$125 per signature (A11855.54055); NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized and directed to enter into an agreement with Emergency Medical Physicians of Cortland, PLLC, 134 Homer Ave., Cortland, NY 13045 for the purpose of signing death certificates in the absence of the duly appointed Coroner's Physician for a term beginning January 1, 2025 and expiring December 31, 2027.

AGENDA ITEM NO. 8 – Award Bid/Preventative Maintenance Agreement - Breathing Air Stations

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF PRICE**RESOLUTION NO. 8-25****Award Bid/Preventative Maintenance Agreement - Breathing Air Stations**

WHEREAS, a Request for Proposals (RFP) was issued on November 13, 2024 for two Breathing Air Stations for the County's Department of Emergency Response & Communications, and such bids were due and received by the Clerk of Legislature on December 11, 2024; AND

WHEREAS, funding was received from New York State, and approved by Resolution No. 76-24, under a Community Resiliency, Economic Sustainability, and Technology Program (CREST) grant sponsored by New York State Senator Lea Webb's office in the amount of \$200,000 for two breathing air stations, with one to be installed at the County's Regional Training Center, and one to be installed at the Marathon Fire Station; AND

WHEREAS, bids were received from the following:

Sherman Air Services	\$180,625.26
PO Box 388	
Norwich, NY 13815	

Jerome Fire Equipment
8721 Caughdenoy Road
Clay, NY 13041

\$207,780.63

5.1

; AND

WHEREAS, the bids were evaluated by New York State and County Fire Instructors to determine whether they met the specifications of the RFP and compared to identify the company that represents the lowest responsible bidder; AND

WHEREAS, upon review, it is recommended to award the bid to Jerome Fire Equipment; AND

WHEREAS, the balance of needed funding in the amount of \$7,780.63 will come from the County's Emergency Management Department. A3410; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature awards the contract to Jerome Fire Equipment as the bid was determined to be in the best interest of the County based on the evaluation performed; AND BE IT FURTHER

RESOLVED, that Cortland County Legislature awards an annual preventative maintenance agreement, as specified in the request for proposals, with Jerome Fire Equipment for the safe upkeep, maintenance and air quality testing of the breathing air stations in the amount of \$4,450, budgeted for in 2025 in account A34105.54015; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, be and hereby is authorized to enter into an agreement with Jerome Fire Equipment, 8721 Caughdenoy Road, Clay, NY 13041, effective January 24, 2025 in the amount of \$207,780.63 for the purchase of two breathing air stations with the preventative maintenance option for one year in the amount of \$4,450 per year with an option to extend the preventative maintenance for an additional two one-year terms.

AGENDA ITEM NO. 9 – Authorize Contract - 911 Center Medical Director

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF PRICE

RESOLUTION NO. 9-25

Authorize Contract - 911 Center Medical Director

WHEREAS, Cortland County's Department of Emergency Response and Communications operates an emergency medical dispatching program that provides lifesaving pre-arrival medical instructions to 911 callers in need; AND

WHEREAS, the County's emergency medical dispatching program requires a medical physician to provide oversight, advisement and consent on certain criteria within the medical dispatching program; AND

WHEREAS, Cortland County previously contracted with Dr. David Wurtz, of Guthrie Medical, for the role of oversight and advisement of the County's emergency medical dispatching program; AND

WHEREAS, a 2025 goal of the County's 911 center is accreditation as a center for excellence in medical dispatching requiring significant involvement in the role of the participating physician; AND

WHEREAS, Cortland County has an established relationship with Dr. Darshan Patel, MD, approved by Resolution No. 200-24, and Dr. Patel has expressed interest in participating in the County's 911 center accreditation process; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee as to form and subject to any appropriation of funding by the Legislature, be and hereby is authorized to execute an agreement with Dr. Darshan Patel, MD in the amount of \$13,500 to be paid for from account A30205.54055 for three year contract term beginning on or after February 1, 2025 and ending on or before January 30, 2027.

Referred from Agriculture/Planning/Environment Committee

AGENDA ITEM NO. 10 – Appoint Member - Soil and Water Conservation District Board of Directors

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Beau Harbin, Minority Leader
SECONDER:	Linda Jones, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF HARBIN

RESOLUTION NO. 10-25

Appoint Member - Soil and Water Conservation District Board of Directors

WHEREAS, according to the Soil and Water Conservation District Law as passed by the legislature of the State of New York, "When a county has been declared a soil and water conservation district, a board of directors consisting of five members shall be appointed by the county board. This board of directors shall consist of two members of the county board and three persons not members of the county board, two of whom shall be practical farmers. The fifth member shall be appointed from the county at large and shall represent the urban, suburban and rural non-farm landownership interest; AND

WHEREAS, the terms of members is one year for Legislative Representatives and three years for other members of the Board; AND

WHEREAS, this appointment is for a one year term to fulfill the remainder of a term left vacant; NOW THEREFORE BE IT

RESOLVED, that the following is and hereby are appointed to serve as a member of the Soil and Water Conservation District Board of Directors:

Name	Address	Capacity	Term Expiration
Jeremy Boylan	4361 Locust Ave, Homer, NY 13077	At Large Representative	12/31/2025

AGENDA ITEM NO. 11 – Authorize Federal Section 5311 Consolidated Grant Application FY 2024-2025 New York State Department of Transportation - Planning Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Beau Harbin, Minority Leader
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

Minutes Acceptance: Minutes of Jan 23, 2025 6:00 PM (Approval of Minutes)

**Authorize Federal Section 5311 Consolidated Grant Application FY 2024-2025 New York State
Department of Transportation - Planning Department**

WHEREAS, Cortland County is submitting a request, for consolidated grant funds, to the New York State Department of Transportation, pursuant to Section 5311, Title 49 United States Code, for project(s) to provide public mass transportation service for fixed route and demand responsive service throughout the County, with limited service to contiguous counties by First Transit, Inc., Cortland County's public transportation provider; AND

WHEREAS, the service was provided during the fiscal year of 2024 and from January 1, 2025 until March 28, 2025; AND

WHEREAS, the Central New York Regional Transportation Authority will provide public transportation services for Cortland County beginning March 31, 2025; AND

WHEREAS, Cortland County is also submitting this request for project(s) to provide the continuation of Mobility Management for fiscal years 2024 and 2025 and has a committed local share; AND

WHEREAS, Cortland County has contracted with a third-party subcontractor for the operation of Cortland County's Public Transportation System; AND

WHEREAS, Cortland County and the State of New York have entered into continuing agreements, or will enter into successor continuing agreements, which authorizes the undertaking of the project(s) and reimbursement of the Federal and applicable State Shares; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, is authorized to act on behalf of the Cortland County to sign the application and any related contracts, and to progress and complete the above-named project(s); AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is authorized to sign any contracts or agreements between Cortland County and any third-party subcontractor necessary to complete the public transportation project(s).

Referred from Health & Human Services Committee

AGENDA ITEM NO. 12 – Amend Resolution No. 189-24 for the Substance Abuse & Mental Health Services Administration (SAMHSA) 2024 - 2028 Youth Grant Agreement - Mental Health Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Jason Prentice, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

**Amend Resolution No. 189-24 for the Substance Abuse & Mental Health Services Administration
(SAMHSA) 2024 - 2028 Youth Grant Agreement - Mental Health Department**

WHEREAS, the Cortland County Mental Health Department has been awarded a grant from Substance Abuse & Mental Health Services Administration (SAMHSA) for expansion and sustainability

of comprehensive community mental health services for children with series emotional disturbances (SED); AND

WHEREAS, the grant award period is from October 2024 through September 2028 and award amount total is \$3,526,362.00; AND

WHEREAS, the grant has designated the funds to be used to fund specific positions and provider contracts matching the approved SAMHSA budget and action plans; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 189-24, which accepted the SAMHSA grant and designated provider contracts; AND

WHEREAS, upon review and recommendation of the Cortland County Mental health Department, Resolution No. 189-24 needs to be amended to reflect the removal of Cowley Associates, Inc. and authorize a contract with CACTC/RHI for Web Page Design and Marketing for an amount not to exceed \$38,500; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 189-24 be and hereby is amended to remove Cowley Associates and insert CACTC/RHI as the approved provider for Web Page Design and Marketing; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, be and hereby is authorized to execute an agreement with CACTC/RHI for Web Page Design and Marketing for an amount not to exceed \$38,500.

AGENDA ITEM NO. 13 – Appoint Members - Cayuga/Cortland Workforce Development Board

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Jason Prentice, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF VAN DEE

RESOLUTION NO. 13-25

Appoint Members - Cayuga/Cortland Workforce Development Board

WHEREAS, pursuant to the Workforce Innovation and Opportunity Act of 2017, the Governor of the State of New York has authorized and directed the Chief Local Elected Officials of the Cortland and Cayuga Counties, which have been designated as a Workforce Area, to appoint/reappoint members to the Workforce Development Board for said Area; NOW THEREFORE BE IT

RESOLVED, that the following be and hereby are appointed effective immediately to serve on the Cayuga/Cortland Workforce Development Board for a three year term and from the sector as listed below:

Name	Address	Sector	Term Ending
Brian Noteboom	181 Industrial Park Rd, Horseheads, NY	Carpenters Union Local 277	6/30/2027
Matt Horan	333 E. Washington St., Syracuse, NY	ACCES/VR	6/30/2027

AGENDA ITEM NO. 14 – Advocating for Reform and Increased Funding for New York State's Code Blue Program

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF VAN DEE

RESOLUTION NO. 14-25

Advocating for Reform and Increased Funding for New York State's Code Blue Program

WHEREAS, the New York State Code Blue policy was established as an emergency Executive Order on December 16, 2016 with a commitment of reimbursement for additional costs to counties that are directly relate to the requirements of the Code Blue regulation; AND

WHEREAS, the current Code Blue policy is no longer adequate or effective given the significant changes in affordable housing availability and evolving human needs since that time; AND

WHEREAS, the requirement for Departments of Social Services to simply provide space to keep people warm during extreme weather conditions is no longer sufficient to meet the growing and complex needs of unhoused individuals; AND

WHEREAS, New York State leaders must recognize that any policy aimed at providing warm spaces for the most vulnerable individuals in our community must be comprehensive and involve the collaboration of all relevant human services agencies beyond the Office of Temporary and Disability Assistance (OTDA); AND

WHEREAS, the expertise and resources of agencies such as the Office of Mental Health, the Office of Addiction and Substance Abuse Services, and the Office for People with Developmental Disabilities are essential to address the multifaceted needs of unhoused individuals; AND

WHEREAS, County Departments of Social Services (DSS) are trained and equipped to deliver mandated income-based programs under the oversight of the NYS OTDA, but Code Blue services extend beyond these requirements and necessitate the involvement of additional state agencies and local service providers; AND

WHEREAS, the cost of delivering Code Blue services continues to escalate due to increasing numbers of individuals in need, rising behavioral challenges stemming from untreated mental health conditions, substance use disorders, developmental disabilities, and the rising costs of staffing, utilities, and essential supplies; AND

WHEREAS, New York State has capped the amount of funding allocated to counties for the operation of Code Blue programs, with Cortland County receiving funding equal to the expenditures of the previous year, which does not account for the annual increase in operational costs or the growing demand for services; AND

WHEREAS, the current level of funding is inadequate to cover the increased staffing and resources necessary to safely operate warming centers, and Cortland County seeks to avoid placing the burden of these rising costs on local taxpayers; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature strongly urges New York State to increase their funding commitment to adequately support the continued operation of Code Blue programs and

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ensure the safety and well-being of vulnerable individuals during cold weather conditions; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature calls for the establishment of true partnerships between County DSS and other service systems, starting at the State level, that have both the expertise and shared accountability to design the services and space to keep our most vulnerable individuals safe; AND BE IT FURTHER

RESOLVED, that copies of this resolution be forwarded to Governor Kathy Hochul, Senator Lea Webb, Assemblymember Anna Kelles, Assemblymember Jeff Gallahan, the New York State Association of Counties (NYSAC), and all others deemed necessary and proper.

AGENDA ITEM NO. 15 – Amend Agreement with Salvation Army for Code Blue Services - Department of Social Services

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF VAN DEE

RESOLUTION NO. 15-25

Amend Agreement with Salvation Army for Code Blue Services - Department of Social Services

WHEREAS, Resolution No. 168-24 authorized an agreement with the Salvation Army for Code Blue Warming Center services with the Cortland County Department of Social Services for the 2024-2025 season in an amount not to exceed \$300,000; AND

WHEREAS, the Salvation Army has already served over 150 unique individuals through January 1, 2025; AND

WHEREAS, the Salvation Army needs more money to cover increased staff hours, food and space costs to continue providing the services given the increase in individuals using the service; AND

WHEREAS, the costs will be paid from expense account A60105.54800.4696; NOW THEREFORE BE IT

RESOLVED that the County Administrator upon review and approval by the County Attorney or designee, is hereby authorized to sign an amended agreement with the Salvation Army for Warming Center services for the term November 1, 2024 – April 30, 2025, in an amount not to exceed \$315,000.00.

Referred from Finance & Administration Committee

AGENDA ITEM NO. 16 – Delegate Authority to the Director of Finance to Approve Payment of Real Property Tax Errors and Omissions

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Christopher Newell, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

Minutes Acceptance: Minutes of Jan 23, 2025 6:00 PM (Approval of Minutes)

Delegate Authority to the Director of Finance to Approve Payment of Real Property Tax Errors and Omissions

WHEREAS, Section 554 of the New York State Real Property Tax Law provides a mechanism for the correction of errors on Real Property Tax Rolls by the County Legislature based upon the recommendation of the Cortland County Director of Real Property Tax Services pursuant to an application by an entitled person in cases involving clerical errors, unlawful entries or certain errors in essential fact; AND

WHEREAS, Section 554 of the New York State Real Property Tax Law authorizes the County Legislature to delegate to the Director of Finance the authority to approve such corrections in cases where the correction sought does not exceed twenty-five hundred dollars (\$2,500); AND

WHEREAS, Section 556 of the New York State Real Property Tax Law provides a mechanism for the refunding of certain real property taxes by the County Legislature based upon the recommendation of the Cortland County Director of Real Property Tax Services pursuant to an application by a taxpayer in cases involving clerical errors, unlawful entries upon the assessment rolls and certain errors in essential fact; AND

WHEREAS, said Section 556 of the New York State Real Property Tax Law was amended to authorize the County Legislature to delegate to the Director of Finance the authority to approve such refunds in cases where the refund sought does not exceed twenty-five hundred dollars (\$2,500); AND

WHEREAS, both sections also provide that the Director of Finance will report to the County Legislature, on a monthly basis, those refund applications which have been approved during the previous month and further provides that all applications which have been denied by the Director of Real Property Tax Services, in whole or in part, shall be forwarded to the County Legislature for disposition; NOW THEREFORE BE IT

RESOLVED, that pursuant to Sections 554 and 556 of the New York State Real Property Tax Law, the County Legislature does hereby delegate to the Director of Finance the authority to approve corrections to the Real Property Tax Rolls and approve certain refunds of real property taxes as outlined in said Sections 554 and 556 of the New York State Real Property Tax Law, in cases where the refund sought does not exceed the amount of twenty-five hundred dollars (\$2,500); AND BE IT FURTHER

RESOLVED, that pursuant to section 554 and 556 of the New York State Real Property Tax Law that the Director of Finance shall provide a report on or before the 15th day of each month indicating the name of each recipient, location of the property and the amount of the correction and the amount of the refund or credit; AND BE IT FURTHER

RESOLVED, that this delegation of authority shall remain in effect through December 31, 2025.

AGENDA ITEM NO. 17 – Distribution of Fourth Quarter 2024 Sales Tax

RESULT:	ADOPTED [15 TO 1]
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
NAYS:	Beau Harbin
EXCUSED:	Eugene Waldbauer

Distribution of Fourth Quarter 2024 Sales Tax

WHEREAS, the Cortland County Legislature adopted Resolution No. 221-18, which provides for the distribution of sales tax from the County to local municipalities; AND

WHEREAS, the sales tax sharing agreement provides for the deduction directly from the gross sales tax distribution received from the State of New York a fixed sum of \$1,500,000 for County purposes, with the remaining balance of the revenues to be distributed for use by the County, City of Cortland, and the various municipalities within Cortland County; AND

WHEREAS, the gross deduction for County purposes will be provided for quarterly; AND

WHEREAS, the 2024 fourth quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for the fourth quarter 2024 to be \$9,873,611.76; AND

WHEREAS, the total amount available for distribution is \$9,498,611.76, after the direct deduction for County purposes; AND

WHEREAS, individual municipalities by resolution have opted to apply a portion of their sales tax dollars to off-set the property tax levy and that amount (\$725,000.00) is to be withheld from the quarterly distribution; AND

WHEREAS, Cortland County receives (55%), or \$5,224,236.47 of the total net quarterly distribution; AND

WHEREAS, respective payments are now ready for disbursement; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes the County Treasurer or designee to release sales tax payments for the fourth quarter of 2024 as so stated below from Account No. A19855.54101 in either the form of a county check or by direct bank transfer as per the request of the receiving municipality:

Municipality	Distribution Amount Pre-Tax Credit	Applied Tax Credits	Net Distribution After Tax Credit	Balance Owed Against Tax Credits
Cortland, City of	\$1,650,858.72	\$-0-	\$1,650,858.72	\$-0-
Cincinnatus, Town of	\$71,929.12	\$-0-	\$71,929.12	\$-0-
Cortlandville, Town of	\$802,474.39	\$-0-	\$802,474.39	\$-0-
Cuyler, Town of	\$66,172.92	\$(28,750.00)	\$37,422.92	\$-0-
Freetown, Town of	\$53,683.31	\$-0-	\$53,683.31	\$-0-
Harford, Town of	\$73,140.04	\$-0-	\$73,140.04	\$-0-
Homer, Town of	\$290,144.11	\$-0-	\$290,144.11	\$-0-
Homer, Village of	\$204,907.45	\$-0-	\$204,907.45	\$-0-
Lapeer, Town of	\$109,014.92	\$(18,111.80)	\$90,903.12	\$-0-
Marathon, Town of	\$83,996.09	\$-0-	\$83,996.09	\$-0-
Marathon, Village of	\$43,070.90	\$-0-	\$43,070.90	\$-0-
McGraw, Village of	\$35,719.45	\$-0-	\$35,719.45	\$-0-
Preble, Town of	\$148,797.58	\$-0-	\$148,797.58	\$-0-
Scott, Town of	\$85,380.81	\$-0-	\$85,380.81	\$-0-

Solon, Town of	\$80,573.74	\$-0-	\$80,573.74	\$-0-
Taylor, Town of	\$42,248.33	\$-0-	\$42,248.33	\$-0-
Truxton, Town of	\$105,964.43	\$-0-	\$105,964.43	\$-0-
Virgil, Town of	\$259,745.42	\$(25,000.00)	\$234,745.42	\$-0-
Willet, Town of	\$66,553.56	\$-0-	\$66,553.56	\$-0-
Total	\$4,274,375.29	\$(71,861.80)	\$4,202,513.49	\$-0-

, AND BE IT FURTHER

RESOLVED, that the Cortland County Treasurer or designee is hereby directed to deposit the County's "off the top" sum of \$375,000 in the appropriate reserves and accounts as designated in Resolution No. 283-21.

Resolution Following Suspension of Rules of Order

AGENDA ITEM NO. 18 – Authorize Memorandum of Understanding with Centro of Cortland, Inc. for the Utilization of Space at the Cortland County Highway Maintenance Building - Planning Department

Mr. Harbin MADE A MOTION TO SUSPEND THE RULES OF ORDER to consider a resolution for a Memorandum of Understanding with Centro of Cortland, Inc.; Mr. VanDee SECONDED THE MOTION; and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald J. Van Dee, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF FITCH

RESOLUTION NO. 18-25

Authorize Memorandum of Understanding with Centro of Cortland, Inc. for the Utilization of Space at the Cortland County Highway Maintenance Building - Planning Department

WHEREAS, Cortland County elected to become a participating member of the Central New York Regional Transportation Authority by Resolution No. 145-24; AND

WHEREAS, in order for Centro of Cortland, Inc. to be able to provide continuation of public transportation services they need access to a facility to store and repair vehicles; AND

WHEREAS, the Central New York Regional Transportation Authority (“Centro”), seeks to temporarily utilize available space at the Cortland County Highway Maintenance Building for the operation and management of the Public Transportation System until a long term facility becomes available; AND

WHEREAS, Centro of Cortland, Inc. is continuously working toward securing a site for long term operation and maintenance services, however; such transaction will not be able to be completed prior March 31, 2025 when they are to begin operating within Cortland County; NOW THEREFORE BE IT

Minutes Acceptance: Minutes of Jan 23, 2025 6:00 PM (Approval of Minutes)

RESOLVED, that Centro of Cortland, Inc. shall operate out of available space at the Cortland County Highway Maintenance Garage located at 4267 Traction Drive, Cortland, NY 13045 for the period of March 1, 2025 to November 1, 2025 at no monthly cost; AND BE IT FURTHER

RESOLVED, that should there be any additional expenses to the County as a result of Centro of Cortland, Inc. utilizing the space these costs will be reimbursed in full by Centro of Cortland, Inc. within a 90 day period of time; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee, be and hereby is authorized to execute a Memorandum of Understanding with Centro of Cortland, Inc. for the utilization of space at the Cortland County Highway Maintenance Building.

Executive Session

It was MOVED by Mr. Nauseef, seconded by Ms. Jones, and unanimously approved by voice vote of members present, to enter into an executive session for discussions regarding matters which will imperil public safety if disclosed, with Sheriff Helms, Undersheriff Burhans, Savannah Hempstead, Rob Corpora, Victoria Monty, and Robert Cuttita permitted to stay in the room. MOTION CARRIED.

An executive session was held from 7:12 p.m. to 8:22 p.m., at which time on motion of Mr. Nauseef, seconded by Mr. Mantella, it was unanimously approved by voice vote to exit executive session.

Resolution Following Executive Session

AGENDA ITEM NO. 19 – Authorize Agreement with Robert Cuttita for Needs Analysis of a New Public Safety Complex and Reentry Facility

Ms. Price MADE A MOTION TO SUSPEND THE RULES OF ORDER to consider a resolution for an agreement with Robert Cuttita; Ms. Bischoff SECONDED THE MOTION; and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Fitch, Chair of the Legislature
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF FITCH

RESOLUTION NO. 19-25

Authorize Agreement with Robert Cuttita for Needs Analysis of a New Public Safety Complex and Reentry Facility

WHEREAS, the Cortland County Legislature recognizes the need to assess the feasibility and requirements for constructing a new public safety complex and reentry facility to address the County's current and future public safety and rehabilitation needs; AND

WHEREAS, such an analysis is critical to ensure the proposed facility will meet state compliance standards, operational efficiency goals, and the evolving needs of the community, including effective reentry programs; AND

WHEREAS, Robert Cuttita has the expertise and experience necessary to conduct a

comprehensive needs analysis, including evaluating population trends, operational requirements, site considerations, and recommendations for reentry programming integration; AND

WHEREAS, the proposal submitted by Robert Cuttita outlines services for a thorough needs analysis at a cost not to exceed \$20,000; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 313-15, which established the County Jail Project Reserve for the purpose of repair, construction, capital projects and other related expenditures for the County correctional facility; 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 Robert Cuttita to analyze the needs for a new public safety complex and reentry facility for an amount not to exceed \$20,000; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature directs the County Administrator and other relevant staff to provide all necessary support and documentation to facilitate the completion of this analysis; AND BE IT FURTHER

RESOLVED, that the 2025 Cortland County budget be and hereby is amended as follows:

Increase:

Account No.	A12305.54055	Professional Services	\$20,000
Account No.	A359900	Appropriated Reserves	\$20,000

; AND BE IT FURTHER

RESOLVED, that any unused monies be returned to the County Jail Project Reserve upon completion of the analysis.

