



Cortland County Legislature

Legislative Session

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

~ Minutes ~

Thursday, March 23, 2023

6:00 PM

TC3 Extension Center

Public Hearings

1. Local Law "B" of 2023 a Local Law Setting the Salary of Cortland County Election Commissioners

RESULT:	CLOSED [UNANIMOUS]
MOVER:	Ann Homer, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

2. Local Law "C" of 2023 a Local Law Creating an Exception to the Residency Requirement for Assistant County Attorneys for Cortland County

RESULT:	CLOSED [UNANIMOUS]
MOVER:	Ann Homer, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

3. Local Law "D" of 2023 – a Local Law Redistricting the County of Cortland

RESULT:	CLOSED [UNANIMOUS]
MOVER:	Ann Homer, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

Salute to the Flag

Call to Order

The meeting was called to order at 6:00 PM by Chair of the Legislature Kevin Fitch

Roll Call

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Legislator	Present	
Beau Harbin	Cortland County, NY	Minority Leader	Present	
Cathy Bischoff	Cortland County, NY	Legislator	Present	
Ronald J. Van Dee	Cortland County, NY	Legislator	Present	
Susan Wilson	Cortland County, NY	Legislator	Present	
Richard Stock	Cortland County, NY	Legislator	Present	
Ann Homer	Cortland County, NY	Legislator	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Linda Jones	Cortland County, NY	Legislator	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Legislator	Present	
Christopher Newell	Cortland County, NY	Legislator	Present	

Joseph Nauseef	Cortland County, NY	Legislator	Present	
Eugene Waldbauer	Cortland County, NY	Legislator	Present	
Sandra Price	Cortland County, NY	Legislator	Present	
George Wagner	Cortland County, NY	Majority Leader	Present	
Paul Heider	Cortland County, NY	Legislator	Present	
Mitchel Eccleston	Cortland County, NY	Legislator	Present	

Approval of Minutes

1. Cortland County Legislature - Legislative Session - Feb 23, 2023 6:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ann Homer, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

2. Cortland County Legislature - Special Meeting - Mar 9, 2023 9:45 AM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ann Homer, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

Privilege of the Floor

Proclamations & Recognitions

Presentation of Petitions, Communications, and Notice

1. Communication - Greg Leach

RESULT:	COMPLETED
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Receive and File

1. Cortland County Annual Probation Report 2022

RESULT:	RECEIVE AND FILE [UNANIMOUS]
MOVER:	Ann Homer, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

Reports of Standing, Special and Ad Hoc Committees

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Resolutions from the Chair

AGENDA ITEM NO. 1 – Appoint Member - Cortland County Board of Ethics

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Fitch, Chair of the Legislature
SECONDER:	George Wagner, Majority Leader
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF FITCH

RESOLUTION NO. 39-23

Appoint Member - Cortland County Board of Ethics

WHEREAS, On August 28, 2008, the Cortland County Legislature adopted Local Law 2 of 2008 “Adopting a County Code of Ethics and Requiring Financial Disclosure by Certain County Officials and Employees”, AND

WHEREAS, Local Law 2 of 2008 establishes a five-member County Board of Ethics, charged with the general responsibility for ensuring full compliance with the Code of Ethics and disclosure and which shall serve at the pleasure of the Cortland County Legislature, NOW THEREFORE BE IT

RESOLVED, that the following is hereby appointed to the Board of Ethics for the term designated:

Donald C. Armstrong - Community Member - term to expire December 31, 2026

, AND BE IT FURTHER

RESOLVED, that the Chair of the Legislature hereby appoints Donald C. Armstrong to serve as the Chair of the Cortland County Board of Ethics.

Referred from Building & Grounds Committee

AGENDA ITEM NO. 2 – Authorize Agreement with Bell & Spina Architects for Specs for Cortland County Courthouse Column and East/West Entrance Rehabilitation - Buildings and Grounds Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Paul Heider, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF HEIDER

RESOLUTION NO. 40-23

Authorize Agreement with Bell & Spina Architects for Specs for Cortland County Courthouse Column and East/West Entrance Rehabilitation - Buildings and Grounds Department

WHEREAS, the Cortland County Buildings and Grounds Committee recommends moving forward with necessary repairs and rehabilitation to the Cortland County Courthouse, AND

WHEREAS, the columns on the interior of the Courthouse and the east and west entrances of the Courthouse are in need of repair and/or replacement, AND

WHEREAS, to proceed with the column and east/west entrance projects, there is a need to have

engineering specifications drawn up, AND

WHEREAS, Bell & Spina Architects of 215 Wyoming Street Syracuse, NY 13204, has the expertise to draw up specifications for said projects, AND

WHEREAS, Resolution No. 70-22 authorized the allocation of \$1,000,000 of American Rescue Plan funding for the planning, preparation and implementation of repairs to the Cortland County Courthouse and the funding is available in Account No. A16205.52320.ARP, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is hereby authorized and directed to execute a contract, for an amount not to exceed \$200,000, with Bell & Spina Architects, 215 Wyoming Street Syracuse, NY 13204, for the completion of the specifications for said projects, 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 enter into an agreement with Bell & Spina Architects of 215 Wyoming Street Syracuse, NY 13204, for said purposes at a cost not to exceed \$200,000, to be paid from Account No. A16205.52320.ARP.

Referred from Highway Committee

AGENDA ITEM NO. 3 – Authorize Agreement City of Cortland Vermicomposting at Cortland County Landfill

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christopher Newell, Legislator
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF NEWELL

RESOLUTION NO. 41-23

Authorize Agreement City of Cortland Vermicomposting at Cortland County Landfill

WHEREAS, the City of Cortland has been awarded a grant to install a vermicomposting site for the use of Cortland County businesses and residents, AND

WHEREAS, an ideal location for this site is the Cortland County Landfill, AND

WHEREAS, the Cortland County Legislature's Highway Committee recommends a long-term agreement with the City of Cortland for the use of a portion of the Cortland County Landfill as a vermicomposting site, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into a long-term agreement with the City of Cortland for said purposes at no cost to Cortland County.

AGENDA ITEM NO. 4 – Amend Resolution No. 114-22 - Authorize Agreement/Installation of Active Landfill Gas Collection and Control System - Highway Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christopher Newell, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF NEWELL

RESOLUTION NO. 42-23

Amend Resolution No. 114-22 - Authorize Agreement/Installation of Active Landfill Gas Collection and Control System - Highway Department

WHEREAS, Resolution No. 114-22 authorized the County Administrator to enter into agreements and award bids needed for the planning, installation and implementation of an active gas collection and flaring system at the Cortland County Landfill for a cost not to exceed \$1.7 million, AND

WHEREAS, the amount needed for the planning, installation and implementation of an active gas collection and flaring system at the Cortland County Landfill came in at a cost of \$2,215,000, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 114-22 be and hereby is amended to authorize the County Administrator, upon approval of the County Attorney, or their designee, to enter into agreements and award bids needed for the planning, installation and implementation of an active gas collection and flaring system at the Cortland County Landfill for a cost not to exceed \$2,215,000 million.

Referred from Health & Human Services Committee

AGENDA ITEM NO. 5 – Authorize Agreement for Diagnosis and Treatment of Sexually Transmitted Diseases - Health Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF PRICE

RESOLUTION NO. 43-23

Authorize Agreement for Diagnosis and Treatment of Sexually Transmitted Diseases - Health Department

WHEREAS, the County Health Department, is required to provide services for the diagnosis and treatment of sexually transmitted diseases (STDs) through contract pursuant to the provision of Article 23 of the Public Health Law of the State of New York, AND

WHEREAS, the County Health Department desires to contract with clinics that have fully qualified clinician(s) to perform the necessary examination to detect the presence of such diseases and who will be in compliance with the professional licensing requirements of the New York State Education Department, AND

WHEREAS, the clinic shall seek third party reimbursement for services provided to the greatest extent possible and at no time will residents of the County be denied diagnosis and treatment for STDs due to the inability or refusal to pay for services, AND

WHEREAS, the County is responsible to pay the cost of services not covered by third party entities and said costs are budgeted in STD Contracted Services account A40115.54815.STD, AND

WHEREAS, the agreements will be in effect from April 1, 2023 until March 31, 2025 with the right to renew by the parties for 2 year terms, up to 3 renewals total, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and Public Health Director, upon review and approval by the County Attorney or designee are hereby authorized to execute agreements for the provision of said services with fully qualified providers.