Announcements

Adjournment

The meeting was closed at 8:24 PM

CORTLAND COUNTY LEGISLATURE

(Please complete this form and submit to Clerk of the Legislature if you wish to speak at this meeting.)

Please Note: Five Minute Time Limit

Rules for Speaking under Privilege of the Floor

1. I agree to a five minute time limit;
2. I agree not to raise my voice;
3. I agree not to use lewd, obscene, profane, slanderous or libelous language or speak or act in a manner that would tend to incite a breach of the peace;
4. I agree not to speak about County personnel matters. Personnel matters include comments about the job performance of named County employees, other than elected officials;
5. After five minutes I agree to leave the microphone and yield the floor. Transferring time to another person is not permitted;
6. I agree that if I cause a disruption and am asked to leave, I will leave the Chambers.

Name (please print): Kim Cameron

Municipality of Residence: Preble

Representing (organization, etc.): League of Topic: Eliminating the July
Kim Cam Women Voters Legislative Session
of Cortland Agenda Item #1

Signature

Written materials may be submitted to the Clerk of the Legislature.

Personnel matters should be directed to the relevant Department and/or Supervisor or in the case of a Department Head to the County Administrator except for the County Administrator, County Attorney, Director, and Clerk of the Legislature, which should be directed to the Chair of the Legislature.

CORTLAND COUNTY LEGISLATURE

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6. I agree that if I cause a disruption and am asked to leave, I will leave the Chambers.

Name (please print): Donna Johnson

Municipality of Residence: Cortlandville

Representing (organization, etc.): _____ Topic: Vacation - Agenda Item 12

Donna Johnson
Signature

Written materials may be submitted to the Clerk of the Legislature.

Personnel matters should be directed to the relevant Department and/or Supervisor or in the case of a Department Head to the County Administrator except for the County Administrator, County Attorney, Director, and Clerk of the Legislature, which should be directed to the Chair of the Legislature.



February 24, 2025

Kevin Fitch, Chairperson
 Paul Heider, Majority Leader
 Beau Harbin, Minority Leader

Re: Amending the Rules of Order to permanently eliminate the General Legislative Meeting in July

Dear Leaders Fitch, Heider, and Harbin,

The League of Women Voters of Cortland County requests that you remove from consideration the proposed amendment to permanently eliminate the July general legislative session. At this moment, when constituents are anxious about federal actions under way, local governments are crucial. Local governments are the point of connection between the constituent, the governmental action, and the consequence of that action.

More interaction, not less, is vital during this time of profound change. It is a time to build better communication with constituents and with all the agencies that provide support services in the County.

The proposed amendment would do the opposite: it would further chip away at public involvement. Recent history has shown that a consequence of eliminating the July legislative session has been the cancellation of all scheduled public committee meetings during the month of July.

Contact with legislative offices of surrounding counties: Broome, Madison, Onondaga and Tompkins indicates that legislatures in all of these counties hold regularly scheduled legislative and committee meetings all year, indicating that Cortland County Legislature would become an outlier.

As a 73-year-old nonpartisan, nonprofit membership organization whose mission is to ensure that everyone is represented in our democracy, we believe that eliminating the July General Legislative Session and July committee meetings is a move in the wrong direction.

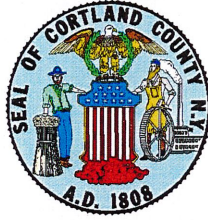
Sincerely,

Kim Cameron & Sheila Cohen

Kim Cameron & Sheila Cohen, Co-Presidents
 League of Women Voters of Cortland County

Cc: Savannah Hempstead, Clerk of the Legislature

Cortland County Proclamation



PROCLAIMING FEBRUARY 2025 AFRICAN AMERICAN HISTORY MONTH

WHEREAS, African American History Month is a time to recognize and celebrate the invaluable contributions of African Americans to the history, culture, and progress of our nation; AND

WHEREAS, the theme for 2025, *African Americans and Labor*, highlights the significant role African Americans have played in shaping the American workforce, advocating for labor rights, and driving economic progress despite facing systemic challenges and barriers; AND

WHEREAS, from the earliest days of our nation's history, African Americans have been integral to building industries, advancing agriculture, leading innovations in labor rights, and strengthening the workforce through resilience, skill, and determination; AND

WHEREAS, African American workers have been pioneers in the labor movement, organizing unions, advocating for fair wages, and fighting for better working conditions, paving the way for greater economic justice for all; AND

WHEREAS, the Brotherhood of Sleeping Car Porters and Maids (BSCPM), founded by A. Philip Randolph in 1925, was the first African American-led labor union to receive a charter from the American Federation of Labor, significantly improving the wages and working conditions for thousands of African American railroad workers; AND

WHEREAS, the legacies of African American labor leaders, such as A. Philip Randolph, Dorothy Lee Bolden, and Bayard Rustin, continue to inspire new generations to pursue equity and opportunity in the workplace; AND

WHEREAS, recognizing the achievements and struggles of African Americans in labor fosters a deeper understanding of the ongoing pursuit of economic justice, inclusion, and the dignity of work for all;
NOW THEREFORE BE IT

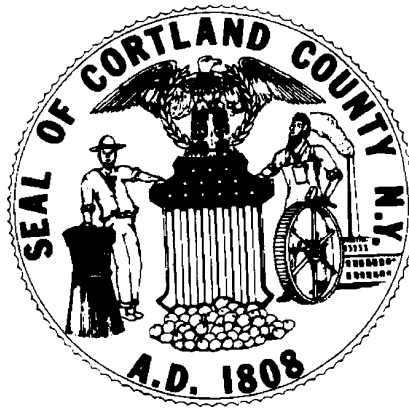
RESOLVED, I Kevin Fitch, Chair of the Cortland County Legislature, on behalf of the residents of Cortland County, do hereby proclaim February 2025 as **African American History Month** and encourage all citizens to join in honoring the labor contributions of African Americans, reflecting on their lasting impact, and committing to a future of equality and opportunity for all.

IN WITNESS WHEREOF, I have hereunto set my hand this 27th day of February, 2025.

Kevin Fitch, Chair
Cortland County Legislature

CORTLAND COUNTY CLERK

ANNUAL REPORT FOR 2024



Prepared & Submitted by: Brooke Kemak
Cortland County Clerk

Staffing as of December 31, 2024

*Brooke Kemak, Cortland County Clerk
Office located in County Courthouse*

County Clerk's Office

46 Greenbush Street, Suite 105

Deputy County Clerks: Tammy L. Barriger
Marcia Ford

Senior Index Clerks: Melinda Braman
Amy Clark

Department of Motor Vehicles

112 River Street

DMV Director: Sonia Ganoung

Senior DMV Clerk: Bryan Dintino

DMV Clerks: Kim Lewis
Lance Lella
Alice Moore
Amanda Jones
Mariah Storey

February 4, 2025

Honorable Members of the Cortland County Legislature
60 Central Avenue
Cortland, New York 13045

Ladies and Gentlemen:

I am honored to present the Cortland County Clerk Annual Report for fiscal year 2024. While having 8 years' experience working in the County Clerk's Office certainly played a significant role in a great first year as County Clerk, a lot was also learned. I am looking forward to my second year in office, to keep moving the office forward and continuing to serve the residents and visitors of Cortland County.

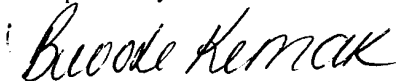
A County Clerk is a constitutional office in New York State and is the main depository of records created in Cortland County, along with the Register of all records pertaining to Real Property. In addition the County Clerk serves as the Clerk of Supreme and County Courts, collecting all fees associated with the Courts and produces and preserve Court records. Vehicle and Traffic Law designates the County Clerk as an agent for the Commissioner of New York State Motor Vehicles.

Both the Recording Office located in the County Courthouse at 46 Greenbush Street and Motor Vehicle Office located at 112 River Street, serve hundreds of customers each year. Both offices provide services to those going through some of the best times of their lives and to those facing challenges. All of the services provided between the two offices are mandated by law with the exception of a couple, and those laws also outline required fees.

The 2024 Annual Report will provide an outline of information for your review, in addition to the financial impact each service area has for Cortland County municipalities, Cortland County, New York State and the U.S. Department of State.

I want to extend a sincere thank you to the Legislature, County Leadership and fellow Department Heads for their support and guidance during the past year.

Respectfully submitted,



Brooke Kemak
Cortland County Clerk

REAL PROPERTY TRANSACTIONS

All records pertaining to property in Cortland County are recorded in the County Clerk's Recording Office. Common documents include Deeds, Mortgages, Mortgage Assignments, Agreements, Leases and Discharges.

Mortgage Tax: In 2024, Mortgage Tax of 1% was collected for all Mortgages. \$62,315.58 of the tax collected is retained by the County to defray the costs associated with collecting and disbursing Mortgage Tax.

\$1,170,712.52 Total Mortgage Tax Collected

- \$616,265.13 Municipalities: Basic Mortgage Tax calculated at ½ of 1%. Twice a year the County Clerk presents the Legislature with a Resolution for the Finance Office to disburse the monies to the towns where the mortgaged properties are located.
- \$308,132.57 County: Local Mortgage Tax calculated at ¼ of 1%. Local Mortgage tax is paid to County Finance.
- \$246,314.82 State: Special Mortgage Tax calculated at ¼ of 1%. Special Mortgage Tax is disbursed to the New York State Mortgage Agency.

Transfer Tax: All transfers of interest of Real Property require the filing of a NYS Form called TP 584. This form is applicable to transactions including Deeds, Boundary Line Agreements, Right of Ways, Easements and many others.

\$744,568.14 Total Revenue from Transfer Tax

- \$507,644.14 State: Transfer Tax calculated at \$4 per \$1,000 of the conveyance amount.
- \$235,904.00 County: County Transfer Tax calculated at \$2.00 per \$1,000 of the conveyance amount. 2024 was the first complete year this tax was collected.
- \$1,020 County: County retains \$6 for each TP 584 processed.

Assessment/Transfer Report: NYS Real Property Law mandates form RP 5217 to be submitted with Deeds. This form contains information about the parcel, is used to calculate the fee to record a Deed and is sent to the county Real Property office. The total for this form is either \$125 or \$250 and is determined by the type of property being transferred.

\$176,750 Total Revenue from RP 5217

- \$166,310 State: \$116 or \$241 for each RP 5217 depending on the parcel.
- \$10,440 County: \$9 for each RP 5217 form collected.

NYS Commissioner of Education and Local Government Records Management Fund:
Each time a document is recorded or a Civil Index Number is issued the total amount due includes a \$20 fee. This was established by New York State with the intention to have funds available to preserve records that must be maintained permanently. Local Governments Records Management Fund, LGRMIF, is meant to be returned to municipalities through State Archives grants.

\$92,585.46 Total Revenue

\$65,961.56	State: \$14.75 per \$20 collected paid to the NYS Commissioner of Education.
\$21,993.65	State: \$4.25 per \$20 collected paid to the Local Government Records Management Fund (LGRMIF)
\$4,630.25	County: \$1.00 per \$20 collected

JUDICIAL: SUPREME AND COUNTY COURTS

The County Clerk's Office is the repository for all documents submitted to the Supreme and County Courts, both Civil and Criminal, and is responsible for the preservation, production and certification of these documents. All fees for the submission of papers, fines and surcharges are collected by the clerk's office.

\$389,624.97 Total Revenue for Judicial Purposes

\$194,144.75	State: Filing fees for Civil documents and Fines, Surcharges and Fees imposed by the County Criminal or IDV Court.
\$42,768.22	County: Bails – collected and disbursed to the County Treasurer who disburses based on Court Orders. 2% is retained by the County and deposited in the General Fund and 1% is retained to help fund the County Alternatives to Incarceration Program.
\$11,611.00	County: DWI Fines imposed by the Courts – collected and disbursed to County Finance who credits the Sheriff's DWI account.
\$141,101.00	County: Collected from fees when various documents for Supreme Court proceedings are processed. This also includes search requests.

OTHER SERVICES

Notary Commissions: Free notary services are provided to our constituents in the Clerk's Office and all employees are Notaries. In addition, the Clerk's Office maintains the records and signatures of those commissioned in Cortland County.

There is a \$60 fee for a Notary every four years. Cortland County receives \$20 and the remaining \$40 is retained by New York State.

\$1,600 Total Collected by NYS and Disbursed to County

Other County Clerk Fees: All fees are regulated by a variety of New York State and Federal Laws, with the exception of photo fees and overages collected. These fees are paid to County Finance.

\$86,295.97 Total Revenue

\$10,926.85	Copy & Overages
\$19,565	Cover Pages: generated on recorded land records
\$650.00	EZ Pass: purchased for \$21 and sold for \$25
\$19,825.12	Miscellaneous: Corporations, DBAs, etc..
\$10,285.00	Passport: \$35 execution fee for each passport: \$10 photo
\$13,444	Pistol Permit Transactions
\$9,080	Uniform Commercial Code (UCC) filings
\$2,520	Tax Certificates: \$5 per name where status is updated on In Rem Tax Foreclosures for both the County and City.

DEPARTMENT OF MOTOR VEHICLES

The Cortland County Clerk acts as an agent for the Commissioner of the Department of Motor Vehicles. New York State supplies the county motor vehicle office with computer equipment, support, and all necessary forms and literature to run the DMV on behalf of the state. The county supplies the facility and the personnel to perform DMV transactions.

Various calculations for revenue:

- Beginning in 2024 New York State agreed to share retention at 10.75% for all transactions; locally and online. Previously the retention varied by about 10% between transactions completed in our office versus online.
- The County retains \$1.00 for each of the first 5,000 monthly transactions where sales tax is collected and \$0.75 for each transaction after. Cortland County averages just under 4,000 transactions a month, but not all transactions have sales tax.
- The County receives funds on a monthly basis from NYS to account for the Vehicle Use Tax that is in place. This is \$10 for each vehicle registration fee for each two-year registration for vehicles under 3,500

pounds and \$20 for vehicles over 3,500 pounds. This is a common practice across the state and is pursuant to Cortland County Local Law #1 of 2003.

- The County receives the retention fees generated by internet transactions on a monthly basis from NYS.

In-Office Revenue:

Deposits:	\$2,388,176.49
Credit Card:	\$2,495,731.29 (Directly to NYS)
TOTAL:	\$4,883,922.02

Actual Funds Retained by County – paid to County Finance monthly.

Fees:	\$308,146.21
Tax Retention:	\$6,077.00
TOTAL:	314,223.21

Funds received from New York State for Use Tax and Internet transactions.

Use Tax:	\$257,772.19
Internet:	\$105,750.14

Credit to DMV for recycled plates from Contentos and EZ-Pass sales.

Recycled Plates:	\$1,028.20
EZ-Pass:	\$2,000.00

TOTAL FUNDS TO CORTLAND COUNTY FROM DMV:

\$ 680,773.74

Report pursuant to Section 406 of County Law
Fiscal Year 2024

Revenue generated

County Clerk	\$2,866,236.92
Motor Vehicles	\$2,388,176.49
Total revenue generated	\$5,254,413.41

Disbursement of funds*County Finance – County Revenue*

Local Mortgage Tax	\$291,380.33
Transfer Tax	\$235,904.00
County Clerk	\$490,283.06
Motor Vehicles	\$314,223.21
<i>Total disbursement to County</i>	<i>\$1,331,790.60</i>

Collected as pass-thru

Passports (U.S. Dept. of State)	\$30,530.34
Bail (County Finance)	\$37,268.22
DWI – (County Finance-Sheriff)	\$11,611.00
Basic Mortgage Tax – (County Finance-municipalities)	\$582,760.54
<i>Total disbursement as pass-thru</i>	<i>\$662,170.10</i>

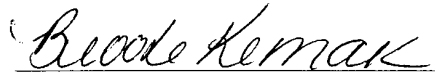
New York State

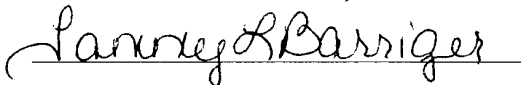
Special Mortgage Tax	\$233,017.85
Judicial	\$191,572.23
Records Mgmt., Cultural Education	\$87,955.21
Real Property	\$166,310.00
Transfer Tax	\$507,644.14
Motor Vehicles	\$2,073,953.28
<i>Total disbursement to NYS</i>	<i>\$3,260,452.71</i>

Total disbursements \$5,254,413.41

I, Brooke Kemak, Clerk of the County of Cortland, being duly sworn, do hereby state that the foregoing statement is in all respects a full and true statement for all monies received and disbursed by the Cortland County Clerk's Office for the fiscal year January 1, 2024 through December 31, 2024, to the best of my knowledge.

Subscribed and sworn to before me this
4th day of February, 2025.


County Clerk



TAMMY L. BARRIGER
Notary Public, State of New York
No. 04BA6223827
Qualified in Cortland County
Commission Expires June 21, 2031

Robert J. Corpora
3481 State Route 221
Marathon, New York, 13803
rcorpora22@gmail.com
(607) 423-5094
February 27, 2025

Kevin Fitch
Chair, Cortland County Legislature
60 Central Avenue, Room 300
Cortland, New York, 13045

Dear Mr. Fitch,

I am writing to formally announce my retirement from my position as County Administrator for Cortland County, effective May 29, 2025. After 34 years of dedicated service, I have decided that the time has come to step away and embrace the next chapter of my life.

Serving as County Administrator and Director of IT has been an incredible honor and privilege. I am deeply grateful for the opportunity to work alongside dedicated colleagues, public officials, and community members who share a commitment to improving the lives of those we serve. Together, we have faced challenges, celebrated achievements, and made meaningful progress in advancing the goals and vision of Cortland County.

I want to extend my sincere appreciation to the Cortland County Legislature, county staff, and all those who have supported and collaborated with me throughout my tenure. The partnerships and friendships formed during my time here will always hold a special place in my heart.

As I transition into retirement, I remain committed to ensuring a smooth handover of responsibilities. I am happy to assist in the transition process to support my successor and maintain continuity in county operations.

Thank you once again for the support, trust, and encouragement that have made my time as County Administrator both fulfilling and rewarding. I look forward to staying engaged with the community in new ways and watching Cortland County continue to thrive.

With warmest regards,



Robert J. Corpora
County Administrator
Cortland County

cc: Laurie Leonard, Personnel Officer
Savannah Hempstead, Clerk of the Legislature

Attachment: ltr_retirement_Corpora_20250227 (12821 : County Administrator Robert Corpora's Retirement Notice)



Cortland County Administrative Policy Manual

Student Intern Policy

Policy/Procedure Number: 01.019

Modified Date (s): 7/27/2022, 11/17/2023, 11/19/2024

Resolution No.: 167-21

Effective Date: 7/27/2022

Next Review: As needed

Objective: To establish a policy and procedure for the utilization of unpaid interns. The purpose of this policy is to outline responsibilities and to ensure interns have a productive stay with the County.

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

Legislative Policy Statement:

Responsible Department: The Personnel Department is responsible for overseeing and making changes to this policy.

General Information:

I. Definitions: Student intern – individual who is enrolled in an educational institution to gain experience by integrating knowledge learned in the classroom with practical application in a professional setting for a set period of time.

II. Policy: Formal policy for the utilization of unpaid student interns within Cortland County where the County has a signed Internship Agreement with the educational institution.

III. Procedure:

Authorization: Department heads who would like to utilize unpaid interns for specific assignments must complete a Student Intern Request Form. Request forms should be submitted to the County Administrator. No intern will begin their internship without authorization by the County Administrator. The County Administrator will send to Personnel Officer for review. The Personnel Officer will notify the Department Head of approval/disapproval.

Intern Agreement: The intern and their department supervisor will review and sign the Intern Agreement before the intern begins work.

Assumption of Risk: The intern (and their parent or legal guardian, if a minor) will sign and return the Assumption of Risk form before the intern begins work.

Confidentiality Agreement: The intern will review and sign the Confidentiality Agreement.

County Orientation: Each intern will be provided with an abbreviated County orientation program by way of online training.



Cortland County Administrative Policy Manual

Departmental Orientation: Each intern will be provided with a review of department functions and activities and the interaction of these activities with the work the intern will be performing. The department review will be conducted by the Department Head or designee.

Driving While Interning: Student interns shall not drive County vehicles while interning. If a student intern must drive while interning, they must use their own vehicle and comply with the Driver and Vehicle Use Policy. Proof of vehicle insurance and proof of a valid NYS drivers license is required. Department heads are responsible for ensuring proof is received.

ID Badge/Network Access: The *New Employee Form* will need to be completed and given to IT. Each intern will be provided a County ID badge which must be worn at ALL times while on County property as outlined in the *01.002 Employee Identification Badge Policy*. The Intern ID badge will NOT provide access to any external keypad controlled doors and only those internal access controlled doors that are absolutely necessary and approved by the Department Head for that area. Interns must go thru building security whenever entering secure buildings. If network access, email, etc. is required fill out appropriate portions of the *New Employee Form* and be sure to limit access to any data unless absolutely needed. If County email is not needed, do not request an email account.

Associated forms:

- Intern Request Form
- Intern Letter of Agreement
- Internship Approval Notice
- New/Change Employee Form
- Assumption of Risk Form
- Confidentiality Agreement



**Cortland County
Administrative Policy Manual**

Student Intern Policy

Policy/Procedure Number: 01.019

Modified Date (s): 7/27/2022, 11/17/2023, 11/19/2024, 2/27/2025

Resolution No.: 28-25

Effective Date: 2/28/2025

Next Review: As needed

Objective: To establish a policy and procedure for the utilization of unpaid interns. The purpose of this policy is to outline responsibilities and to ensure interns have a productive stay with the County.

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

Legislative Policy Statement:

Responsible Department: The Personnel Department is responsible for overseeing and making changes to this policy.

General Information:

I. Definitions: Student intern – individual who is enrolled in an educational institution to gain experience by integrating knowledge learned in the classroom with practical application in a professional setting for a set period of time.

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Cortland County Administrative Policy Manual

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ID Badge/Network Access: The *New Employee Form* will need to be completed and given to IT. Each intern will be provided a County ID badge which must be worn at ALL times while on County property as outlined in the *01.002 Employee Identification Badge Policy*. The Intern ID badge will NOT provide access to any external keypad controlled doors and only those internal access controlled doors that are absolutely necessary and approved by the Department Head for that area. Interns must go thru building security whenever entering secure buildings. If network access, email, etc. is required fill out appropriate portions of the *New Employee Form* and be sure to limit access to any data unless absolutely needed. If County email is not needed, do not request an email account.

Associated forms:

- Intern Request Form
- Intern Letter of Agreement
- Internship Approval Notice
- New/Change Employee Form
- Assumption of Risk Form
- Confidentiality Agreement



Cortland County Administrative Policy Manual

Workplace Accommodations Policy

Policy/Procedure Number: 01.030

Modified Date (s):

Resolution No.:

Effective Date:

Next Review:

Objective: Cortland County is committed to complying with all applicable laws prohibiting unlawful discrimination, and protecting the rights of employees and applicants who may need accommodations under the Americans with Disabilities Act (ADA) in the workplace due to disability, pregnancy, childbirth, or related medical condition, or for a sincerely held religious belief, practice or observance. This policy is intended to provide information regarding Cortland County's commitment and compliance with these obligations, as well as how covered individuals may request accommodations.

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

Americans with Disabilities Act (ADA) Title I

Pregnancy Discrimination Act (PDA)

Pregnant Workers' Fairness Act (PWFA)

Legislative Policy Statement:

Responsible Department: Personnel Department

General Information: This policy applies to applicants and employees.

I. Definitions:

Americans with Disabilities Act (ADA): The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services and telecommunications.

Disability: A physical or mental impairment that substantially limits one or more major life activities. This includes individuals who have a record of such impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability.



Cortland County Administrative Policy Manual

II. Policy:

Reasonable accommodations may include:

- (i) modifications or adjustments to a job application process that enable a qualified applicant to be considered for the position such qualified applicant desires; or
- (ii) modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual to perform the essential functions of that position; or
- (iii) modifications or adjustments that enable a covered entity's employee to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees.

Accommodations for Known Disabilities

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, Cortland County will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on Cortland County or pose a direct safety threat. Any qualified applicant or employee with a disability who requires accommodation in order to perform the essential functions of the job or to enjoy equal privileges and benefits of employment, should contact the Personnel Department and request an accommodation. Cortland County will engage in the interactive process to evaluate and determine how it may be able to effectively accommodate an employee's needs and limitations. Cortland County may require the employee to provide reasonable documentation or information regarding the employee's limitations, needs, and restrictions in an effort to understand and evaluate how Cortland County may be able to accommodate the employee. Employees are expected to cooperate in good faith with Cortland County's efforts and discussions regarding workplace accommodations. Cortland County maintains the confidentiality of medical information in accordance with applicable laws.

Pregnancy, Childbirth and Related Medical Conditions

Cortland County is committed to complying with the Pregnancy Discrimination Act (PDA), the Pregnant Workers' Fairness Act (PFWA), and applicable state laws protecting pregnant employees from discrimination in the workplace. Accordingly, Cortland County will engage in the interactive process and make reasonable accommodations to known limitations related to pregnancy, childbirth, or related medical conditions for qualified employees or applicants, unless doing so would impose an undue hardship on Cortland County. Cortland County will not require covered employees to take paid or unpaid leave if another reasonable accommodation is available. Common accommodations for pregnancy or pregnancy-related medical conditions may include:

- Occasional breaks to rest or drink water;
- A modified work schedule;
- Leave for related medical needs;
- Consideration of available light duty assignments;
- Transfers away from hazardous duty.



Cortland County Administrative Policy Manual

If an employee requires a reasonable accommodation due to pregnancy, childbirth or related medical conditions, the employee should contact the Personnel Department.

Sincerely Held Religious Beliefs, Practices, and Observances

Cortland County will also endeavor to make reasonable accommodations, upon request, arising out of an individual's sincerely held religious beliefs or practices, unless doing so would result in an undue hardship to Cortland County. If an employee requires a reasonable accommodation arising out of a sincerely held religious belief or practice, the employee should contact the Personnel Department.

Interactive Process

Employees should notify Human Resources of their need for accommodation. Cortland County will engage in an interactive process to evaluate and determine how it may be able to effectively accommodate an employee's needs and limitations. This process may be ongoing and requires good faith participation by both the employer and the employee. Cortland County may require the employee to provide reasonable documentation or information regarding the employee's limitations, needs, and restrictions in an effort to understand and evaluate how Cortland County may be able to accommodate the employee.

Employees are expected to cooperate in good faith with Cortland County's efforts and discussions regarding workplace accommodations, including timely responses to requests for reasonable information, documentation, or discussion regarding accommodations.

Cortland County will communicate with an employee regarding decisions about requested accommodations.

Cortland County acknowledges that circumstances may change over time and an employee's needs and limitations change. Cortland County encourages employees to notify Human Resources of any changes in limitations, needs, or restrictions.

No Retaliation

Employees will not be subject to retaliation, coercion, intimidation, threats, or interference for requesting or receiving a reasonable accommodation. Employees should contact Human Resources to report any harassment, discrimination, or retaliation they have experienced or witnessed.

III. Procedure:

If an employee requires an accommodation, the employee should contact the Personnel Department.



**Cortland County
Administrative Policy Manual**

Workplace Accommodations Policy

Policy/Procedure Number: 01.030

Modified Date (s): 2/27/2025

Resolution No.: 29-25

Effective Date: 2/28/2025

Next Review: As Needed

Objective: Cortland County is committed to complying with all applicable laws prohibiting unlawful discrimination, and protecting the rights of employees and applicants who may need accommodations under the Americans with Disabilities Act (ADA) in the workplace due to disability, pregnancy, childbirth, or related medical condition, or for a sincerely held religious belief, practice or observance. This policy is intended to provide information regarding Cortland County's commitment and compliance with these obligations, as well as how covered individuals may request accommodations.

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

Americans with Disabilities Act (ADA) Title I
Pregnancy Discrimination Act (PDA)
Pregnant Workers' Fairness Act (PWFA)

Legislative Policy Statement:

Responsible Department: Personnel Department

General Information: This policy applies to applicants and employees.

I. Definitions:

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Disability: A physical or mental impairment that substantially limits one or more major life activities. This includes individuals who have a record of such impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability.



Cortland County Administrative Policy Manual

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Cortland County Administrative Policy Manual

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III. Procedure:

If an employee requires an accommodation, the employee should contact the Personnel Department.

NEW YORK STATE DEPARTMENT OF STATE

Local Law Filing

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

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

☒ County☐ City of Cortland☐ Town☐ VillageLocal Law No. 2 of the year 20 08

A local law Adopting a County Code of Ethics and Requiring Financial Disclosure

(Insert Title)

by Certain County Officials and Employees; and Rescinding Local Law No. 5 of 1984

Be it enacted by the Cortland County Legislature of the
(Name of Legislative Body)☒ County☐ City of Cortland☐ Town☐ Village

as follows:

SEE ATTACHED LOCAL LAW

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

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

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

I hereby certify that the local law annexed hereto, designated as local law No. 2 of 20 08 of the (County)(City)(Town)(Village) of COUNTY OF CORTLAND was duly passed by the CORTLAND COUNTY LEGISLATURE on AUGUST 28 20 08, in accordance with the applicable provisions of law.

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

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

3. (Final adoption by referendum.)

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

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

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

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

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

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

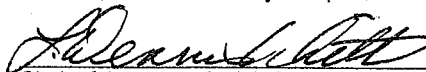
I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 _____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified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

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

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

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

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



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

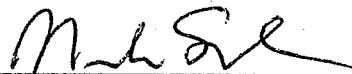
(Seal)

Date: September 4, 2008

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

STATE OF NEW YORK
COUNTY OF CORTLAND

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



Signature
COUNTY ATTORNEY
Title

County
City of CORTLAND
Town
Village

Date: October 7, 2008

Attachment: local law 2 of 2008 - code of ethics (30-25 : Amend "Appendix B" of Local Law 2 of 2008 - Adopting a County Code of

A Local Law Adopting a County Code of Ethics
and Requiring Financial Disclosure by Certain County
Officials and Employees; and Rescinding Local Law No. 5 of 1984

Be it enacted by the Cortland County Legislature

Article I. Purpose and Intent.

Pursuant to the provisions of Article 18 of the General Municipal Law, the Cortland County Legislature recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. The proper administration of the government of Cortland County requires its officers and employees, whether elected or appointed, paid or unpaid, including members of administrative boards, commissions or other agencies, to be impartial and free from conflicts of interest in fulfilling their public responsibilities.

The purpose of this article is to state, for those officers, employees and appointees of Cortland County, and for the citizens of the county, standards of conduct necessary to assure these goals, in addition to, and in accordance with, the standards prescribed in Article 18 of the General Municipal Law. Further, it is the purpose of this article to promulgate the rules and serve as a guide of official and ethical conduct for officers, appointees and employees of Cortland County.

These rules of ethical conduct, as adopted, shall not conflict with, but shall be in addition to, any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

Article II. Definitions

- (A) Child - any son, daughter, stepson or stepdaughter of a County officer, employee or elected official, if such child is under (eighteen) 18 or is a dependent of the officer, employee or appointed official, as defined in the Internal Revenue Code Section 152(a)(1) and (2) and any amendments thereto.
- (B) 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.

- (C) Legislation - a matter which appears upon the calendar of the Cortland County Legislature, or upon a committee thereof, upon which any official action has been taken including adopted acts, local laws or resolutions.
- (D) Officer or employee - any officer or employee of Cortland County, whether paid or unpaid, including elected officials, appointed officials and heads of any agency, institution, department, district, office, branch, division, council, commission, board or bureau of the County.
- (E) County elected official - a member of the County's governing body, Coroner, County Clerk, County Treasurer, District Attorney, or Sheriff.
- (F) Appointed official - any individual appointed by the Chairman of the County's governing body, the County's governing body, or anyone having authority to appoint, derived from either of the foregoing, to any agency, institution, department, district, office, branch, division, council, commission, board or bureau, whether unpaid or paid.
- (G) Reporting officer, employee or appointed official - an officer, employee, appointed official or candidate for County elected office who is required to complete and file an annual statement of financial disclosure, pursuant to this Local Law.
- (H) Spouse - the husband or wife of an officer, employee or appointed official subject to the provisions of this Local Law, unless legally separated from such officer, employee or appointed official.
- (I) Jurisdiction - having authority, capacity, power or right to act with regard to the management and administration of policy and supervision of personnel of the County agency in which she/he is an officer, employee or appointed official.
- (J) Chief Elected Official - for the purposes of interpreting this local law only, the Chairperson of the County's governing body or designee.

Article III. Code of Ethics

(A) Prohibited Activities

It is the policy of the County that all officers and employees must avoid conflicts or potential conflicts of interest. A conflict, or a potential conflict exists, whenever an officer, employee or relative, as defined above, has an interest, direct or indirect, which conflicts with their duty to the County or which could adversely affect an individual's judgment in the discharge of their responsibilities. No officer, employee or relative shall:

1. Take action or participate, in any manner whatsoever, in their official capacity, in the discussion, negotiation or awarding of any contract, or in any business or professional dealings with the County, or any agency thereof, in which the official or employee has, or will have an interest, direct or indirect, in such contract or professional dealings.
2. Have an interest in any contract with the County of which they are an officer or employee as described in Section 801 of General Municipal Law except in those circumstances described in Section 802 of General Municipal Law.
3. Engage in, solicit, negotiate for or promise to accept private employment or render services for their personal benefit, when such employment or service creates a conflict or impairs the proper discharge of their official duties.
4. Directly or indirectly, solicit any gifts, or receive or accept any gift having the value of SEVENTY-FIVE DOLLARS (\$75.00), or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence them, or could reasonably be expected to influence them, in the performance of their official duties, or was intended as a reward for any official action.
5. Disclose confidential information acquired in the course of official duties or use such information to further their personal interest, or use, for profit, information about the property, affairs, finances or government of the County that is not generally available to the public, exclusive of information available to the public under Freedom of Information laws.
6. Take action on a matter before the County or any instrumentality thereof when the

performance of that action would provide a pecuniary or material benefit to themselves, their spouse or their child.

7. Pursue a course of conduct which will raise suspicion among the public that they may be engaged in acts that are in violation of the public's trust or give the appearance of impropriety or unethical conduct.
8. No person who has served as an officer or employee of the county or any county agency shall, within a period of six months after termination of such service or employment, appear before any board or agency of Cortland County or receive any compensation for services rendered on behalf of any person (other than for themselves), firm, corporation or association in relation to any case, proceeding or application, with respect to which such person was directly concerned or in which they personally participated during the period of their service or employment or was under consideration.
9. Use or permit the use of county property (including land, vehicles, equipment, materials and/or any other property) for personal convenience or profit, except when such use is available to county citizens, generally, or is provided as a condition of county employment or as a matter of departmental or county policy.

(B) Disclosure of Interest

1. Any officer or relative who has, will have or intends to acquire a direct or indirect interest in any matter being considered by the Board of the County or by any other official, board, agency, officer or employee of the County, and who participates in the discussion or gives an opinion or advice to any board, agency or individual considering the same, shall, as soon as reasonably possible, publicly disclose on the official record the nature and the extent of such interest.
2. Any officer, employee or relative who has, will have or later acquires an interest in any actual or proposed contract with the County of which they are an officer or employee shall publicly disclose the nature and extent of the interest in writing to the County Legislature as soon as there is knowledge of such actual or prospective interest.
3. Any officer or employee of the County, or relative, who has knowledge of any matter being considered by any board, agency, officer or employee of the County in which matter they have, will have, or intends to acquire any direct or indirect interest, shall be required to immediately disclose, in writing, such interest to the board, agency, officer or employee, and the nature and extent thereof, to the degree that such disclosure gives substantial notice of any potential conflict of interest.

(C) Limitation upon filing for election; Dual Office Holding

1. No appointed County Officer or Department Head may run for the County Legislature without first resigning their appointive position. The reason for this prohibition is to avoid the appearance of conflict that inevitably occurs when one in a position to render advice or information to the legislature places him/herself in a position to compete for the elective office to which he/she renders advice.
2. A County Officer shall be deemed to have offered themselves for nomination or election to the County Legislature upon the filing of a nomination paper pursuant to New York State Election Law or formal public declaration of candidacy for such office, whichever occurs first.
3. The resignation of the County Officer duly filed in writing with the officer, board or commission having jurisdiction of the office shall, if not accepted within ten days, be deemed to have become effective as of the date of filing.
4. No person shall hold the Office of Election Commissioner concurrently with that of Chairman of any Political Party.
5. A person violating any provision of this section is guilty of misfeasance in office and the office held by such person shall be declared vacant.

(D) Annual Code of Ethics Review

Every official and employee, as defined by this legislation, shall attest, on an annual basis, to having reviewed the Code of Ethics of Cortland County and such attestation shall be made on or before May 15th of each year.

Article IV. Financial Disclosure

(A) Positions Required to File

Attached hereto as "Appendix B", which is fully incorporated into this law by this reference, is a listing of all positions for which financial disclosure is required of the persons holding one or more positions contained therein. Said "Appendix B" may be amended by the adoption of a Resolution of the Legislature, as needed, subject to provisions of this law and New York State statutes. Any such amendments shall be effective immediately, and a certified copy thereof shall be filed with the Board of Ethics within five (5) days of adoption.

(B) Filing

1. Current Officials and Employees: Financial disclosure shall be accomplished by completing a copy of the Financial Disclosure Form, attached to this law as "Appendix A", which is fully incorporated into this law by this reference. Financial disclosure shall be required through the discretionary designation of the Board, as stated in Article IV Section (A) above, and is applicable to those persons as defined in Article II, sections (D), (E), and (F) above, and to those who may not fall within the specific purview of this section but are, with proper discretion, deemed to be "policy making" within the construction of Article 18 of the New York State General Municipal Law, and whose position is listed in Appendix B, attached hereto. This form shall be completed and filed with the Board of Ethics on or before May 15 of each year for which the employment is in effect.
2. New Appointees and Amendments: Any person required to file an annual statement of financial disclosure who becomes so required, experiences a change in reporting levels, is elected to office or is appointed to an office or employment with the County after April 15th, shall file the appropriate annual statement within thirty (30) days of the date upon which the change becomes effective, or the office or employment commences. The Board of Ethics may grant, upon written application, an extension of no more than thirty (30) additional days to a person filing pursuant to this paragraph upon finding that additional time is needed to file. Further extensions may only be granted for cause, upon a request made under the provisions of Article IV, Section (D).

(C) Multiple Filings

A person subject to financial disclosure filing requirements from more than one municipality may satisfy the requirements of this local law by filing only one annual statement of financial disclosure with one municipality, and filing a notice with the appropriate officials of the other(s) that such filing has been made. Such notice shall include the date and place of the filing, and a copy of the financial disclosure form so filed.

(D) Extensions of Time to File

1. Automatic Extension: Any person subject to the reporting requirements of this local law, who shall timely file with the Internal Revenue Service an application for automatic extension of time in which to file their individual income tax return for the immediately preceding calendar or fiscal year, which would extend filing with the IRS beyond May 15 of the reporting year, shall be required to submit notice of said application, on or before April 15 of the reporting year, to the Board of Ethics. Such person shall file a disclosure form, complete, except for only those portions stated to

be within the application to IRS for automatic extension, on or before May 15 of the reporting year. A supplementary statement, containing all item(s) as were incomplete on the annual statement of financial disclosure shall be filed. There shall be no liability under Article IV of this local law, if said supplementary statement is filed within fifteen (15) days of the expiration of the automatic IRS extension.

2. Extensions for Cause Shown: Any person required to file an annual statement of financial disclosure may request, prior to May 1 or 15 days prior to the date the filing would otherwise be due, an extension of time to file for an additional specific period. Such request shall be made in writing to the Board of Ethics, with approval based upon substantiation of justifiable cause or undue hardship. The Board of Ethics may grant or deny the request, by vote of the membership, and extensions shall be for no longer than the specific period of additional time requested.

Article V. Ethics Advisory Board

(A) Established; Appointments; Quorum

1. Pursuant to Article 18 of the General Municipal Law, there is hereby established a County Board of Ethics, which shall be charged with general responsibility for ensuring full compliance with this code of ethics and disclosure and which shall serve at the pleasure of the Cortland County Legislature as more fully described in Article V, (C) below.
2. The County Board of Ethics shall consist of five (5) members, each appointed by a majority vote of the County Legislature. The Chairman of the Board of Ethics shall be selected by the Chairman of the County Legislature. Members of the Board of Ethics shall be construed, under this local law, as policy-making officials, and thus be subject to all appropriate ethics and disclosure requirements.
 - (1) Each member of the Board of Ethics must be a resident of the County of Cortland.
 - (2) At least one member of the Board shall be an elected or appointed officer or employee of the County or a municipality of the County. In no instance shall elected or appointed officers or employees of the County or municipalities of the County constitute a majority of the Board.
3. The presence of three (3) members shall constitute a quorum. Any action of the Board of Ethics shall require at least three (3) affirmative votes.

(B) Reimbursement; Terms; Vacancies

1. Members of the Board of Ethics shall serve without compensation, but shall be

entitled to reimbursement of reasonable expenses and mileage, in accordance with rules established by the County Legislature.

2. Members of the Board of Ethics shall serve terms of four (4) years, however for the purpose of staggering the terms, initial appointments shall be as follows:

- 1 member shall serve 1 year
- 1 member shall serve 2 years
- 1 member shall serve 3 years
- 2 members shall serve 4 years

3. Vacancies shall be filled for the remainder of the unexpired term of the predecessor.

(C) Removal

In addition to penalties defined specifically for violation of the Cortland County Ethics Law, and other pertinent sections of local, state and federal law, members of the Board of Ethics may be removed by the Chairman of County Legislature with the concurrence of two-thirds of the County Legislature. Prior to removal, the Board of Ethics member shall be given written notice thereof, and be provided with an opportunity to reply.

(D) Powers and Duties

1. Statutory Powers - The Board of Ethics shall possess all power and duties authorized by Section 808 of General Municipal Law, as amended.
2. Necessary and Proper Powers - The Board of Ethics shall possess, exercise and enjoy all the rights, powers and privileges necessary and proper to the enforcement of the Code of Ethics and the completion and filing by officers, employees and appointed officials, of annual statements of financial disclosure required by this law.
3. Regulatory Powers; Rule Promulgation - The Board of Ethics shall promulgate rules and regulations in furtherance of its powers and duties, including rules governing the conduct of adjudicatory proceedings and appeals relating to the assessment of civil penalties herein authorized, and shall maintain appropriate records of its opinions and proceedings. The Board of Ethics shall have the authority to conduct investigations necessary to carry out the provisions of this law. Pursuant to this power and duty, the Board of Ethics may administer oaths or affirmations, subpoena witnesses, whether or not a County officer, employee or appointed official, compel their attendance and require the production of any document, books or records deemed relevant or material to the resolving any adjudicatory proceeding.

4. **Advisory Opinions -** The Board of Ethics shall render advisory opinions, in writing, to officers, employees and appointed officials of the County, regarding specific matters pertaining to potential conflicts of interest, filings and reporting categories, with respect to this Law and Article 18 of the General Municipal Law, within 30 business days, whenever possible, after fully investigating the circumstances surrounding the request. Such opinions shall be rendered only upon written request of the officer, employee or appointed official concerning only the subject of the inquiry, as it pertains to the requesting individual's own filing requirements or inquiry. An opinion rendered by the Board of Ethics, until amended or revoked, shall be binding on the Board in any subsequent proceeding concerning the person who requested the opinion and who acted in good faith, unless material facts were omitted or misstated by the person in the request for an opinion. Such opinion may also be relied upon by such person and may be introduced in any criminal or civil action.
5. **Opinion Disclosure -** Opinions shall not be publically disclosed, unless required by the Freedom of Information Law (Public Officers Law Article 6), in which case the identity of the person requesting the opinion shall not be disclosed, or unless required for use in a disciplinary proceeding or proceeding under Article VII of this Local Law. Whenever a request for access to an advisory opinion is received, the officer, employee or appointed official who originally requested the opinion shall be notified of the request within forty-eight (48) hours of the receipt of the request.
6. **Filing Repository -** The Board of Ethics shall be the repository for completed annual statements of financial disclosure, pursuant to Section 808(5) of the General Municipal Law and Article IV herein, and such other written instruments, affidavits, and disclosures as required under this local law.
7. **Review of Disclosure Statements -** The Board of Ethics shall review the filed Financial Disclosure Statements and attestations submitted by officials and employees, as required by this Law, to ascertain whether any person subject to these reporting requirements has violated any local or state law governing conflicts of interest or prohibited activities.
8. **Recommendation of Conflict Resolution -** In addition to other powers conferred by this Local Law, the Board of Ethics may recommend to the official or employee, the manner in which the conflict of interest or appearance of impropriety may be resolved. An affidavit by the official or employee detailing compliance with the recommendation may be sufficient reason to rescind the Board of Ethics decision to make a disclosure. The affidavit must be delivered to the Board of Ethics, at a specific time and place as determined and delineated by the Board of Ethics, through

a certified, return receipt requested, letter to such official or employee. If the official or employee fails to follow the recommendations of the Board of Ethics by eliminating the conflict of interest or appearance of impropriety, that fact shall also be disclosed. Nothing contained herein shall be construed or interpreted to mean that the Board of Ethics is under a duty to make such recommendations to the official or the employee.

9. The County Board of Ethics shall not act with respect to the officers and employees of any municipality located within such county or agency thereof, if the municipality has established its own Board of Ethics, except that the local Board of Ethics may, at its option, refer matters to the County Board of Ethics.

Article VI. Violations of the Code of Ethics

(A) Complaints - The Board of Ethics shall receive and investigate complaints alleging a violation of the Code of Ethics.

1. All ethics complaints against county officials or employees must be in writing, signed and sworn to, and must contain sufficient allegations of fact to support the accusation. All complaints shall be filed with the Clerk of the Legislature, on behalf of the Board of Ethics. If, after review, a majority of the members of the Board of Ethics find that the complaint may have merit the Board of Ethics shall further investigate, pursuant to its rules and this Local Law.
2. If a reporting person has filed a statement revealing a possible violation of the Code of Ethics, or the Board of Ethics receives a sworn complaint alleging such a violation, or if the Board of Ethics determines, on its own initiative, to investigate a possible violation, the Board of Ethics shall notify the reporting person, in writing, describe the possible violation and provide the person fifteen (15) days to submit a written response setting forth information relating to the activities cited as a possible or alleged violation of law.
3. If the Board of Ethics thereafter makes a determination that further inquiry is justified, it shall give the reporting person an opportunity to be heard. The Board of Ethics shall also inform the reporting individual of its rules regarding the conduct of adjudicatory proceedings and appeals and the due process procedural mechanisms available to such individual.
4. If the Board of Ethics determines that there is reasonable cause to believe that a violation has occurred, it shall send notice of reasonable cause to the reporting person, to the complainant, if any, and to the Clerk of the County Legislature.

5. If the Board of Ethics determines, at any stage of the proceeding, that there is no violation or that any potential conflict of interest violation has been rectified, it shall so advise the reporting person and the complainant, if any, and the Clerk of the County Legislature.
6. If the Board of Ethics finds the complaint frivolous or otherwise without merit, it shall dismiss the complaint. Any record of a dismissed complaint shall be sealed and not subject to disclosure or inspection under the Freedom of Information Law or other applicable law, unless disclosure is ordered by a court of county-wide or statewide jurisdiction, or a court of the United States.

All of the foregoing proceedings shall be confidential, except as otherwise provided in the Freedom of Information Law and Public Officer Law.

(B) Rules for Proceedings; Penalties; and Appeals

1. Rules of Proceedings - Concerning adjudicatory proceeding, the Board of Ethics shall operate as if it were an agency within the meaning of Article 3 of the State Administrative Procedure Act and shall adopt rules governing the conduct of adjudicatory proceedings and appeals taken pursuant to a proceeding commenced under Article 78 of the Civil Practice Law and Rules as they relate to the assessment of the civil penalties herein authorized and Board denials of requests for certain deletions or exemptions to be made from a financial disclosure statement as authorized in Article IV, paragraph E herein. Such rules, which shall not be subject to the approval requirements of the State Administrative Procedure Act, shall provide for due process procedural mechanisms substantially similar to those set forth in such Article 3 of the State Administrative Procedure Act, but such mechanisms need not be identical in terms or scope.
2. Civil Penalty; Referral - A reporting individual who knowingly and willfully fails to file an annual statement of financial disclosure or who intends to deceive, makes a false statement or gives information known to be false shall be assessed a civil penalty, in an amount not to exceed TEN THOUSAND (\$10,000) DOLLARS. Assessment of a civil penalty shall be made by the Board of Ethics. For a violation of this section, other than for conduct which constitutes a violation of subdivision twelve of section seventy-three of the Public Officers Law, the Board of Ethics may, in lieu of a civil penalty, refer a violation to the appropriate prosecutor and upon such conviction, shall be punishable as a Class A misdemeanor. A civil penalty for false filing may not be imposed hereunder in the event a category of "value" or "amount" reported hereunder is incorrect unless such reported information is intentionally understated. Upon an appropriate determination and vote, the Board of Ethics may file a written recommendation with the Chief Elected Official or other disciplinary body, establishing grounds for removal for cause, in accordance with other provisions of Cortland County laws, rules, regulations or policies governing conduct of officers, officials and employees. Notwithstanding any other provision of law to the contrary,

no other penalty, civil or criminal may be imposed for a failure to file, or for a false filing, of such statement, except that the appointing authority may impose disciplinary action as otherwise provided by law.

3. Appeal - Assessment of a civil penalty or the Board of Ethics denial of any request shall be final, unless modified, suspended or vacated within 30 days of imposition, with respect to the assessment of such penalty, or unless such denial of request is reversed within such time period and, upon becoming final, shall be subject to review at the insistence of the affected reporting individuals in a proceeding commenced against the Board pursuant to Article 78 of the Civil Practice Law and Rules.

Article VII. Administrative and Legal Support

- (A) Legal Counsel - The Cortland County Attorney may provide counsel to the Board of Ethics upon request. In the event of a conflict involving the County Attorney, the Board of Ethics shall advise the Chairman of the County Legislature, who may authorize another attorney, admitted to practice in the State of New York, to serve as counsel to the Board of Ethics.
- (B) Support Staff - The Board of Ethics may request from the County Legislature, support staff assistance in furtherance of its duties and responsibilities.
- (C) Clerical Assistance - The confidential staff to the County Administrator may assist the Board of Ethics for the purpose of (1) receiving and filing all disclosure forms, correspondence and documentation on behalf of the Board of Ethics, (2) directing and disseminating correspondence, documents, notices, etc., to the Board of Ethics' members, and (3) such other clerical duties as the Board of Ethics may direct, to the extent that other clerical staff have not been provided by the County Legislature.

Article VIII. Records and Meetings of the Board of Ethics

(A) Records

Notwithstanding the provisions of Article Six of the Public Officers Law, and pursuant to Article 18 of the General Municipal Law, the only records of the Board of Ethics which shall be available for public inspection are:

- (1) the information set forth in an annual statement of financial disclosure filed pursuant to this law, except the categories of value or amount and any other information deleted pursuant to an exemption granted pursuant to Article IV, (E). of this law, which shall remain confidential;
- (2) Notice of Delinquency issued;

- (3) Notice of reasonable cause to believe that a violation has occurred, after issuance; and
- (4) Notice of civil assessments imposed.

(B) Meetings

Notwithstanding the provisions of Article Six of the Public Officers Law, and pursuant to Article 18 of the General Municipal Law, no meeting or proceeding of the Board of Ethics shall be open to the public, except if expressly provided otherwise by the Board of Ethics.

Article IX. Annual Statement of Financial Disclosure

The County Legislature hereby designates the "Financial Disclosure Form" attached as Appendix A, incorporated by reference, as the annual statement of financial disclosure for the purpose of fulfilling the requirements of the Cortland County Ethics and Disclosure Law and the General Municipal Law of the State of New York.

Article X. Severability

The various elements of the Cortland County Ethics Law are explicitly intended to be construed within the application of Article 18 of the New York State General Municipal Law. Should any portion of this law be determined to be unconstitutional, improper, or otherwise void by any administrative body or court having jurisdiction, said determination shall have no bearing on the severable remainder of this local law.

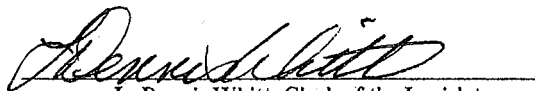
Article XI. Consistency with Laws

This Local Law is a policy of the Cortland County Legislature, and supercedes all previously adopted Resolutions and Local Laws.

STATE OF NEW YORK) SS:
COUNTY OF CORTLAND)

I, the undersigned, Clerk of the Cortland County Legislature, County of Cortland, hereby certify the above document was passed by the Cortland County Legislature of said County on the 28th day of August, 2008 and that the same is a correct and true transcript of actions taken by the Cortland County Legislature.

IN WITNESS WHEREOF I have hereunto set my hand
And the official seal of the CORTLAND COUNTY
LEGISLATURE, this 4th day of September, 2008.


L. Dennis Whitt, Clerk of the Legislature
Cortland County

ANNUAL STATEMENT OF FINANCIAL DISCLOSURE
FOR THE
CORTLAND COUNTY

FOR 2007

1. Name and Address.

Last Name	Middle Initial	First Name
Title		
Department of Agency		
Department or Agency Address		Telephone No.
Residence Address		Telephone No.

2. Financial Interests.

a. Business Positions. Do you now hold any office, trusteeship, directorship, partnership, or other position in any business, association, proprietary, or not-for-profit organization involved with the County in any manner? (If yes, describe)

b. Outside Employment. Do you have any outside occupation, employment, trade, business, or profession providing more than \$1,000/year for you? (If yes, describe)

c. Future Employment. Do you have any contract, promise or other agreement between you and anyone else with respect to your employment after leaving your County office or position? (If yes, describe)

d. Real Estate holdings. Do you have any real estate within the County, or within five (5) miles thereof? (If yes, describe)

e. Investments. Do you have any investments in excess of \$5,000 or five percent (5%) of the value in any business, corporation, partnership, any real estate within the County, or within five (5) miles thereof? (If yes, describe)

3. Gives and Honorariums. Have you received any gifts aggregating in excess of \$75.00 during the last year, excluding gifts from a relative? The term "gifts" includes gifts of cash, property, personal items, payments to third parties on your behalf, forgiveness of debt, honorariums, and other payments that are not reportable as income. (If yes, describe)

4. Third Party Reimbursements. Have you during the last year, received any third-party reimbursement for travel-related expenditures in excess of \$250.00 for any matter that relates to your official duties? The term "reimbursement" includes any travel-related expenses provided by anyone other than the County for speaking engagements, conferences, or fact-finding events that relate to your official duties. (If yes, describe)

5. Debts. Do you have any debts over \$5,000 wherein the creditor does business with the County? (If yes, describe)

I HEREBY REPRESENT THAT I AM FAMILIAR WITH THE CORTLAND COUNTY CODE OF ETHICS AND UNDERSTAND THAT I MUST ABIDE BY ALL THE PROVISIONS IN SAID CODE. IF IN THE FUTURE, IT IS ALLEGED BY COMPLAINT THAT I MAY BE IN VIOLATION OF THE CODE OF ETHICS OR, IN THE EVENT THAT CONDITIONS COME ABOUT SO THAT A CONFLICT OF INTEREST SHOULD BE REPORTED TO THE COUNTY, I AGREE TO SO REPORT THE CONFLICT AND TO COMPLETE A FINANCIAL DISCLOSURE FORM AND WILL INCLUDE THE MATTER CONSTITUTING A CONFLICT OF INTEREST WHETHER THAT INFORMATION IS REQUESTED IN THE FORM OR NOT, PROVIDED THE CONFLICT OF INTEREST IN QUESTION IS DEFINED AS SUCH IN THE CORTLAND COUNTY CODE OF ETHICS.

Signature

REQUESTED IN THE FORM OR NOT, PROVIDED THE CONFLICT OF INTEREST IN QUESTION IS DEFINED AS SUCH IN THE CORTLAND COUNTY CODE OF ETHICS.

Signature

Date: _____

LEGAL NOTICE

PLEASE TAKE NOTICE, that a public hearing will be held before the Cortland County Legislature, on August 28, 2008 at 6:00 p.m. in the Legislative Chambers of the Cortland County Office Building, 60 Central Ave., Cortland, NY 13045, to consider to Adopt Local Law No. 2 of the year, 2008: A Local Law Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees; and Rescinding Local Law No. 5 of 1984, AND

PLEASE BE ADVISED, that a copy of the Local Law shall be available in the Office of the Clerk of the Legislature for review prior to such public hearing, AND

PLEASE BE FURTHER ADVISED, that at the aforementioned time and place, any and all persons wishing to be heard on the matter will be afforded an opportunity to speak, AND

PLEASE BE FURTHER ADVISED, that the Legislature will consider any and all opinions expressed in writing and mailed or otherwise delivered to reach the Office of the Clerk of the Legislature at the aforementioned address prior to the time of said hearing, AND

PLEASE BE FURTHER ADVISED, that filing with the Secretary of State of the State of New York is required for said Local Law.

By the Order of the
Cortland County
Legislature

/s/Brianne C. Parker
Deputy Clerk of the
Legislature

Date Issued:
August 18, 2008

199-11.

APPENDIX "B"

Officer's and Employees Required to File
Financial Disclosure Statement

County Legislators	County Administrator
Clerk, Board of Legislature	Personnel Officer
Director, Real Property Tax Service Agency	County Clerk
Deputy County Clerk	County Attorney
Assistant County Attorney	Director of Probation
Highway Superintendent	Director of Planning
Deputy Highway Superintendent	Director of Public Health
Director of Community Services (Mental Health)	Mental Health Admin.
Deputy Director Public Health	Jacobus Director
Commissioner of Social Services	Environmental Health Dir.
Director of Social Services	County Auditor
Director of Financial Management	County Treasurer
Director of Administrative Services	Sheriff
Hospice Director	Public Defender
Deputy County Treasurer	Undersheriff
Director of Nursing Service	Social Services Attorney
Commissioners of Election	Youth Bureau Director
Director of Data Processing	County Coroners
Deputy Director of Data Processing	District Attorney
Director of Fire/Emergency Management	
1st Assistant Public Defender	
County Historian/Records Management Officer	
Director of Weights and Measures (Sealer)	
1st Assistant District Attorney	
Director of Veterans Service Agency	

ADVISORY BOARDS AND COMMITTEES

Members of Ethics Advisory Board
 Members of Cortland County Industrial Development Agency/BDC
 Members of the Cortland County Board of Health
 Members of the Community Services Board
 Members of the Tobacco Asset Securitization Corporation
 Members of the TC3 Board of Trustees

APPENDIX “B”
Officers and Employees Required
to File Financial Disclosure
Statement

- County Legislators

Clerk, Board of Legislature

Deputy Clerk, Board of Legislature

County Attorney

Chief Assistant County Attorney

Director of Veteran’s Services

County Clerk

Deputy County Clerk(s)

Director of Finance

Deputy Director of Finance

Manager of Audit and Financial Projects

County Treasurer

Superintendent of Highways

Deputy Superintendent of Highways

Director of Community Services (Mental Health)

Personnel Officer

Deputy Personnel Officer

Commissioner of Social Services

Deputy Commissioner(s) of Social Services

Director of Social Services (Administrative Services)

Chief Social Services Attorney(s)

Sheriff

Undersheriff

Director of Information and Technology

Deputy Director of Information Technology

Public Defender

Director of Area Agency on Aging

Assistant Director of Area Agency on Aging
- Chief Assistant Public Defender

County Coroners

District Attorney

Chief Assistant District Attorney

Supervisor, Solid Waste Management

Grant Administrator

Director of Workforce Development

Administrative Services Manager

Employment and Training Director

Plan Administrator (Assigned Counsel)

Director of Emergency Response and Communication

Deputy Director of Emergency Response and Communication

Probation Director II

Commissioners of Election

Public Health Director

Deputy Director Public Health

Director of Environmental Health

Director of Planning

County Administrator

Deputy County Administrator

Director, Real Property Tax Service Agency

Director of Weights and Measures (Sealer)

Superintendent of Buildings and Grounds

Building Maintenance Foreperson
- Advisory Boards and Committees

Members of Board of Ethics

Members of Cortland County Industrial Development Agency~~BDC~~

Members of Cortland County Board of Health

Members of the Tobacco Asset Securitization Corporation

Members of the Tompkins Cortland Community College Board of Trustees

Members of Cortland County Planning Board

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APPENDIX "B"
Officers and Employees Required
to File Financial Disclosure
Statement

County Legislators
Clerk, Board of Legislature
Deputy Clerk, Board of Legislature
County Attorney
Chief Assistant County Attorney
Director of Veteran's Services
County Clerk
Deputy County Clerk(s)
Director of Finance
Deputy Director of Finance
Manager of Audit and Financial Projects
County Treasurer
Superintendent of Highways
Deputy Superintendent of Highways
Director of Community Services (Mental Health)
Personnel Officer
Deputy Personnel Officer
Commissioner of Social Services
Deputy Commissioner(s) of Social Services
Director of Social Services (Administrative Services)
Chief Social Services Attorney(s)
Sheriff
Undersheriff
Director of Information and Technology
Deputy Director of Information Technology
Public Defender
Director of Area Agency on Aging
Assistant Director of Area Agency on Aging

Chief Assistant Public Defender
County Coroners
District Attorney
Chief Assistant District Attorney
Supervisor, Solid Waste Management
Grant Administrator
Director of Workforce Development
Administrative Services Manager
Employment and Training Director
Plan Administrator (Assigned Counsel)
Director of Emergency Response and Communication
Deputy Director of Emergency Response and Communication
Probation Director II
Commissioners of Election
Public Health Director
Deputy Director Public Health
Director of Environmental Health
Director of Planning
County Administrator
Deputy County Administrator
Director, Real Property Tax Service Agency
Director of Weights and Measures (Sealer)
Superintendent of Buildings and Grounds
Building Maintenance Foreperson

Advisory Boards and Committees

Members of Board of Ethics
Members of Cortland County Industrial Development Agency
Members of Cortland County Board of Health
Members of the Tobacco Asset Securitization Corporation
Members of the Tompkins Cortland Community College Board of Trustees
Members of Cortland County Planning Board



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/2/254 – Resolution No. 158-24**INDEX**

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CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 8/2/25 – Resolution No. 158-24

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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 may be submitted in writing and distributed to all members when possible.
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. **Chair** – is the Chair of the Cortland County Legislature, elected in accordance with Article II, Section 2-B of these Rules, Local Law No. 2 of 1972, and County Law §151.
8. **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.
9. **Claim** – is any claim, bill, or account submitted to the Legislature pursuant to County Law (see County Law, § 369).
10. **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.
11. **Committee of the Whole** – is a committee composed of all of the members of the Legislature, but acts under the rules of other Standing Committees. The legislature cannot formally vote in Committee of the Whole. Committee of the Whole is NOT an executive session, and a Chair Pro



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Tem must be appointed after entering into Committee of the Whole

12. **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.
13. **Conflict of Interest** – no municipal officer or employee shall have an interest, as defined in these rules, 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. **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).
15. **Department Head** – is the County employee or employees elected, or appointed by the Legislature, chiefly responsible for the operation of any County Department.
16. **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, but does not add to the total number of members of any committee/board.
17. **Excused Absence** – Prior notification of an absence to a Committee Chair, Clerk or Chair of the Legislature.
18. **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.

- 19. **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.
- 20. **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 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.
- 21. **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).
- 22. **Majority Leader** – The members of the Legislature belonging to the recognized political party



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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 within five (5) calendar days of the biennial organizational meeting.

23. **Majority Vote of County Legislature** – the majority number of weighted votes of the total membership of the Legislature.
24. **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.
25. **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.
26. **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 within five (5) calendar days of the biennial organizational meeting.
27. **Minority Report** – is the written report of a minority party or a minority of any standing or special or committee.
28. **Motion** – is a formal proposal for action by a member in a meeting.
29. **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.
30. **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.
31. **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.
32. **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.
33. **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



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Law, §151(1).)

34. **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.
35. **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.
36. **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).
37. **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).
38. **Recessed Meeting** – is a meeting called to complete unfinished business, or a meeting called because of failure to obtain a quorum at a meeting.
39. **Receive and File** – is a motion to receive a communication and have it placed on file with the Clerk of the Legislature.
40. **Refer (motion to)** – is a motion to refer a matter to a Standing or Special Committee as the Legislature deems appropriate.
41. **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.
42. **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.
43. **Resolutions of a Permanent Nature** – require a two-thirds vote of the total weighted vote and shall include those:
 - 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;



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- 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. resolution with an unbudgeted financial impact, which was not approved by the Finance and Administration Committee;
- K. any other action requiring a two-thirds vote as mandated by Federal, State or County law.

- 44. **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.
- 45. **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.
- 46. **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.
- 47. **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]).
- 48. **Special Meeting** – is a meeting called by the Clerk of the Legislature upon direction of the Chair 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).
- 49. **Special Order** – is an order of the day that is made with the stipulation that any rules interfering with



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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.

50. **Sponsor** – is the member or members whose motion or resolution is appropriately brought before the Legislature.
51. **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).
52. **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.
53. **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.
- ~~54.~~ **Total Vote** – is the total number of weighted votes of all members of the Legislature.
- ~~54.55.~~ **Unbudgeted Financial Impact** – any expense or revenue change resulting from a proposed action or resolution that has not been accounted for in the County's approved budget for the current fiscal year. This includes: increases in expenditures, decreases in anticipated revenues, or financial commitments that would require additional appropriations, reallocation of funds, or adjustments to the existing budget.
- ~~55.56.~~ **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.
- ~~56.57.~~ **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 for the purpose of organization and for the transaction of such other business as may come before it.



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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 Public Defender (County Law §716);
 - f. appointment of a Veterans' Services Officer (County Law §800); and
 - g. 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);
 - c. any other business necessary and appropriate to come before the meeting.



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2. Elections and Appointments

A. Appointment Process Timeline

- i. By no later than August 31st 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 appointees shall indicate in writing whether or not they shall seek another term of appointment. The notice by the current appointee shall be delivered in writing to the Personnel Officer and the Committee Chair to whom they report, as follows:
 - a. Clerk of the Legislature – Government Operations Committee
 - b. County Attorney – Government Operations Committee
 - c. Public Defender – Judiciary & Public Safety Committee
 - d. Veterans' Services Officer – Health & Human Services Committee
- ii. By no later than October 31st, 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 reappointment, bring forward the current appointee's performance evaluation for committee review by the month of October; or
 - b. In the event the appointee does NOT seek reappointment, 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. By no later than November 30th, following the review of the current appointee's performance evaluation, if applicable, the Chair of the Committee to whom the appointee reports shall call for a vote to indicate the committee's intent to either:
 - a. Recommend to reappoint 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 reappointment 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 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



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

C. Appointment of a Clerk



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- 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 an 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 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 2 of 1966, as amended by Local Law No. 6 for year 2021 and Local Law 8 of 2023. (See County Law, § 716).
- 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.

F. 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



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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, unless otherwise specified in these Rules;
- 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:

Privilege of the Floor (aka 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 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



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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.

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.

D. 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.

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



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to representation on the Legislature;

- 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. 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;
- D. fill any vacancies in any Standing or Special Committee, in compliance with County Law § 154;
- E. reassign or remove committee Chairs or members as necessary;
- F. when deemed necessary, call a meeting of a Standing or Special Committee subject to the limitations of these rules;
- G. subject to the approval by resolution of the Legislature, assign additional duties to Special Committees;
- H. 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, if applicable, to:



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- 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 of Office, 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, 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;
- C. may represent the County in all proceedings before the Public Service Commission and at all other public hearings and conferences deemed necessary to attend;
- D. 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;
- E. shall become familiar with the property, function, and fiscal affairs of the County;



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- F. 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;
- G. shall determine which official shall perform a particular power or duty not clearly defined by law;
- H. 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;
- I. 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;
- J. may make recommendations to the Legislature on legislation, rules, and regulations, and such other matters deemed material and advisable;
- K. 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;
- L. shall recommend to the Legislature persons for appointment to the Industrial Development Agency, which shall be politically balanced;
- M. shall approve the agenda for Legislative sessions prior to distribution;
- N. 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;
- O. shall appoint the members of all management teams for the negotiating of labor contracts;
- P. shall perform an annual performance evaluation, by August of each year, with the appropriate Committee Chairs and other appropriate personnel for the Clerk of the Legislature, County Attorney, Manager of Audit and Financial Projects, Public Defender, and Veterans' Services Officer;
- Q. shall perform an annual performance evaluation, by August of each year, with the Finance and Administration Committee Chair and other appropriate personnel for the Manager of Audit and Financial Projects;
- R. shall, in consultation with the Committee Chairs, Department Heads, and other appropriate individuals, perform an annual performance evaluation, by August of each year, for the County Administrator in compliance with the Administrator's current contract.

6. Temporary Chair



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In the absence of the Chair for a meeting, the Majority Leader shall serve as temporary chair. 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, 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 a special committee meeting upon receipt of a request signed by at least a majority of the committee members. Public notice of the meeting shall be given in compliance with Public Officers Law § 104. Said notice shall state the date, time, place, and subject for said meeting;
- C. prepare, or cause to be prepared by the Clerk of the Legislature an agenda for each committee meeting;
- D. 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;
- E. invite appropriate individuals to a committee meeting when their resolutions are being considered;
- F. when reporting any resolution to the Legislature, provide all appropriate relative material to the Clerk of the Legislature;
- G. delegate two members of the committee, one of whom may be the committee chair, who shall participate in the selection of a Department Head in a department assigned to it in these Rules, for appointment by the Legislature.



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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. add additional items not included on the agenda;
- C. schedule a special committee meeting. Public notice of the meeting shall be given in compliance with Public Officers Law § 104. Said notice shall state the date, time, place, and subject for said meeting;
- D. schedule meetings with Department Heads or heads of authorized agencies to discuss mutual objectives and problems;
- E. explain the purpose and provisions of resolutions reported from the committee before the debate begins in a Legislative session; and
- F. 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 full name of the speaker;
- 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;
- 8. maintain a general index of all local laws and resolutions of a permanent nature;



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9. file all adopted Local Laws with the Secretary of State and the Cortland County Clerk and publish notice of adoption 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, by mail, or by electronic means 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 noon 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, or 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 individuals at least 72 hours in advance of a committee meeting;



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21. record all notices of committee meetings;
22. receive reports as requested by the Legislature;
23. receive annual reports from Department Heads, 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);
36. 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.

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 Finance and Administration 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.



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3. Resolutions to be included on the agenda shall have the majority vote of those present (a quorum 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 VIII 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 June and August through October. ~~No regular meeting shall be held in the month of July.~~ November and December meeting dates will be scheduled



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by the Clerk.

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, presentations 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.



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4. No more than one amendment to an amendment may be pending at any given time on any resolution.
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.



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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.
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.
- 7.
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



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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 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, and councils 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 and councils assigned to it in these Rules.
7. Each Standing Committee shall initiate, sponsor, and/or review all resolutions affecting the departments, boards, and councils 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, referred to the Finance and Administration Committee from another Statutory Committee, not approved by the Finance and Administration Committee shall require a 2/3rds vote of the full legislature for adoption. Resolutions not approved by the Finance and Administration Committee shall be so noted when presented to the Legislature. The Finance and Administration Committee shall provide a report to the Legislature stating the reason for not approving the resolution.



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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:

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

The Committee shall oversee:

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

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

County Highway Department

Use of Dwyer Memorial Park by external groups or entities shall be approved by the Highway Committee.

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

Buildings and Grounds Department and Information and Technology Department.

Use of County Buildings or properties by external groups or entities, with the exception of Dwyer Memorial Park, shall be approved by the Buildings and Grounds Committee.



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- 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, Office for 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, and public transportation.

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



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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 – Revised 10-17-23

Adopted October 26, 2023 – Revised 8-6-24

Adopted August 22, 2024

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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 may be submitted in writing and distributed to all members when possible.
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. **Chair** – is the Chair of the Cortland County Legislature, elected in accordance with Article II, Section 2-B of these Rules, Local Law No. 2 of 1972, and County Law §151.
8. **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.
9. **Claim** – is any claim, bill, or account submitted to the Legislature pursuant to County Law (see County Law, § 369).
10. **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.
11. **Committee of the Whole** – is a committee composed of all of the members of the Legislature, but acts under the rules of other Standing Committees. The legislature cannot formally vote in Committee of the Whole. Committee of the Whole is NOT an executive session, and a Chair Pro



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Tem must be appointed after entering into Committee of the Whole

12. **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.
13. **Conflict of Interest** – no municipal officer or employee shall have an interest, as defined in these rules, 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. **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).
15. **Department Head** – is the County employee or employees elected, or appointed by the Legislature, chiefly responsible for the operation of any County Department.
16. **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, but does not add to the total number of members of any committee/board.
17. **Excused Absence** – Prior notification of an absence to a Committee Chair, Clerk or Chair of the Legislature.
18. **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.

19. **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.
20. **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 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.
21. **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).



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22. **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 within five (5) calendar days of the biennial organizational meeting.
23. **Majority Vote of County Legislature** – the majority number of weighted votes of the total membership of the Legislature.
24. **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.
25. **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.
26. **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 within five (5) calendar days of the biennial organizational meeting.
27. **Minority Report** – is the written report of a minority party or a minority of any standing or special or committee.
28. **Motion** – is a formal proposal for action by a member in a meeting.
29. **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.
30. **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.
31. **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.
32. **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.
33. **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



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last known postal address at least 48 hours before the date and time of the meeting (see County Law, §151(1).)

34. **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.
35. **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.
36. **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).
37. **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).
38. **Recessed Meeting** – is a meeting called to complete unfinished business, or a meeting called because of failure to obtain a quorum at a meeting.
39. **Receive and File** – is a motion to receive a communication and have it placed on file with the Clerk of the Legislature.
40. **Refer (motion to)** – is a motion to refer a matter to a Standing or Special Committee as the Legislature deems appropriate.
41. **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.
42. **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.
43. **Resolutions of a Permanent Nature** – require a two-thirds vote of the total weighted vote and shall include those:
 - 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;



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- 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. resolution with an unbudgeted financial impact, which was not approved by the Finance and Administration Committee;
 - K. any other action requiring a two-thirds vote as mandated by Federal, State or County law.
44. **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.
45. **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.
46. **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.
47. **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]).
48. **Special Meeting** – is a meeting called by the Clerk of the Legislature upon direction of the Chair 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).



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49. **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.
50. **Sponsor** – is the member or members whose motion or resolution is appropriately brought before the Legislature.
51. **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).
52. **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.
53. **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.
54. **Total Vote** – is the total number of weighted votes of all members of the Legislature.
55. **Unbudgeted Financial Impact** – any expense or revenue change resulting from a proposed action or resolution that has not been accounted for in the County's approved budget for the current fiscal year. This includes: increases in expenditures, decreases in anticipated revenues, or financial commitments that would require additional appropriations, reallocation of funds, or adjustments to the existing budget.
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 for the purpose of organization and for the transaction of such other business as may come before it.



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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 Public Defender (County Law §716);
 - f. appointment of a Veterans' Services Officer (County Law §800); and
 - g. 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);
 - c. any other business necessary and appropriate to come before the meeting.



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2. Elections and Appointments

A. Appointment Process Timeline

- i. By no later than August 31st 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 appointees shall indicate in writing whether or not they shall seek another term of appointment. The notice by the current appointee shall be delivered in writing to the Personnel Officer and the Committee Chair to whom they report, as follows:
 - a. Clerk of the Legislature – Government Operations Committee
 - b. County Attorney – Government Operations Committee
 - c. Public Defender – Judiciary & Public Safety Committee
 - d. Veterans' Services Officer – Health & Human Services Committee
- ii. By no later than October 31st, 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 reappointment, bring forward the current appointee's performance evaluation for committee review by the month of October; or
 - b. In the event the appointee does NOT seek reappointment, 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. By no later than November 30th, following the review of the current appointee's performance evaluation, if applicable, the Chair of the Committee to whom the appointee reports shall call for a vote to indicate the committee's intent to either:
 - a. Recommend to reappoint 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 reappointment 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 filled as follows:
 - a. **1st** The current appointee recommended by the last sitting committee shall be

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



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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 an 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 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 2 of 1966, as amended by Local Law No. 6 for year 2021 and Local Law 8 of 2023. (See County Law, § 716).
- 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.

F. 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.

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- 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, unless otherwise specified in these Rules;
- 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:

Privilege of the Floor (aka 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 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



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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.

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.

D. 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.

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.

**CORTLAND COUNTY LEGISLATURE RULES OF ORDER****Adopted 2/27/25 – Resolution No. 31-25**

When feasible, each political party shall be represented on each committee in its proportion to representation on the Legislature;

- 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. 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;
- D. fill any vacancies in any Standing or Special Committee, in compliance with County Law § 154;
- E. reassign or remove committee Chairs or members as necessary;
- F. when deemed necessary, call a meeting of a Standing or Special Committee subject to the limitations of these rules;
- G. subject to the approval by resolution of the Legislature, assign additional duties to Special Committees;
- H. 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 of Office, 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, 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;
- C. may represent the County in all proceedings before the Public Service Commission and at all other public hearings and conferences deemed necessary to attend;
- D. 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;
- E. shall become familiar with the property, function, and fiscal affairs of the County;



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- F. 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;
- G. shall determine which official shall perform a particular power or duty not clearly defined by law;
- H. 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;
- I. 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;
- J. may make recommendations to the Legislature on legislation, rules, and regulations, and such other matters deemed material and advisable;
- K. 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;
- L. shall recommend to the Legislature persons for appointment to the Industrial Development Agency, which shall be politically balanced;
- M. shall approve the agenda for Legislative sessions prior to distribution;
- N. 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;
- O. shall appoint the members of all management teams for the negotiating of labor contracts;
- P. shall perform an annual performance evaluation, by August of each year, with the appropriate Committee Chairs and other appropriate personnel for the Clerk of the Legislature, County Attorney, Manager of Audit and Financial Projects, Public Defender, and Veterans' Services Officer;
- Q. shall perform an annual performance evaluation, by August of each year, with the Finance and Administration Committee Chair and other appropriate personnel for the Manager of Audit and Financial Projects;
- R. shall, in consultation with the Committee Chairs, Department Heads, and other appropriate individuals, perform an annual performance evaluation, by August of each year, for the County Administrator in compliance with the Administrator's current contract.

6. Temporary Chair



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In the absence of the Chair for a meeting, the Majority Leader shall serve as temporary chair. 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, 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 a special committee meeting upon receipt of a request signed by at least a majority of the committee members. Public notice of the meeting shall be given in compliance with Public Officers Law § 104. Said notice shall state the date, time, place, and subject for said meeting;
- C. prepare, or cause to be prepared by the Clerk of the Legislature an agenda for each committee meeting;
- D. 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;
- E. invite appropriate individuals to a committee meeting when their resolutions are being considered;
- F. when reporting any resolution to the Legislature, provide all appropriate relative material to the Clerk of the Legislature;
- G. delegate two members of the committee, one of whom may be the committee chair, who shall participate in the selection of a Department Head in a department assigned to it in these Rules, for appointment by the Legislature.



CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 2/27/25 – Resolution No. 31-25**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. add additional items not included on the agenda;
- C. schedule a special committee meeting. Public notice of the meeting shall be given in compliance with Public Officers Law § 104. Said notice shall state the date, time, place, and subject for said meeting;
- D. schedule meetings with Department Heads or heads of authorized agencies to discuss mutual objectives and problems;
- E. explain the purpose and provisions of resolutions reported from the committee before the debate begins in a Legislative session; and
- F. 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 full name of the speaker;
- 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 publish notice of adoption 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, by mail, or by electronic means 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 noon 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, or 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

**CORTLAND COUNTY LEGISLATURE RULES OF ORDER****Adopted 2/27/25 – Resolution No. 31-25**

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, 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);
36. 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.

ARTICLE VI**POWERS AND DUTIES OF THE COUNTY ATTORNEY, AND THE COUNTY ADMINISTRATOR**



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1. The County Attorney shall:

- 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 Finance and Administration 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).

**CORTLAND COUNTY LEGISLATURE RULES OF ORDER****Adopted 2/27/25 – Resolution No. 31-25**

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 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.
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 reintroduced unless the committee approval process is completed.

**ARTICLE VIII
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 June and August through October. No regular

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meeting shall be held in the month of July. November and December meeting dates will be scheduled by the Clerk.

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, presentations 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.



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4. No more than one amendment to an amendment may be pending at any given time on any resolution.
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

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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.
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

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(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 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, and councils 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 and councils assigned to it in these Rules.
7. Each Standing Committee shall initiate, sponsor, and/or review all resolutions affecting the departments, boards, and councils 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, referred to the Finance and Administration Committee from another Statutory Committee, not approved by the Finance and Administration Committee shall require a 2/3rds vote of the full legislature for adoption. The Finance and Administration Committee shall provide a report to the



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Legislature stating the reason for not approving the resolution.

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:

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

The Committee shall oversee:

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

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

County Highway Department

Use of Dwyer Memorial Park by external groups or entities shall be approved by the Highway Committee.

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

Buildings and Grounds Department and Information and Technology Department.

Use of County Buildings or properties by external groups or entities, with the exception of Dwyer



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Memorial Park, shall be approved by the Buildings and Grounds Committee.

- 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, Office for 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, and public transportation.

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



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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 – Revised 10-17-23

Adopted October 26, 2023 – Revised 8-6-24

Adopted August 22, 2024 – Revised 2-11-25

Adopted February 27, 2025

Scott Roman

From: Chapin, Stephanie (DHSES) <Stephanie.Chapin@dhses.ny.gov>
Sent: Thursday, January 16, 2025 6:22 PM
To: Scott Roman; Courtney Metcalf
Cc: Coyle, Patrick (DHSES); Adler, David (DHSES)
Subject: Flood Mitigation Allocations and MOU
Attachments: CORTLAND ALLOCATIONS.pdf; CORTLAND MOU.pdf

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good evening,

In the FY24 budget, \$15 million was allocated for flood mitigation equipment, by the Governor, for the Counties.

After reviewing each Counties risk profile and researching NYR requests, a list of the most requested items was created.

Attached is a list of resources suggested for your County and an MOU should you wish to participate in the program.

Below are some key points:

- This is a voluntary program. Counties can opt in or out of at any time.
- To participate, counties must sign an MOU in order to transfer possession of the resources.
- There is a 2 week turn around on the MOU in order to expedite bulk ordering.
- Counties must provide a shipment location and a point of contact.
- These are the maximum equipment allocated to each county.
- Counties cannot trade one type of equipment for another (e.g. exchanging pumps for more VMS' and vice versa)
- Counties may accept all, some or none of the allocated equipment.

MOU Highlights

- This is a one-time allocation until the equipment reaches the end of its useful life or becomes inoperable. Replacement is not included.
- The County is responsible for routine maintenance of the equipment.
- Equipment is not intended for personal or private purposes.
- Equipment will be direct shipped to counties. Upon receipt , an inventory will be conducted and attached to the MOU as a reference.

If you have any additional questions, please let me know. We look forward to hearing from you.

Thank you,

Stephanie

STEPHANIE J. CHAPIN

Regional Director, Region IV Southern Tier
Office of Emergency Management

Attachment: Flood equipment email (32-25 : Accept Flood Mitigation Equipment from NYS Department of Homeland Security)

New York State Division of Homeland Security Emergency Services
161 North Jensen Rd., Vestal NY 13850
Desk: (607) 217-6378 | Cell: (315) 559-0362
stephanie.chapin@dhses.ny.gov | www.dhses.ny.gov



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Attachment: Flood equipment email (32-25 : Accept Flood Mitigation Equipment from NYS Department of Homeland Security)

CORTLAND COUNTY ALLOCATION

Type	Equipment	Quantity	Accepted Quantity
Pumps	3" Pump	1	
Pumps	4" Pump	1	
Pump Accessories	3" intake hose (10 Ft)	2	
Pump Accessories	3" discharge hose (50ft)	3	
Pump Accessories	3" strainer	1	
Pump Accessories	3" coupler	1	
Pump Accessories	4" intake hose (10ft)	2	
Pump Accessories	4"discharge hose (50ft)	3	
Pump Accessories	4" strainer	1	
Pump Accessories	4" coupler	1	
Pump Accessories	Wheel Kit for 4" Pump	1	
Sandbagger	Sandbag Filler	1	
Sandbag Accessories	Empty Sandbags LG 18 in x 27 in	10,000	
Sandbag Accessories	Sandbag Trailer	1	
Potable Water tanker	550-Gal Water Tanker	1	
Chain Saw	16-inch Chain Saw	3	
Generators	9.2 KW Gas	2	
Light Towers	6 KW Light Towers	1	
VMS	3 Line Message VMS	1	

Name:	
Title:	
Signature:	
Date:	

MEMORANDUM OF UNDERSTANDING
Between the
NEW YORK STATE
DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES
And
CORTLAND COUNTY

This Memorandum of Understanding (MOU) is between the New York State Division of Homeland Security and Emergency Services (DHSES) and Cortland County. The aforementioned entities are collectively referred to as the “Parties.”

WHEREAS, DHSES has been appropriated funds in the FY24 budget to purchase flood mitigation equipment to support counties in emergency flood events, enhancing preparedness and response capabilities.

WHEREAS, Cortland County seeks to enhance its flood mitigation efforts through the use of state-provided equipment, helping protect vulnerable areas and mitigate disaster impacts.

WHEREAS, The purpose of this MOU is to establish the terms and conditions under which DHSES will transfer possession (but not ownership) of flood mitigation equipment to Cortland County, while retaining oversight to ensure compliance and operational readiness.

NOW THEREFORE, in furtherance of the above objectives, the Parties mutually agree to the following terms:

1. DHSES will transfer possession of flood mitigation equipment to Cortland County, with DHSES retaining ownership.
2. The equipment will be shipped directly to Cortland County. DHSES will provide a recording spreadsheet to Cortland County. Upon receipt of the equipment, Cortland County will confirm and provide DHSES with a detailed inventory, including serial numbers, within 30 days. If this confirmation is not received within the timeframe, DHSES will contact Cortland County to conduct an on-site inventory of equipment received. Once completed, the inventory will be attached to and made a part of this MOU.
3. This equipment is provided as a one-time allocation. DHSES will not replace equipment that becomes inoperable or reaches the end of its useful life. Cortland County will notify DHSES if it no longer needs the equipment, it is no longer usable, or if it wishes to withdraw from this program.

4. DHSES will apply State branding stickers to the equipment after it has been inventoried to ensure easy identification and to distinguish it from county-owned equipment. Equipment use is not dependent on branding.
5. Upon request, DHSES will provide equipment use training. Cortland County is responsible for ensuring its employees are trained and equipped to operate and maintain the equipment safely and effectively.
6. Cortland County agrees to provide routine maintenance of this equipment as part of the county's existing maintenance schedule. This maintenance should follow the manufacturer's guidelines or standard practices for similar county-owned equipment. If equipment needs maintenance beyond the regular routine capabilities, Cortland County may contact DHSES for additional guidance.
7. DHSES reserves the right to conduct routine inspections to assess equipment usage, condition, and maintenance compliance. Equipment should be kept in operational condition. DHSES may reclaim or reallocate equipment if it is not maintained or used appropriately.
8. In an emergency, DHSES may redeploy the equipment to neighboring counties if it is the most accessible option. Cortland County may also deploy the equipment to neighboring counties in urgent or emergency situations, with notification to DHSES.
9. Use of the equipment does not require a New York Responds (NYR) request. Cortland County should use the equipment along with its own resources as a first line of defense in flood related emergencies before requesting additional resources from the State.
10. The equipment provided in this MOU is intended for use in preparation for or response to an emergency, or upon approval by DHSES, and not for private, commercial, or personal use.

General Terms:

1. This MOU may only be modified by the written agreement of the Parties, duly signed by their authorized representatives.
2. This MOU is not transferable except with written consent of the Parties.
3. This MOU takes effect at the time the last Party signs.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date indicated below.

NYS Division of Homeland Security and Emergency Services

By: _____

Date: _____

Cortland County

By: _____
Name, Title

Date: _____

ADDENDUM TO MEMORANDUM OF UNDERSTANDING

Between NY State Division of Homeland Security and Emergency Services (DHSES) and Cortland County

Effective Date: 1/31/2025

Reference: This addendum supplements the existing Memorandum of Understanding (MOU) previously executed between DHSES ("State") and Cortland County ("County"). Some equipment covered under the MOU is mounted on trailers, which may require registration. For this agreement, the trailer is considered part of the equipment and will not be treated as a separate asset.

- The State will remain the title owner of the trailers, and the county will serve as the registrant.
- The County agrees to register the trailer in its name and obtain plates.
- For registration, the State will provide a copy of the title if needed and complete any required DMV forms to facilitate the process.
- Titles are usually mailed to DHSES, but if a title arrives with the equipment during delivery, the County will notify DHSES. DHSES will pick up the original title and provide a copy to the County for registration.
- The County is responsible for renewing the trailer's registration and handle all required inspections.
- The trailer is part of a one-time equipment allocation. The State will not replace or maintain the trailer
- The County is expected to maintain the trailer in addition to the equipment in accordance with the main agreement.
- The County should follow all New York State traffic and registration laws, and only properly licensed operators should tow the trailer.

SIGNATURES

For DHSES

Signature: _____

Name: _____

Title: _____

Date: _____

For Cortland County:

Signature: _____

Name: _____

Title: _____

Date: _____



Proposal

Cortland County Department of Emergency Response & Communication

8 Link Microwave Upgrade

USNY24P015

September 20, 2024

The design, technical, and price information furnished with this proposal is proprietary information of Motorola Solutions, Inc. (Motorola). Such information is submitted with the restriction that it is to be used only for the evaluation of the proposal, and is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the proposal, without the express written permission of Motorola.

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Woodcliff Lake, NJ 07677

Telephone: +1 201.949.5500
Fax: +1 201.949.5799

September 20, 2024

Scott Roman, Director
Cortland County Emergency Response & Communications
54 Greenbush Street, Suite 201
Cortland, New York 13045

Subject: 8 Link Microwave Upgrade

Dear Director Roman:

Motorola Solutions, Inc. ("Motorola") is pleased to present Cortland County ("the County") with this proposal for replacing current microwave radios and also reconstructing the sites and microwave paths for future needs. The development of this proposal provided us an opportunity to evaluate our current mutual business and further explore the means by which we can fulfill Cortland County's connectivity needs.

The information in this proposal is provided to assist you in moving the project forward. We have provided a design in our proposal taking into consideration the County's requirements coordinated with a detailed analysis and firm pricing.

As the industry's premier supplier of radio and integrated solutions, Motorola possesses many unique capabilities. These capabilities allow us to offer our customers effective solutions to their complex operational issues. Our primary goal is to provide the County with a solution that improves the safety level of your employees and citizens.

This proposal is valid for 90 days from the date of this proposal. Pricing, terms, and conditions for equipment and services in this proposal are subject to the New York State Contract OGS #PT68722. Upon the County's decision to purchase this system, the County can issue a PO referencing the NYS-OGS contract number PT68722 and this proposal.

Questions or inquiries may be addressed to Rick Angelillo at 201-390-6814. We look forward to your positive review of our proposal, to subsequent discussions, and to helping Cortland County achieve its communications goals and objectives.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Roy Kirchner'.

Roy Kirchner
MSSI Vice President

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Section 1

System Description

1.1 System Overview for 9 Sites Best Practice

Motorola Solutions is proposing to replace Cortland County's existing microwave transceiver radios, antennas and waveguides at eight (8) Microwave hop locations with Microwave Networks' (MNI) link of Proteus MX licensed microwave radios and antennas. Two (2) hops configured for 11 GHz links and six (6) hops configured for 6 GHz. The MNI SPARCS network management system is also included in this proposal. This proposal reuses nine (9) existing site locations and recommends raising three (3) tower heights to clear on path vegetation and obstructions from Cortland COB, Preble, and Cuyler.

Microwave links where radios are to be swapped with this project are:

- Lapeer ⇔ Virgil
- Cortland COB ⇔ Cortlandville
- Preble ⇔ Cortlandville
- Preble ⇔ Solon
- Solon ⇔ Taylor
- Solon ⇔ Cuyler
- Cincinnatus ⇔ Taylor
- Lapeer ⇔ Cincinnatus

1.1.1 MW Link Map for 9 Sites

Figure 1-1 below is the network map of the second phase microwave network, after phase 1 of the project has been completed to connect the Cortland COB location to the Core system located at 22 W Court St. The proposed links under this contract consists of the equipment and services for the sites mentioned above.

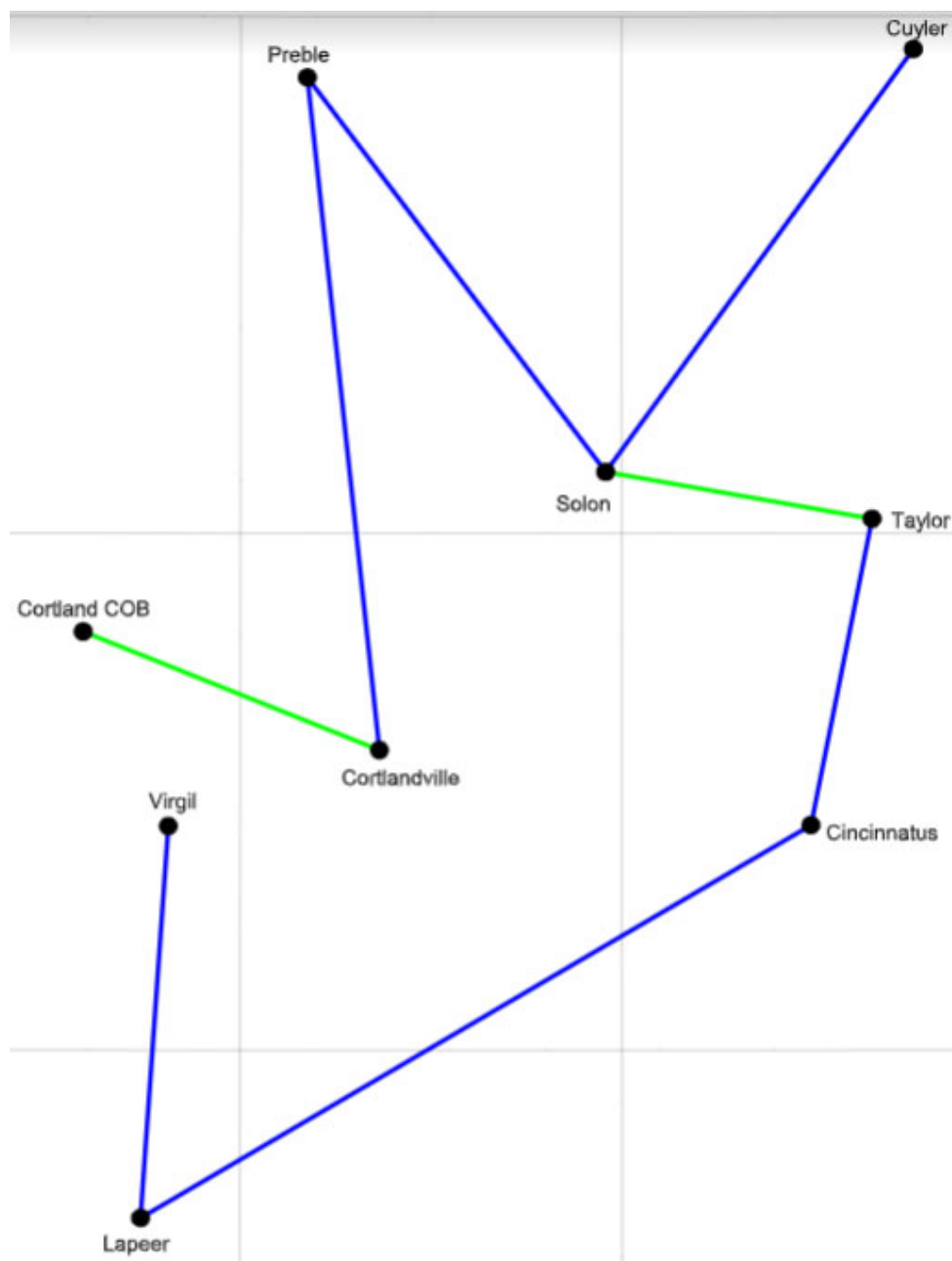


Figure 1-1: Microwave Network System Map

Blue Link Lines – 6 GHz

Green Link Lines – 11 GHz

1.1.2 Phase 2 Link Summary for 9 Sites

Table 1-1 below is a table of the proposed eight (8) microwave paths that will be upgraded in existing Cortland network.

Table 1-1: Radio Equipment and Link Data Summary

Site A	Tower Hgt (ft.)	Main Ant CL (ft.)	Ant Size (ft.)	Site B	Tower Hgt (ft.)	Main Ant CL (ft.)	Ant Size (ft.)	Path Length (mi)	Freq (GHz)	Two-Way Availability (%)	Fade Margin (dB)	Throughput (Mbps)
Lapeer	300	296.6	6	Virgil	250	246.7	6	6.56	6	99.99999	44.92	155
Cortland COB	50	63	3	Cortlandville	193	189	3	5.34	11	99.99996	31.29	155
Preble	195	80	6	Cortlandville	193	100	6	11.3	6	99.99999	44.02	155
Preble	195	240	6	Solon	240	130	6	8.26	6	99.99999	44.24	155
Solon	240	185	3	Taylor	195	191.6	3	4.52	11	99.99996	29.14	155
Solon	240	170	6	Cuyler	230	296.9	6	8.73	6	99.99999	46.41	50
Cincinnati	270	100	6	Taylor	195	115	6	5.21	6	99.99999	44.36	155
Lapeer	300	205	6	Cincinnati	270	150	6	12.99	6	99.99996	41.44	155

Site Raised Tower Heights (ft.)

Cortland COB	13
Preble	55
Cuyler	70

1.1.3 Path Design Considerations for 9 Sites

The paths are engineered with Proteus MX 6 All Indoor and split mount Proteus MX 11 GHz radios with 155 Mbps capacity on ring paths and 50 Mbps capacity on the spur path. All paths as engineered meet or exceed a two-way link availability of 99.9995% at a Receive Signal Level and Dispersive Fade Margin threshold of $10E-6$ BER. Availability calculations utilize the Vigants – Barnett multipath fading and Crane rain fading methods. Rain rates used are per AT&T city rain rate data for the area. Terrain roughness is calculated using 10-meter USGS National Elevation Dataset digitized elevation data using the sea level reference method on the section of the path visible to both end points. National Land Cover Database 2019 information was used to identify on-path vegetation and man-made obstruction heights. The clearance criteria used to determine required antenna centerlines is the more stringent of:

$K = 4/3$ @ 100% F1, FH=10ft.

$K=0.667$ @ 30% F1, FH=10ft.

30-meter NLCD 2019 clutter data.

Before system implementation, a microwave path engineering survey will be conducted on all paths. The objective of this survey is “information verification” to confirm the information to be used for clearance and engineering performance objectives. This confirmation includes site location (latitude/longitude coordinates), elevation above mean sea level (AMSL), accurate measurement of path obstructions along the path (i.e. trees and buildings, electrical transmission lines, cellular towers, the presence of reflective surfaces) and general compilation of local climate information.

At locations with existing towers, pre-determined azimuths and centerlines will be checked for availability/adaptability in terms of proposed antenna mounting.

1.2 System Overview for MNI Radio Only

Motorola Solutions is proposing to replace Cortland County's existing Cambium microwave radios at eight (8) hop locations with Microwave Networks link of Proteus MX licensed microwave radios only. This proposal reuses nine (9) existing site locations with the current configuration consisting of six (6) ring paths and two (2) spur paths. The two (2) spur paths are Solon to Cuyler and Lapeer to Taylor. The project USNY23P229 is required by the County to be implemented to connect the new 22 W Court St Core site location into these remaining microwave sites. The Radio only proposal is not considered to be best practice by Motorola due to the current tower and dish heights at three (3) locations from which have potential issues that do not clear on path vegetation and obstructions from Cortland Cob, Preble, and Cuyler sites. Motorola recommends a full Microwave system upgrade but has provided pricing for radio only upgrade for the current backhaul system, which is not considered to be best practice by Motorola due to the current dish heights.

Existing Microwave links where radios are to be swapped with this project are:

- Lapeer ⇔ Virgil
- Cortland COB ⇔ Cortlandville
- Preble ⇔ Cortlandville
- Preble ⇔ Solon
- Solon ⇔ Taylor
- Solon ⇔ Cuyler
- Cincinnatus ⇔ Taylor
- Lapeer ⇔ Taylor

1.2.1 MW Link Map for Radio Only

Figure 1-2 below is the network map of the second phase microwave network for radios only, after phase 1 of the project has been completed to connect the Cortland COB location to the Core system. The proposed links under this contract consists of the radio equipment only and services for the sites mentioned above.

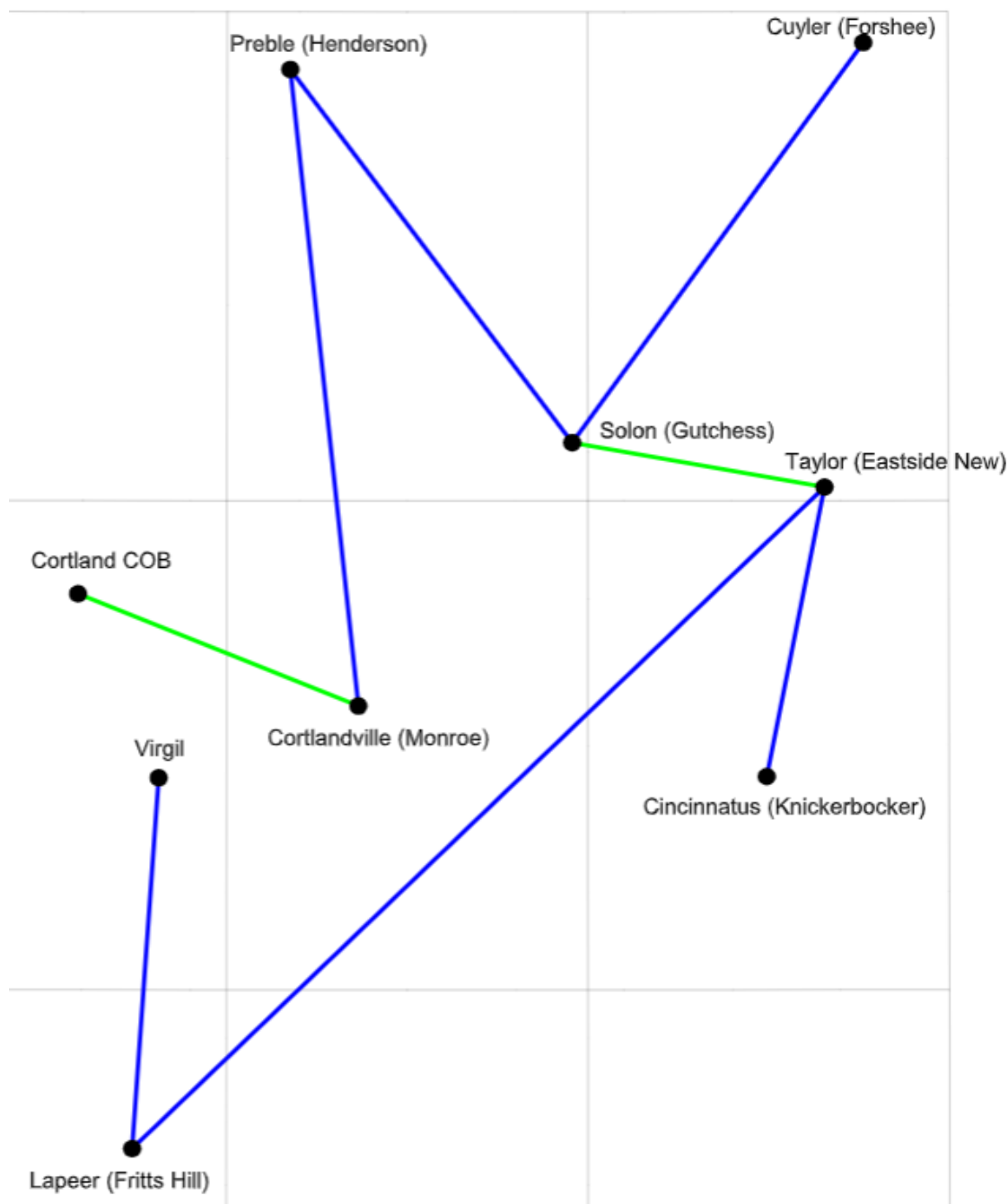


Figure 1-2: Second Phase Microwave Network System Map

Blue Link Lines – 6 GHz

Green Link Lines – 11 GHz

System Description



Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

1.3 Design Assumptions

Motorola Solutions has based the system design on information provided by the County. All assumptions have been listed below for review. Should Motorola Solutions' assumptions be deemed incorrect or not agreeable to the County, a revised proposal with the necessary changes and adjusted costs may be required. Changes to the equipment or scope of the project after contract may require a change order.

- The County will be responsible for three (3) raised tower heights located at Cortland COB (rooftop), Preble, and Cuyler sites.
- Transmission line lengths are assumed to be antenna centerline plus 50ft.
- The two-way availability is a predicted annual average and not a guarantee.
- All sites are accessible by 2-wheel drive vehicles.
- Motorola has assumed that we can reuse all existing DC power and battery systems at all the nine locations.
- Sites will have adequate space for the new equipment and suitable temperature control and lighting where work is to be performed or materials stored.
- All existing sites or equipment locations will have sufficient space available for the system described as required/specified by R56.
- Should any of the sites or design change, a revision to the SOW and associated pricing will be required.
- Proposal assumes all towers have climbing facilities and waveguide ladders with open slots.
- Proposal assumes any water towers have antenna mounting structures and waveguide ladders.
- Any re-routing or moving of existing equipment is not part of this proposal.
- Any required painting or welding will be provided and completed by the County.
- Proposal assumes there are existing entry ports and grounding system.
- Rack locations to be provided by the County.

Section 2

Statement of Work

2.1 Statement of Work Matrix

Motorola Solutions will Implement and configure the proposed equipment. The following table describes the tasks involved with Implementation and configuration.

Tasks	Motorola Solutions	Cortland County
PROJECT INITIATION		
Design Review		
Review the Customer's operational requirements.	X	X
Present the system design and operational requirements for the solution.	X	
Present Implementation plan.	X	
Present preliminary cutover plan and methods to document final cutover process.	X	
Present configuration and details of sites required by system design.	X	
Validate that Customer sites can accommodate proposed equipment.	X	X
Provide approvals required to add equipment to proposed existing sites.		X
Review safety, security, and site access procedures.	X	
Finalize site acquisition and development plan.		X
Furnish floor plans and office drawings of existing sites, Showing new equipment locations, term block & fuse panel assignments, etc.		X
Present equipment layout plans and system design drawings.	X	
Provide backhaul performance specifications and demarcation points.	X	
Provide heat load and power requirements for new equipment.	X	
Provide information on existing system interfaces.		X
Provide frequency and radio information for each site.		X
Perform Frequency Coordination and file PCN.	X	
Prepare Frequency Coordination Applications.	X	
Perform Path Survey.	X	
Assume liability and responsibility for providing all information necessary for complete Implementation.		X
Assume responsibility for issues outside of Motorola Solutions' control.		X
Review and update design documents, including System Description, Statement of Work, Project Schedule, and Acceptance Test Plan, based on Design Review agreements.	X	

Tasks	Motorola Solutions	Cortland County
Provide minimum acceptable performance specifications for customer provided hardware, software, LAN, WAN and internet connectivity.	X	
Execute Change Order in accordance with all material changes to the Contract resulting from the Design Review.	X	
Deliverable: Finalized design documentation based upon "frozen" design, along with any relevant Change Order documentation.		
SITE PREPARATION AND DEVELOPMENT		
Site Access		
Provide site owners/managers with written notice to provide entry to sites identified in the project design documentation.		X
Maintain access roads in order to provide clear and stable entry to sites for heavy-duty construction vehicles, cement trucks and cranes. Ensure that sufficient space is available at the site for these vehicles to maneuver under their own power, without assistance from other equipment.		X
Obtain site licensing and permitting, including site lease/ownership, zoning, permits, regulatory approvals, easements, power, and telco connections.		X
Deliverable: Access, permitting, and licensing necessary to Implement system equipment at each site.		
Site Planning		
Provide necessary buildings, equipment shelters, and towers for Implementation of system equipment.		X
Provide the R56 requirements for space, power, grounding, HVAC, and connectivity requirements at each site.	X	
Provide adequate electrical power in proper phase and voltage at sites.		X
Provide as-built structural and foundation drawings of the structures and site locations, along with geotechnical reports, in order to facilitate a structural analysis.		X
Perform structural analysis of towers, rooftops, or other structures to confirm that they are capable of supporting proposed and future antenna loads.		X
Where dishes are proposed to be installed on towers, provide tower climbing and tower mapping services to collect information about structural members and existing equipment.		X
Confirm that there is adequate utility service to support the new equipment and ancillary equipment.		X
Modify towers or other structures, or relocate sites in the system, to ensure that they are capable of supporting proposed and future antenna loads.		X
Ensure that each site meets the R56 standards for space, grounding, power, HVAC, and connectivity requirements.		X
Prepare and submit Electromagnetic Energy (EME) plans for the site (as licensee) to demonstrate compliance with FCC RF Exposure Guidelines.		X
Prepare a lease exhibit and sketch of each site showing the proposed lease space and planned development at that site.		X

Tasks	Motorola Solutions	Cortland County
Prepare site construction drawings showing the layout of new and existing equipment.		X
Prepare zoning drawings that can be used to describe the proposed site installation in sufficient detail.		X
Obtain the permits needed to complete site development, including electrical, building, and construction permits.		X
Pay for application fees, taxes, and recurring payments for lease/ownership of property.		X
Ensure that required rack space is available for implementation of the new equipment.		
National Environmental Policy Act (NEPA) Threshold Screening, including limited literature and records search and brief reporting, as necessary to identify sensitive natural and cultural features referenced in 47 Code of Federal Regulations (CFR) Chapter 1, subsection 1.1307 that may be potentially impacted by the proposed construction activity. Along with the additional field investigations to document site conditions if it is determined that the proposed communication facility "may have a significant environmental impact" and thus require additional documentation, submittals, or work.		X
Prepare initial zoning analysis of municipal and zoning districts within each search ring, along with an overview of the zoning and permitting process accompanying timeframes.		X
Deliverable: Information and permitting requirements completed at each site.		
General Facility Improvements		
Provide adequate HVAC, grounding, lighting, cable routing, and surge protection based upon Motorola Solutions' Standards and Guidelines for Communication Sites (R56)		X
Ensure the resolution of environmental and hazardous material issues at each site including, but not limited to, asbestos, structural integrity (tower, rooftop, water tank, etc.), and other building risks.		X
Ensure that electrical service will accommodate implementation of system equipment, including isolation transformers, circuit breakers, surge protectors, and cabling.		X
Provide obstruction-free area for the cable run between the demarcation point and system equipment.		X
Provide structure penetrations (wall or roof) for transmission equipment (e.g. antennas, microwave radios, etc.).		X
Supply interior building cable trays, raceways, conduits, and wire supports.		X
Pay for usage costs of power and generator fueling, both during the construction and Implementation effort, and on an ongoing basis.		X
Installation or up-grades of the electrical system in order to comply with NFPA 70, Article 708		X
Supply and install electrical circuits necessary to provide power (AC power) to the new MW equipment.		X

Tasks	Motorola Solutions	Cortland County
Transport removed site equipment to a location designated by Customer and within Customer's jurisdiction.		X
Deliverable: Sites meet physical requirements for equipment implementation.		
SYSTEM IMPLEMENTATION		
Equipment Order and Manufacturing		
Create equipment order and reconcile to contract.	X	
Manufacture Motorola Solutions-provided equipment necessary for system based on equipment order.	X	
Procure non-Motorola Solutions equipment necessary for the system.	X	
Deliverable: Equipment procured and ready for shipment.		
Equipment Shipment and Storage		
Provide secure location for solution equipment.		X
Pack and ship solution equipment to the identified, or site locations.	X	
Receive solution equipment.		X
Inventory solution equipment.	X	
Deliverable: Solution equipment received and ready for Implementation		
General Implementation		
Deliver solution equipment to implementation location.	X	
Coordinate receipt of and inventory solution equipment with designated contact.	X	
Implement all proposed fixed equipment as outlined in the System Description based upon the agreed-upon floor plans, connecting audio, control, and radio transmission cables to connect equipment to the power panels or receptacles, and audio/control line connection points. Implementation performed in accordance with R56 standards and state/local codes.	X	
Provide system interconnections that are not specifically outlined in the system design, including dedicated phone circuits, microwave links, or other types of connectivity.		X
Implement and terminate all network cables between site routers and network demarcation points, including microwave, leased lines, and Ethernet.	X	
Install cable and test all radio and auxiliary equipment proposed.	X	
Provide ready access (within 50 feet (15 meters) of proposed Equipment locations) to a low resistance ground at each location.		X
Furnish and install adequate AC receptacle within 6 feet (2 meters) of the battery charger rack.		X
Provide AC power and breakers as required.		X
Provide and install ground bars.		X
Provide DC Power and Ground wiring to provided racks.		X
Connect implemented equipment to the provided ground system.	X	

Tasks	Motorola Solutions	Cortland County
Label equipment, racks, and cables.	X	
Perform preliminary audit of implemented equipment to ensure compliance with requirements and R56 standards.	X	
Note any required changes to implementation for inclusion in the "as-built" system documentation.	X	
Remove, transport, and dispose of old equipment.		X
Deliverable: Equipment Implemented.		
Antenna and Transmission Line Installation (Not included for Radio only option)		
Furnish and install all towers.		X
Determine structural capabilities of all towers and/or antenna mounting structures and perform all Structural modifications required to support, mount and adapt the proposed antennas.		X
Install all antenna and transmission line.	X	
Install Wall Feed-Thru's for coax/wave guide Transmission line.		X
Furnish and install antenna Pipe Mount(s).	X	
Furnish and install antenna Ice Shield(s).	X	
Furnish and install Waveguide Bridge.		X
Furnish and install Waveguide Messenger.		X
Implement transmission lines required for system.	X	
Provide structure penetrations for transmission equipment (e.g. antennas & microwave line.).	X	
Perform sweep tests on transmission lines.	X	
Provide and implement attachment hardware for supporting transmission lines on antenna support structure.	X	
Supply and implement ground buss bar at the bottom of each antenna support structure.	X	
Deliverable: Antenna and Transmission Line implemented.		
SYSTEM OPTIMIZATION AND TESTING		
R56 Site Audit		
Perform R56 site-Implementation quality-audits, verifying proper physical Implementation and operational configurations.	X	
Create site evaluation report to verify site meets or exceeds requirements, as defined in Motorola Solutions' R56 Standards and Guidelines for Communication Sites.	X	
Deliverable: R56 Standards and Guidelines for Communication Sites audits completed successfully.		
Solution Optimization		
Verify that all equipment is operating properly and that all electrical and signal levels are set accurately.	X	

Tasks	Motorola Solutions	Cortland County
Verify that all audio and data levels are at factory settings.	X	
Verify communication interfaces between devices for proper operation.	X	
Ensure that functionality meets manufacturers' specifications and complies with the final configuration established during design review or system staging.	X	
Deliverable: Completion of System Optimization.		
Functional Acceptance Testing (Not included for Radio only option)		
Verify the operational functionality and features of the solution supplied by Motorola Solutions, as contracted.	X	
Provide complete set of Test Equipment consisting of; Digital Multi-Meter, BER Test Set (capable of the required data rates used in the system), VT-100 terminal.	X	
Coordinate system test and alignment with the Customer. Such testing will only include acceptability of MNI installed equipment.	X	
Optimize and test system to MNI Acceptance Test Procedure (ATP).	X	
Furnish one complete set of installation specifications and measurements for the proposed equipment ATP.	X	
Record test data for inclusion in the "as built" Documentation.	X	
Prepare, submit and file, if applicable, all necessary environmental impact data.		X
Witness the functional testing.		X
Document all issues that arise during the acceptance tests.	X	
If any major task for the system as contractually described fails during the Customer acceptance testing or beneficial use, repeat that particular task after Motorola Solutions determines that corrective action has been taken.	X	
Resolve any minor task failures before Final System Acceptance.	X	
Document the results of the acceptance tests and present for review.	X	
Review and approve final acceptance test results.		X
If any major task as contractually described fails, repeat that particular task after Motorola Solutions determines that corrective action has been taken.	X	
Document all issues that arise during the acceptance tests.	X	
Document the results of the acceptance tests and present to the Customer for review.	X	
Resolve any minor task failures before Final System Acceptance.	X	
Deliverable: Completion of functional testing and approval by Customer.		
PROJECT TRANSITION		
Cutover		
Finalize Cutover Plan.	X	X

Tasks	Motorola Solutions	Cortland County
Conduct cutover meeting with relevant personnel to address both how to mitigate technical and communication problem impacts to the users during cutover and during the general operation of the system.	X	
Notify the personnel affected by the cutover of the date and time planned for cutover.		X
Provide ongoing communication with users regarding the project and schedule.	X	X
Resolve punch list items, documented during the Acceptance Testing phase, in order to meet all the criteria for final system acceptance.	X	
Assist Motorola Solutions with resolution of identified punch list items by providing support, such as access to the sites, equipment and system, and approval of the resolved punch list items.		X
Deliverable: Migration to new system completed, and punch list items resolved.		
Finalize Documentation and System Acceptance		
Provide manufacturer's material, part list and other related material to Customer upon project completion.	X	
Furnish one complete set of MNI Operation and Maintenance manuals with drawings for each rack.	X	
Provide one complete set of vendors provided Operation and Maintenance literature with drawings for each location.	X	
Sign a project completion notice upon completion of the activities detailed in this Scope of Work. The project completion notice may apply to the project on a per hop or per system basis, as mutually agreed upon by MNI and the Customer.	X	
Prepare and submit a complete documentation package of equipment as installed and accepted (As Built), to the customer three (3) weeks after system acceptance.	X	
Provide an electronic as-built system manual via a temporary Google Drive share folder, or other Customer preferred electronic media. The documentation will include the following: - Site Block Diagrams. - Site Floor Plans. - Site Equipment Rack Configurations. - Antenna Network Drawings for RF Sites (where applicable). - ATP Test Checklists. - Functional Acceptance Test Plan Test Sheets and Results. - Equipment Inventory List. - Console Programming Template (where applicable). - Maintenance Manuals (where applicable). - Technical Service Manuals (where applicable). - Drawings will be delivered in Adobe PDF format.	X	
Receive and approve documentation.		X
Execute Final Project Acceptance.	X	X
Deliverable: All required documents are provided and approved. Final Project Acceptance.		

Note:

Since MSI is NOT a prevailing wage vendor, but MSI sub contractors and shops are prevailing wage vendors, we have tried to craft ways of keeping MSI an arm's length away from the covered areas in word and deed. MSI is a professional services vendor and software supplier and verbiage used in post-sales change orders, SOWs, work quotes and invoices must clearly represent MSI as such.

Some sample phrases/disclaimers to be used for clarity are:

No prevailing wage work, civil, electrical etc., is included as part of this order. It is the full responsibility of the customer.

These disclaimers assist if MSI is questioned by the DOL to show that MSI did present to the client appropriately. They do appear in some of MSI's proposal contracts.

2.2 Preliminary Project Schedule

Below is a preliminary high-level schedule. A detailed schedule will be provided during the CDR phase of the project. Additionally, the project schedule will be adjusted based on the current market supply chain challenges.

ITEM	PRELIMINARY PROJECT MILESTONESCHEDULE	MONTH
1	Contract Signed	0
2	Kick-off/Contract Design Review	1-2
3	Order Entry Competed	2-3
4	Ship Equipment	3-8
7	Site Equipment Installation	9
8	System Optimization/Configuration	10
9	Acceptance Testing/Functional Test	11
10	Documentation Complete/Final Acceptance	12

2.3 Change Order Template

Change Order Number:

Date:

Project Name and Number:

Customer Name:

Customer Project Manager:

The purpose of this Change Order is to: *(highlight the key reasons for this Change Order)*

Contract #: [Required]

Contract Date:

In accordance with the terms and conditions of the contract identified above between

[enter customer name] and Motorola Solutions, Inc., the following changes are approved:

Contract Price Adjustments

Original Contract Value:	\$
Previous Change Order amounts for Change Order numbers [#####] through [#####].	\$
This Change Order:	\$
New Contract Value:	\$

Completion Date Adjustments

Original Completion Date:	
Current Completion Date prior to this Change Order:	
New Completion Date:	

Statement of Work



Use or disclosure of this proposal is subject to the restrictions on the cover page.
Motorola Solutions Confidential Restricted

Changes in Equipment: *(additions, deletions or modifications)* **Include attachments if needed****Scope of Work Changes:** *(additions, deletions or modifications)* **Include attachments if needed****Changes in SUA and Support Services:** *(additions, deletions or modifications)* **Include attachments if needed. Must be completed by Project CSM.****Schedule Changes:** *(describe change or N/A)***Pricing Changes:** *(describe change or N/A)***Customer Responsibilities:** *(describe change or N/A)***Payment Schedule for this Change Order:**
(describe new payment terms applicable to this change order)

Purchase Order Requirements for this Change Order (select only one).

- ☐ A Purchase Order is required - included with this change order and is attached.
- ☐ No Purchase Order is required - Customer affirms that this change order document is the only notice to proceed required, that funding has been encumbered for this change order in its entirety, and that no further purchase orders will be issued against this change order,
- ☐ No Purchase Order required - this is a \$0 Change Order, or a decrease in scope.

Unless amended above, all other terms and conditions of the Contract shall remain in full force. If there are any inconsistencies between the provisions of this Change Order and the provisions of the Contract, the provisions of this Change Order will prevail.

IN WITNESS WHEREOF the parties have executed this Change Order as of the last date signed below.

Motorola Solutions, Inc.**Customer**

By:

By:

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Reviewed by:

Date:

Motorola Solutions Project Manager

Section 3

Standard Commercial Warranty

3.1 On-Site Support (Monday-Friday) 8:00 AM – 5:00 PM

Motorola Solutions will provide technician availability to respond to issues on the system on a Monday – Friday 8:00 AM – 5:00 PM basis. That process includes getting expert technicians on-site, verifying that the situation is properly assessed, and working to get the system restored in the most efficient manner. Motorola Solutions provides you with on-site technicians that are trained, and who are ready and available to restore the network to optimal operating condition. When on-site service is required, authorized technicians will perform first echelon service, remove failed components for repair, and reinstall new or reconditioned components.

3.2 Technical Support

Motorola Solutions' System Support Center Technical Support Operation provides our technicians with centralized telephone support for issues that require a high level of communications system expertise. The Technical Support Operation is staffed with Technical Consultants who specialize in the diagnosis and resolution of system performance issues. Motorola Solutions' Technical Support Operation has access to a fully equipped laboratory containing current Motorola Solutions system equipment. The laboratory is used to test with current hardware and software versions to simulate field issues and aid in their resolution. Motorola Solutions' Technical Support Operations will coordinate and consult with our field technicians, vendors of ancillary equipment, and other support resources. In addition, Motorola Solutions' Technical Support Operation escalates support issues to other Motorola Solutions engineering and manufacturing groups. Technical Support Operations provides a focal point for any systemic issue and project manages those issues to resolution.

3.3 Board Repair

Infrastructure Repair Service provides for component repair of all Fixed Network Equipment provided by Motorola Solutions in our proposal. Repair management is handled through a central location eliminating the need to send equipment to multiple locations. The failed unit is then shipped to Motorola Solutions' repair center where comprehensive test labs are used to replicate the network and repair the device. State-of-the-art repair tools enable Motorola Solutions' technicians to analyze, test and restore the equipment to the original performance specifications.

3.4 Warranty Start Date

Warranty starts on date of system acceptance or beneficial use (whichever is earlier) for all items provided in this proposal.

Section 4

Pricing Summary

Motorola is pleased to provide the following equipment and services to Cortland County Department of Emergency Response and Communications. Motorola recommends a full Microwave system upgrade but has provided pricing for radio only upgrade for the current backhaul system, which is not considered to be best practice by Motorola due to the current dish heights.

4.1 MW System Upgrade Site Reconstruction

Description	Price (\$)
Equipment	\$1,424,474.00
OGS Equipment Discount	<u>-\$213,671.00</u>
Sub Total Equipment	\$1,210,803.00
Installation & Implementation Services	<u>\$1,336,817.00</u>
System Sub Total	\$2,547,620.00
Additional System Discount	<u>-\$300,001.00</u>
Total System	\$2,247,619.00
Warranty Services First Year	Included

4.2 Radio Only Solution

Description	Price (\$)
Equipment	\$742,452.00
OGS Equipment Discount	<u>-\$111,368.00</u>
Sub Total Equipment	\$631,084.00
Installation & Implementation Services	<u>\$562,629.00</u>
System Sub Total	\$1,193,713.00
Additional System Discount	<u>-\$164,000.00</u>
Total System	\$1,029,713.00
Warranty Services First Year	Included

6.3 Payment Schedule

Cortland County will make payments to Motorola within thirty (30) days after the date of each invoice. Cortland County will make payments when due in the form of a check, cashier's check, or wire transfer drawn on a U.S. financial institution and in accordance with the following milestones:

1. 10% of the Contract Price upon Completion of Customer Design Review (CDR);
2. 60% of the Contract Price upon Shipment;
3. 25% of the Contract Price upon Completion of Installation; and
4. 5% of the Contract Price upon Final Acceptance.

Motorola shall make partial shipments of equipment and will request payment upon shipment of such equipment. Motorola reserves the right to invoice for installations completed on a site-by-site basis, when applicable.

Section 5

Contractual Documentation

Terms and conditions for equipment and services in this proposal are the New York State Contract OGS #PT68722.



Financing proposal for: **Cortland County, NY**

Communications System Financing Proposal

Motorola Solutions Credit Company LLC is pleased to submit the following proposal for the financing of your Motorola Communications P-25 solution in accordance with the terms and conditions outlined below:

Transaction Type: Municipal Lease-Purchase Agreement

Lessor: Motorola Solutions, Inc. (or its Assignee)

Lessee: **Cortland County, NY**

Amount: \$1,029,713.00

Down Payment: \$0.00

Balance to Finance: \$1,029,713.00

Equipment: As per the Motorola equipment proposal.

Title: Title to the equipment will vest with the Lessee.

Insurance: Lessee will be responsible to insure the equipment as outlined in the lease contract.

Taxes: Personal property, sales, leasing, use, stamp, or other taxes are for the account of the Lessee.

	<u>Option One</u>	<u>Option Two</u>	<u>Option Three</u>
Lease Term:	Three Years	Five Years	Seven Years
Payment Frequency:	Annual	Annual	Annual
Payment Structure:	Arrears	Arrears	Arrears
Lease Rate:	5.72%	5.39%	5.27%
Lease Factor:	0.372143	0.233474	0.174484
Lease Payment:	\$383,200.65	\$240,410.78	\$179,668.40
Payment Commencement:	First payment due one year after contract execution.		

Expiration: This interest rate methodology is valid for all leases commenced by 3/6/2025

Indexing arrangement – Non-bank qualified structure 3, 5 and 7 year terms

The Lease Payments shall be calculated using a rate of interest ("Lease Rate") that is initial indexed to the three (3), five (5) or seven year (7) average life SOFR Rate (the "Index Rate"). The average life SOFR Rate corresponds to the respective lease term. On the Commitment Date, the final Lease Rate will be calculated by taking the Index Rate for that date from the SOFR Report adding a spread of 2.34% and multiplying the sum of those two numbers by .7835 to calculate the Lease Rate for the 3 year term. The rate for the 5 year term will be calculated by taking the Index Rate for that date from the SOFR Report, plus a spread of 2.17% and multiplying the sum of those two numbers by .7835. The rate for the 7 year term will be calculated by taking the Index Rate for that date from the SOFR Report, plus a spread of 2.17% and multiplying the sum of those two numbers by .7835. The rates are then fixed for the full term of the Lease.

The following SOFR average life Index Rates were in place at the approximate time this quote was issued:

Three year average life: **4.96%**
 Five year average life: **4.71%**
 Seven year average life: **4.55%**

Qualifications: Receipt of a properly executed documentation package.

Lessee qualifies as a political subdivision or agency of the State as defined in the Internal Revenue Code of 1986. The interest portion of the Lease Payments shall be excludable from the Lessor's gross income pursuant to Section 103 of the Internal Revenue Code.

Receipt of a copy of the last years audited financial statements and current year's budget from the Lessee.

This proposal should not be construed as a commitment to finance. It is subject to final Motorola credit committee approval. This quote is based on the general level of interest rates, primarily U.S. Treasury Bills of like term maturity. Any movement in those rates in excess of 10 basis points will result in the revision of this quote.

Documentation: Municipal Equipment Lease Purchase Agreement
 Opinion of Counsel
 Schedule A / Equipment List
 Schedule B / Amortization Schedule
 8038G
 UCC-1
 Certificate of Incumbency
 Statement of Essential Use/Source of Funds
 Evidence of Insurance or Statement of Self Insurance
 Resolution from governing body authorizing the execution of the Lease

Please feel free to contact me if there are any questions or if an alternate structuring is required.

Regards,
 Bill Stancik
 Motorola Customer Financing
 847-538-4531

QUOTE

Priority Dispatch Corp.

110 Regent Street, Suite 500
Salt Lake City, UT 84111
USA
www.prioritydispatch.net
Prepared By: John Grisevich
Phone: (800) 363-9127
Direct: Ext. 229
Email: john.grisevich@prioritydispatch.net

Agency:
Agency ID#:
Quote #:
Date:
Offer Valid Through:
Payment Terms

Cortland County 911
11117
Q-74494
6/6/2024
10/4/2024
Net 30

Currency:

USD

Bill To:
Cortland County 911
22 West Court Street
Cortland, New York 13045
United States

Ship To:
Cortland County 911
22 West Court Street
Cortland, New York 13045
United States

Product	Discipline	Qty	Amount
ProQA Production/Live License Automated calltaking software	Fire	7	USD 32,725.00
ProQA Backup/Test License Backup Software Licenses Offsite, backup location software	Fire	4	USD 4,400.00
ProQA Training License Training Software Licenses Training, non-live calltaking software	Fire	1	USD 2,475.00
AQUA Case Review Software Quality Assurance (case review) software base engine and discipline module	Fire	2	USD 5,500.00
Xlerator Client Server Suite		1	USD 3,850.00
Priority Dispatch Protocol Cardset Licensed manual protocol set for backup	Fire	7	USD 3,815.00
Certification Training On-Site (Per) Protocol Training and Certification Materials, tuition and certification	Fire	18	USD 7,650.00
Certification Training ED-Q On-site (Per) Materials, tuition and certification (2 days, 16 hours)	Fire	4	USD 2,620.00
ProQA Software Training Remote Per person cost for four hours of ProQA software training completed in a virtual, instructor-led environment	Fire	18	USD 3,222.00
AQUA Software Training Remote Per person cost for a 6 hour course completed in a virtual, instructor-led environment		4	USD 916.00
System Administration Training Remote - Per person cost for training for center management detailing program configuration and customization options, completed in a virtual, instructor-led environment		2	USD 458.00
ProQA & AQUA Reports Training Remote - (4 hours) for administrators, managers and supervisors on ProQA and AQUA reporting functions		4	USD 716.00
Installation & Configuration Remote technical assistance for software installation and configuration for IT personnel		2	USD 5,500.00
Implementation Support Implementation support and quality management program development	Fire	1	USD 33,000.00

"To lead the creation of meaningful change in public safety and health."

QUOTE

Priority Dispatch Corp.

Product	Discipline	Qty	Amount
Priority Dispatch System Annual Maintenance (P) License Renewal, Service & Support for ProQA, AQUA, Cardsets, Tech Support and Upgrades	Fire	7	USD 9,800.00

Subtotal	USD 116,647.00
Total	USD 116,647.00

Customer Signature:		Date:	
Customer Name:		Purchase Order ID:	
Expiration Date:			

TERMS AND CONDITIONS

This quote is valid for 120 days from date of issue. All prices quoted are exclusive of any applicable taxes, duties, or government assessments relating to this transaction, which are the sole obligation of Buyer. You can find it here: <https://prioritydispatch.net/licensing/>

"To lead the creation of meaningful change in public safety and health."

IMPLEMENTATION AND DETAILED SCHEDULE

IMPLEMENTATION AND DETAILED SCHEDULE

PHASE	EXPLANATION OF PHASE
Onboarding	Implementation Pre-Planning
Phase 1	Organization Setup and Quality Assurance Unit (QAU) Activities
Phase 2	Software Installation and Configuration
Phase 3	Training
Phase 4	System Implementation
Phase 5	Go-Live and Post Go-Live
Phase 6	Accreditation
Phase 7	Ongoing Support

Delivery and Implementation of the Priority Dispatch System™ (PDS™). The purpose of this Implementation and Detailed Schedule is to provide an overview of the proper steps that will be taken to ensure the successful implementation and ongoing support of the PDS. This plan will also assist your agency in meeting all the standards necessary for accreditation by the International Academies of Emergency Dispatch® (IAED™) as an Accredited Center of Excellence (ACE). To accomplish this, Priority Dispatch Corp.™ (PDC™) will assist in implementing a self-sustaining quality improvement and risk management system that will ensure a continuous, safe, and effective emergency dispatch operation both now and in the future.

STATEMENT OF WORK: IMPLEMENTATION OF THE PDS.

ONBOARDING PHASE—IMPLEMENTATION PRE-PLANNING

Discovery. The initial step in the implementation process will be a conference call involving the communication center director (and any other senior management team members deemed appropriate by the director) and the PDC onboarding coordinator. The purpose of the conference call will be an initial introduction of all parties involved, to confirm expectations of deliverables, and to ensure a baseline of expectations is set for the upcoming implementation. Further onboarding sessions will focus on different aspects to prepare for the needs of the implementation. These sessions may include conference calls or on-site onboarding.

Communication Center Background Information.

The next step will be to obtain information about the communication center, key management officials and positions, the current emergency dispatch methodology, services provided, management practices, quality improvement/assurance, and risk management programs related to the emergency dispatch function. Other information obtained will include local and regional issues of concern and demographic and statistical data. Information will be gathered primarily through the use of survey documents where possible. These documents should be completed and returned to the PDC onboarding coordinator for review.

PDC's assessment focus is then directed toward training needs and quality improvement/assurance issues,

technical preparation, and introducing our comprehensive systems approach to emergency services dispatch as it relates to the PDS. PDC may elect to perform an on-site visit to gather or help facilitate the gathering of this information.

Training Overview. The onboarding coordinator will discuss with the communication center director and training staff the sequential order of training for the Emergency Dispatchers and QA staff, with additional options offered based on the needs of the implementation. This session will also provide insight to the communications staff on how scheduling will need to occur while still being mindful of the need to continue normal communication center operations.

Technical Planning. The onboarding coordinator will discuss with the communication center director and those involved in IT/networking/security/CAD administration the technical needs for the implementation, including server and workstation system requirements and future steps for the installation and maintenance of the Priority Dispatch® software. Additional topics will include the technical aspects as it relates to Emergency Dispatcher training and other topics based on the needs of the implementation.

Project Information Overview. Liaisons from the field (EMS/fire/law) are invited to attend this session (in conjunction with the communication center director) as information related to their business practices from the field perspective will help us provide a comprehensive approach to the implementation of the PDS. Additionally, the onboarding coordinator will highlight how joint communications between the field and the communication center will assist in properly configuring the system and conclude with an overview of the remaining implementation phases.

Approval of Timeline. In coordination with the PDC project management team, a draft timeline for the remaining phases of the implementation will be shared with the client, including a comprehensive discussion on each associated date. One or more scheduling calls will occur until an agreement is reached on the proposed dates.

PHASE 1—ORGANIZATION SETUP AND QUALITY ASSURANCE UNIT (QAU) ACTIVITIES

Stakeholder/Kickoff Meeting. PDC staff will conduct a stakeholder/kickoff leadership meeting for the center's senior managers. This meeting is designed to be an orientation to the EMD, EFD, and EPD processes related to national standards, management oversight responsibility, response assignments, quality management processes, and implementation phases.

Combined Dispatch Steering Committee (DSC) and Dispatch Review Committee (DRC) meeting. PDC staff will provide guidance and support in the creation and first meeting of the DSC and the DRC. PDC will provide generic policies and procedures for review and revision to aid in the administration of the committees.

DSC, DRC, and Quality Assurance Unit (QAU) and the Appropriate Use of the PDS. During this meeting, the PDC staff will also review your organization's strategic goals to help you meet your targets for the communication center and the organization.

PHASE 2—SOFTWARE INSTALLATION AND CONFIGURATION

ProQA®, AQUA®, and XLERator® Database Management Software. A PDC software specialist will conduct remote or on-site installation and configuration of the appropriate software while working with local IT personnel to train in the ongoing use and maintenance of ProQA, AQUA, and XLERator software.

CAD Interface Testing. The CAD interface will also be tested for proper functionality.

PHASE 3—TRAINING

Certification and Software Training are Split Into Two Categories. PDC will liaise with the agency to ensure a satisfactory training timetable at a suitable venue. IAED certified instructors will provide training and certification courses to all calltakers and Emergency Dispatchers at a suitable venue. Certification training will require a projector for the instructor and a classroom suitable for the number of designated trainees.

EMD, EFD, and EPD Orientation to Quality Assurance Unit (QAU), Quality Manager (QM) Activities, and Performance Monitoring. PDC staff (or an appropriately qualified (EMD-Q®, EFD-Q™, and EPD-Q™) instructor) will provide the designated QAU personnel with an ED-Q course. The course will facilitate the QAU's understanding of the quality rationale, measurement methods, and applications. Emergency Dispatch-Quality (EMD-Q, EFD-Q, and EPD-Q) training will require a projector for the instructor and a classroom suitable for all course attendees.

ProQA and AQUA Software Training. A PDC software specialist will train all dispatch personnel in using the ProQA software and ED-Q personnel in using AQUA case review software. Software training can be done on-site or remotely (online), allowing for greater flexibility in scheduling. Software training will require a training computer for each trainee.

PHASE 4—SYSTEM IMPLEMENTATION

The Quality Assurance Committees Will Review the Completion of Specific Tasks Before Starting the PDS. The project team will confirm and approve the configuration and policy development variables and field providers will complete awareness training. Emergency Dispatchers will complete practice scenarios and training simulations. PDC will assist the user-agency with the rollout of public awareness campaigns.

Field Orientation and Distribution of Field Responder Guides (FRGs) (in appropriate markets). PDC staff will provide a brief (30-minute) tutorial on the principles of

the Medical Priority Dispatch System™ and its impact on operations to field personnel. In addition, field personnel and administration will be provided with a description of supporting documentation and adjuncts (Field Responder Guide) that clarify the use of the protocol from a field and management perspective.

SEND (Secondary Emergency Notification of Dispatch) Orientation (in appropriate markets). PDC will provide an orientation to the SEND Protocol. The SEND Protocol is required by non-EMS personnel to provide a minimum amount of information to ensure an appropriate EMS response. Field personnel will be provided with a brief tutorial.

Public Education. PDC staff will help develop a public education program to ensure its implementation is perceived as an enhancement to the system rather than an effort to ration or deny service. PDC staff will be available for media activities.

PHASE 5—GO-LIVE AND POST GO-LIVE

Initiate the Use of PDS On-line. PDC staff will provide on-site supervision and on-line coaching of communication staff during the implementation of the PDS.

Ongoing DRC Support. PDC staff will provide ongoing support for DRC activities by attending separate or joint DRC and DSC meetings.

QA Review of Agency Calls. PDC personnel will audit and review a predetermined number of calls per month (depending on call volume) via Securelink. Additional calls will need to be reviewed by the agency as per IAED guidelines.

Review and Calibrate QA System Data. PDC personnel will review QA reports and data to determine what revisions or adjustments may need to be made.

Developmental Support of Continuing Dispatch Education (CDE) Program. PDC staff will review quality assurance data to help communications staff identify performance issues to aid in developing CDE topics. PDC will provide examples and curriculum outlines.

Ongoing Master Case Review of the QAU Case Reviewers and Recommendations for Performance Improvement.

PDC staff will review QAU case reviewer performance regularly to ensure compliance scoring and reporting is consistent with IAED accreditation requirements.

Response Configuration Modification Support. PDC staff will assist the system director in making changes to response configurations after compliance to protocol has reached appropriate levels.

System Impact Evaluation. Once changes to response configurations and modes have been implemented for two months, PDC staff, working with management and the communications staff, will provide an interim assessment regarding the impact of these changes on system performance. Further adjustments will be made as necessary.

PHASE 6—ACCREDITATION

Master Review of Case Review Processes Prior to Accreditation. PDC staff will provide an ongoing master case review of QAU-reviewed cases prior to accreditation. Your communications staff will randomly select and submit compliance data on three percent of the calls received and processed by the communication center.

Accreditation Submission Support. PDC will assist your communications staff in preparing and submitting their accreditation application and accompanying documentation.

PHASE 7—ONGOING SUPPORT

IT, Consulting, and/or CDE On-site Days. PDC will provide on-site days (number of days to be determined) annually for any applicable protocol refresher, software, consulting, and continuing education requirements as per the client to maintain high Medical Priority Dispatch System, Fire Priority Dispatch System™, and Police Priority Dispatch System™ protocol performance and compliance.



GOVERNOR
KATHY HOCHUL

📍 Public Safety (/keywords/public-safety)

JANUARY 29, 2025 | Albany, NY

Safer Streets: Governor Hochul Awards \$55 Million Statewide to Enhance Emergency Communications Systems

Grants Awarded to Every County and New York City To Modernize Public Safety Answering Points and Enhance Call-Taking and Dispatching Abilities

\$45 Million Awarded Under State Interoperable Communications Formula Grant Program; \$10 Million Awarded Under Public Safety Answering Point Grant Program

Grants Allow Counties To Upgrade Technology, Buy New Equipment and Improve Training; Encourages the Development of Next Generation 911 Technologies

Traducción al español

Governor Kathy Hochul today announced that \$55 million would be awarded to 57 counties and New York City to bolster the State's emergency response and communications systems through two grants — a \$45 million grant under the State Interoperable Communications Formula Grant Program and a \$10 million grant under the Public Safety Answering Point Grant Program. Both grant programs fall under the Statewide Interoperable Communications Grant program, which provides reimbursement of funding to eligible counties in order to improve their emergency communication systems, and allocate funding to further enhance public safety call-taking and dispatching abilities. The combined \$55 million is set to deliver upgrades to the State's public safety answering points and communications system. Funding will assist counties as they buy new equipment, upgrade their technology and improve training, and will encourage the development of Next Generation 911 technologies.

“Ensuring the safety of New Yorkers is my top priority, and a reliable emergency dispatch system is critical for getting first responders where they're needed — fast,” **Governor Hochul said.** “This additional funding will strengthen emergency communications across the State, helping counties upgrade technology, improve training and enhance their response capabilities. I remain committed to advancing public safety efforts year after year, ensuring every community has the resources it needs and deserves.”

Division of Homeland Security and Emergency Services Commissioner Jackie Bray said,

“Communication is key during emergencies and these grants will help communities across New York State get training and maintain and improve their systems. The professionals who take emergency calls and dispatch emergency responders are the first line of assistance, and we want to help ensure they have the tools they need.”

Executive Director of New York State Association of Counties Stephen J. Acquario said, “Counties applaud Governor Hochul for her continued priority emphasis on providing emergency 9-1-1 communication grants to counties. This funding is critical so that county based 911 systems can invest in modern technology and infrastructure to ensure our residents have access to emergency services.”

The State Interoperable Communications Formula Grant (SICG-Formula) focuses on minimizing gaps in interoperable communications by aligning technology acquisitions with its operational use by first

responders, providing the foundation necessary to accomplish a high level of interoperability.

The grant allows the State to reimburse eligible expenses that aid localities in sustaining and improving communications systems and components, training and exercises, and governance structures. It also supports county public safety organizations in enhancing emergency response, improving capability and performance results from the U.S. Department of Homeland Security's (DHS) National Emergency Communications Plan, improving operating procedures and infrastructure development, and addressing SAFECOM guidance from the DHS Cybersecurity and Infrastructure Security Agency (CISA).

The SICG Formula grant awards announced today are below:

County	Award Amount	County	Award Amount
Albany	\$1,175,916	Niagara	\$788,111
Allegany	\$736,507	Oneida	\$759,816
Broome	\$890,183	Onondaga	\$1,111,103
Cattaraugus	\$640,674	Ontario	\$577,913
Cayuga	\$705,292	Orange	\$869,382
Chautauqua	\$643,479	Orleans	\$501,156
Chemung	\$498,210	Oswego	\$794,392
Chenango	\$494,618	Otsego	\$715,946
Clinton	\$639,814	Putnam	\$422,645
Columbia	\$446,381	Rensselaer	\$730,577

County	Award Amount	County	Award Amount
Cortland	\$786,336	Rockland	\$758,386
Delaware	\$667,382	Saratoga	\$766,246
Dutchess	\$526,279	Schenectady	\$609,599
Erie	\$1,187,283	Schoharie	\$475,133
Essex	\$826,549	Schuyler	\$407,932
Franklin	\$653,016	Seneca	\$391,399
Fulton	\$488,828	St. Lawrence	\$798,892
Genesee	\$682,571	Steuben	\$748,369
Greene	\$456,547	Suffolk	\$893,700
Hamilton	\$561,551	Sullivan	\$637,453
Herkimer	\$670,415	Tioga	\$410,016
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The grant supports an awardee's existing operations and encourages the development of Next Generation 911 (NG911) technologies and the Geographic Information System (GIS) data needed for NG911. The PSAP grant also promotes the development of operational and procedural efficiencies and overall collaboration between different jurisdictions, such as other counties and state agencies.

The PSAP grant awards announced today are below:

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Cayuga	\$213,957	Orange	\$151,513

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Chenango	\$165,794	Otsego	\$173,737
Clinton	\$150,227	Putnam	\$108,883
Columbia	\$159,118	Rensselaer	\$186,187
Cortland	\$194,635	Rockland	\$176,964
Delaware	\$165,193	Saratoga	\$118,926
Dutchess	\$154,993	Schenectady	\$175,333
Erie	\$202,408	Schoharie	\$114,623
Essex	\$223,942	Schuyler	\$183,578
Franklin	\$152,412	Seneca	\$160,865
Fulton	\$159,119	St. Lawrence	\$209,055
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Livingston	\$168,455	Warren	\$165,940
Madison	\$153,681	Washington	\$147,298
Monroe	\$229,967	Wayne	\$180,950
Montgomery	\$178,052	Westchester	\$156,766
Nassau	\$126,372	Wyoming	\$116,975
New York City	\$205,078	Yates	\$200,034

Both the SICG-Formula and PSAP grant programs directly support local emergency response capabilities and promote interoperability for public safety agencies throughout the State.

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Contact the Governor's Press Office

 Contact us by phone:

Albany: (518) 474-8418

New York City: (212) 681-4640

✉ Contact us by email:

Press.Office@exec.ny.gov

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Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

January 28, 2025

The Honorable Kevin Fitch
Chair, Cortland County Legislature
County Office Building
60 Central Avenue, Room 316
Cortland, NY 13045

Dear Mr. Fitch:

I am pleased to announce that Cortland County has been awarded \$786,336 under the New York State 2024 Statewide Interoperable Communications Grant Program (2024 SICG-Formula). This program, administered by my agency, allows for the State support to aid county, local and municipal public safety organizations in enhancing emergency response, improving capability, improvements in governance structures, operating procedures, infrastructure development, and addressing SAFECOM guidance from the U.S. Department of Homeland Security Office of Emergency Communications (OEC). The 2024 SICG-Formula Program will concentrate on improving interoperability and operability of communications systems in New York State. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the State.

The performance period for the 2024 SICG-Formula grant will be 36 months, beginning January 1, 2024 – December 31, 2026, with the possibility of an extension based upon a good cause shown and ample justification for needing additional time. Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days from the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated SICG point of contact to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of *"your public safety first"* responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

Jackie Bray
Commissioner



FIRE PRIORITY DISPATCH SYSTEM™

The Evolution of Emergency Fire Dispatch and Disaster Response

Life safety, property conservation, and incident stabilization are the top three priorities of the Fire Priority Dispatch System™ (FPDS™). Recognized as the most comprehensive fire-rescue call handling protocol system in the world, the FPDS includes extensive Pre-Arrival and Post-Dispatch Instructions that allow Emergency Fire Dispatchers™ (EFDs™) to assume a rescuer role, providing lifesaving instructions to a caller while Firefighters are still en route to the call.

Ultimately, the information gathered, and the instructions given through the FPDS help Emergency Dispatchers send not only a more informed response, but also allow for direct caller and bystander critical safety interventions—whether he or she is a seasoned veteran at the console or brand-new.

With the ever-developing climate of catastrophe and emergency events that have happened in recent years—from weather disasters and wildfires to massive structure fires, technical rescues and the rise of vehicle fires—you can trust the FPDS will always deliver the highest standard of care and service.

BENEFITS OF THE FPDS

- **INCREASED SAFETY** for Firefighters and their local communities with more informed responses and accurate, efficient dispatch of resources. FPDS also includes “Fight for Your Life” instructions that are available nowhere else in the world.
- **MAXIMUM FLEXIBILITY** with prioritized responses set by you—the most locally-defined inputs in the industry.
- **INTUITIVE AND EASY TO USE** even for new Emergency Dispatchers because it is delivered with the long-proven and widely used ProQA® software.
- **ELEVATED CONFIDENCE** with access to the most advanced emergency protocol system in the world.
- **ENHANCED DISASTER MANAGEMENT** with agencies having the capability to manage catastrophic incidents on a single protocol.

“We needed a tool to be able to handle larger brush fires as well as routine incidents like fire alarms and structure fires with a more standardized response.”

Jordan Roberts, ENP

Assistant Fire Communications Manager, Ventura County Fire Department, Camarillo, CA



WHAT CAN FPDS DO FOR ME?

FOR COMMUNICATION CENTER MANAGERS

FPDS creates greater efficiency and effectiveness, leading to increased trust from first responders. Quality Improvement technology built into ProQA* and the fully integrated AQUA* software makes the QA process easier and faster.

FOR EMERGENCY DISPATCHERS

Anxiety is reduced when taking low-frequency, high-acuity calls because the protocols guide the Emergency Fire Dispatcher through every emergency, even if they've never answered that call type before. FPDS helps Emergency Dispatchers give the right instructions for every emergency and send the correct response every time.

FOR FIRE CHIEFS AND OPERATIONS PERSONNEL

FPDS promotes compliance to the telecommunications requirements of NFPA 1225. Use of the system improves the fire department ISO ratings by fulfilling telecommunications requirements of the ISO Fire Suppression Rating Schedule.

FOR STATE PUBLIC SAFETY AND ELECTED OFFICIALS

FPDS is an internationally recognized standard of care and service that directly reduces agency risk and exposure to liability. This high standard. Care results in higher safety and approval levels among members of the community.

FOR MEDICAL DIRECTORS

FPDS offers medical Instructions for scene safety assessment, bleeding control (including tourniquet application of various types), burn care, general trauma care and airway positioning. These significantly improve patient outcomes and save time. These instructions give the Emergency Fire Dispatcher the ability to remotely assess and treat medical and injury problems encountered during fire-rescue calls within the structure of the FPDS, instead of having to access another protocol.

A SYSTEM, NOT A SCRIPT

The FPDS gives you a proven, comprehensive approach to Emergency Fire Dispatch, driving operational excellence in your communications center. It includes:

STRUCTURED EMERGENCY FIRE CALLTAKING

FPDS provides calltakers the necessary tools to efficiently gather information, send the right help, and assist callers in immediate need—regardless of tenure or professional background.

TRAINING, CERTIFICATION, AND CONTINUING EDUCATION

FPDS requires trained, tested, and certified Emergency Dispatchers to stay up to date with ongoing education. It's one way you can ensure your community gets the highest level of care possible.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM

Improvement starts with measurement. FPDS provides a robust case review program so quality assurance teams can measure performance and continuously improve.

“Our Fire Chiefs thought response times would go up. They were actually reduced due to efficiencies. We talked with them about how they would receive much more information prior to arriving at the scene. Those of us responding on the calls can literally make tactical decisions prior to arriving on the scene.”

Ron Two Bulls

Battalion Chief and Protocol Coordinator,
Northwest Central Dispatch System, Arlington Heights, IL



Homeland Security and Emergency Services

KATHY HOCHUL
Governor

JACKIE BRAY
Commissioner

January 28, 2025

The Honorable Kevin Fitch
Chair, Cortland County Legislature
County Office Building
60 Central Avenue, Room 316
Cortland, NY 13045

Dear Mr. Fitch:

I am pleased to announce that Cortland County has been awarded \$194,635 under the New York State 2024 Public Safety Answering Point Operations Grant Program (2024 PSAP Grant). This program, administered by my agency, allows for State support to counties for eligible public safety call-taking and dispatching expenses. Your participation in this program is another example of the successful partnerships we have been developing for public safety and emergency preparedness across the state.

The performance period for the 2024 PSAP grant will be 24 months, beginning calendar year 2024 (January 1, 2024 – December 31, 2025). Expenses that you wish to claim must occur within that period. In order to provide these funds to you as quickly as possible, we will need to gather budget information within 45 calendar days of the date of this letter that reflects the award amount. Our Grants Program Administration staff will work with your designated PSAP point of contact, to provide additional administrative guidance and to develop a grant contract.

On behalf of Governor Kathy Hochul, the Division of Homeland Security and Emergency Services remains committed to providing outstanding support in the administration of “*your public safety first*” responder initiatives. Please feel free to contact me if you have any questions, at 518-242-5000, or my Office of Interoperable and Emergency Communications (OIEC) Director, Mark Balistreri, at 518-322-4939.

Thank you for your cooperation in this public safety endeavor.

Sincerely,

Jackie Bray
Commissioner



GOVERNOR
KATHY HOCHUL

📍 Public Safety (/keywords/public-safety)

JANUARY 29, 2025 | Albany, NY

Safer Streets: Governor Hochul Awards \$55 Million Statewide to Enhance Emergency Communications Systems

Grants Awarded to Every County and New York City To Modernize Public Safety Answering Points and Enhance Call-Taking and Dispatching Abilities

\$45 Million Awarded Under State Interoperable Communications Formula Grant Program; \$10 Million Awarded Under Public Safety Answering Point Grant Program

Grants Allow Counties To Upgrade Technology, Buy New Equipment and Improve Training; Encourages the Development of Next Generation 911 Technologies

Traducción al español

Governor Kathy Hochul today announced that \$55 million would be awarded to 57 counties and New York City to bolster the State's emergency response and communications systems through two grants — a \$45 million grant under the State Interoperable Communications Formula Grant Program and a \$10 million grant under the Public Safety Answering Point Grant Program. Both grant programs fall under the Statewide Interoperable Communications Grant program, which provides reimbursement of funding to eligible counties in order to improve their emergency communication systems, and allocate funding to further enhance public safety call-taking and dispatching abilities. The combined \$55 million is set to deliver upgrades to the State's public safety answering points and communications system. Funding will assist counties as they buy new equipment, upgrade their technology and improve training, and will encourage the development of Next Generation 911 technologies.

“Ensuring the safety of New Yorkers is my top priority, and a reliable emergency dispatch system is critical for getting first responders where they're needed — fast,” **Governor Hochul said.** “This additional funding will strengthen emergency communications across the State, helping counties upgrade technology, improve training and enhance their response capabilities. I remain committed to advancing public safety efforts year after year, ensuring every community has the resources it needs and deserves.”

Division of Homeland Security and Emergency Services Commissioner Jackie Bray said,

“Communication is key during emergencies and these grants will help communities across New York State get training and maintain and improve their systems. The professionals who take emergency calls and dispatch emergency responders are the first line of assistance, and we want to help ensure they have the tools they need.”

Executive Director of New York State Association of Counties Stephen J. Acquario said, “Counties applaud Governor Hochul for her continued priority emphasis on providing emergency 9-1-1 communication grants to counties. This funding is critical so that county based 911 systems can invest in modern technology and infrastructure to ensure our residents have access to emergency services.”

The State Interoperable Communications Formula Grant (SICG-Formula) focuses on minimizing gaps in interoperable communications by aligning technology acquisitions with its operational use by first

responders, providing the foundation necessary to accomplish a high level of interoperability.

The grant allows the State to reimburse eligible expenses that aid localities in sustaining and improving communications systems and components, training and exercises, and governance structures. It also supports county public safety organizations in enhancing emergency response, improving capability and performance results from the U.S. Department of Homeland Security's (DHS) National Emergency Communications Plan, improving operating procedures and infrastructure development, and addressing SAFECOM guidance from the DHS Cybersecurity and Infrastructure Security Agency (CISA).

The SICG Formula grant awards announced today are below:

County	Award Amount	County	Award Amount
Albany	\$1,175,916	Niagara	\$788,111
Allegany	\$736,507	Oneida	\$759,816
Broome	\$890,183	Onondaga	\$1,111,103
Cattaraugus	\$640,674	Ontario	\$577,913
Cayuga	\$705,292	Orange	\$869,382
Chautauqua	\$643,479	Orleans	\$501,156
Chemung	\$498,210	Oswego	\$794,392
Chenango	\$494,618	Otsego	\$715,946
Clinton	\$639,814	Putnam	\$422,645
Columbia	\$446,381	Rensselaer	\$730,577

County	Award Amount	County	Award Amount
Cortland	\$786,336	Rockland	\$758,386
Delaware	\$667,382	Saratoga	\$766,246
Dutchess	\$526,279	Schenectady	\$609,599
Erie	\$1,187,283	Schoharie	\$475,133
Essex	\$826,549	Schuyler	\$407,932
Franklin	\$653,016	Seneca	\$391,399
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Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Position Name (s): Create 2 Medical Director/Psychiatrist (4hr and 10 hr) Abolish Medical Director/Psychiatrist (17-hr week)

Bargaining Unit: Reallocate 4 hours of the Medical Director's established 14 hour position to a four hour and a ten hour position

Purpose and Background:

In response to the growing demand for psychiatric services within our community and the need to enhance the accessibility and quality of mental health care, we propose the reallocation from the current 17 hour Medical Director position to establish two part time Medical Director/Psychiatrist positions. One position would focus on Children and Youth (up to 4hrs) and one position would focus on adult care (up to 10hrs). The reallocation leverages the existing budgeted hours, minimizing additional costs to the Department. Redistributing hours ensures meeting the clinical needs without overextending current resources.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: _____ Grade off scale Salary Range \$ 238.1875

Requested Grade/Salary of Position: _____ Grade off scale Salary Range \$ 238.1875

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: 1

Goals:

To have a budget neutral adjustment that would allow two psychiatrists oversight on the Mental Health Department, each with their own specialty areas of practice.

Operational Impact:

This adjustment would enable the department to better meet the needs of our clients without compromising the administrative leadership provided by the Medical Director. Creating these two positions would allow the Medical Directors to operate within their speciality areas, limiting liability concerns to the county.

Requested By: Patricia Schaap
Signature of Requesting Department Head

01/29/2025
Date

Personnel Officer Approval: Lauri Lemaire
Signature of Personnel Officer

1/29/2025
Date

County Administrator Budget Impact Statement:

County Administrator Approval: [Signature]
Signature of County Administrator

1/29/2025
Date

Statutory Committee Approval: _____
Signature of Committee Chair after Committee Vote

Date



ID#

Youth Board

13.24.a

Name of advisory group

Seat Title (Area or constituency represented)

Term length

CORTLAND COUNTY LEGISLATURE

County Office Building
60 Central Avenue, Cortland, NY 13045
www.cortland-co.org/legislature
607-753-5048

ADVISORY BOARD APPLICATION

Please type or print in black ink (Revised September 2015)

If you are interested in serving as a member of an advisory group please complete this form; attach additional sheets if necessary. You may be called for an interview and you may wish to attend a meeting of the advisory group if you have not yet done so. Please contact the Legislature Office at 753-5048 or by e-mail: shempstead@cortland-co.org if you have any questions.

Name Cristin Marshall Date of application 1/2/2025Address (residence) 34 Clinton Street Homer 13077
Street City Zip CodeTelephone (home) 315-409-5654 (work) 607-758-6100 (mobile) 607-345-6634 (fax) 607-758-6116Email address cmarshall@cortlandcountyny.gov Length of residence in Cortland County 5 years 6 months**If not a Cortland County resident, please stop here and contact the Office*Cristin Marshall

Signature of Applicant

Office use onlyType of appointment: *new or reappointment* [Replacing: (if new) _____] Term expiration date _____

Seat Title (area or constituency represented): _____

Municipal Recommendation on File ☐Nominating Committee Recommendation Received ☐

Copied to Comm.: _____ Legislative Committee recommendation _____ Date _____

Legislature appointment date _____ Appointment letter mailed date _____

Attachment: Cristin Marshall Youth Advisory Board Application (43-25 : Appoint/Reappoint Members of the Cortland County Youth Board)