AGENDA ITEM NO. 6 – Abolish One Position of Social Services Attorney/Create One Position of Associate Social Services Attorney/Social Services Attorney - Department of Social Services

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF PRICE

RESOLUTION NO. 44-23

Abolish One Position of Social Services Attorney/Create One Position of Associate Social Services Attorney/Social Services Attorney - Department of Social Services

WHEREAS, the needs of the Department of Social Services will be better served by abolishing one (1) Social Services Attorney and creating one (1) Associate Social Services Attorney/Social Services Attorney, AND

WHEREAS, the Health & Human Services Committee recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Social Services Attorney (Grade 6, Management Compensation Plan, \$73,873-\$98,324/YR, competitive, full time with benefits) be and hereby is abolished effective March 23, 2023 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Associate Social Services Attorney/Social Services Attorney (Grade 7, Management Compensation Plan, \$68,718-\$91,464 competitive, full time with benefits OR Grade 6, Management Compensation Plan, \$73,873-\$98,324/YR, competitive, full time with benefits) be created with permission to fill effective March 24, 2023 at 12:01 am.

AGENDA ITEM NO. 7 – Create Age Well Center Manager (Full-Time) and Food Service Helper (Part-Time) - Area Agency on Aging

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF PRICE

RESOLUTION NO. 45-23

Create Age Well Center Manager (Full-Time) and Food Service Helper (Part-Time) - Area Agency on Aging

WHEREAS, the needs of the agency will be better served by creating one full-time position of Age Well Center Manager and one part-time position of Food Service Helper, AND

WHEREAS, the Health and Human Services Committee recommends the creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one position of Age Well Center Manager (CSEA, Grade 10, \$18.8329-23.8377/hr, competitive class, full-time with benefits) and one position of Food Service Helper (CSEA, Grade 3, \$15.0557-19.0567/hr, labor class, part-time, 15hrs/week, no benefits) be created with approval to fill on March 23, 2023.

AGENDA ITEM NO. 8 – Accept Funds Sports Opportunity Funding Youth Bureau - Health Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF PRICE

RESOLUTION NO. 46-23

Accept Funds Sports Opportunity Funding Youth Bureau - Health Department

WHEREAS, The NYS Office of Children and Family Services, through the Resource Allocation Plan has made available the sum of \$17,580 to Cortland County Youth Bureau, AND

WHEREAS, each municipal youth bureau will receive an allocation for the Sports Opportunity Funding to serve children and youth ages 6-17 based on the population of eligible youth in the county, AND

WHEREAS, the County Youth Bureau has designated the funds to the various county municipalities and agencies from January 1, 2023 through September 30, 2023, and for which a copy is in the County Youth Bureau Office, AND

WHEREAS, part of the funding has already been budgeted, AND

WHEREAS, the 2023 County Budget will need to be amended as follows:

<u>Revenue:</u>		<u>Current</u>	<u>Inc/Dec</u>	<u>Balance</u>
A73125.43820. YB	Youth Bureau	(\$68,686)	(\$409)	(\$69,095)
<u>Expenditure:</u>		<u>Current</u>	<u>Inc/Dec</u>	<u>Balance</u>
A73125.51005	Personnel	\$17,000	(\$2,935)	\$14,065
A73125.54005	Office Supplies	\$0	\$500	\$500
A73125.54020	Postage	\$100	(\$65)	\$35
A73125.54035	Educ/Train	\$0	\$500	\$500
A73125.54040	Membership/Dues	\$0	\$300	\$300
A73125.54045	Mileage	\$0	\$200	\$200
A73125.54048	Program Supplies	\$0	\$1500	\$1500
A73125.54815	Program Exp - SDPP	\$51,686	<u>\$409</u>	\$52,095
			\$409	

, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and Public Health Director, upon review and approval by the County Attorney or designee, and subject to appropriation of the funding by the Legislature, is hereby authorized and directed to execute the Resource Allocation Planning Agreement

with the NY State Office of Children and Family Services and contract with approved agencies, AND BE IT FURTHER,

RESOLVED, that the Treasurer's office is authorized to pay from the appropriate expense account and that in the event that the county does not receive the appropriate funds from the NY State Office of Children and Family Services, the County shall not be liable to pay any of its own funds to meet any deficiency under the terms of the contract, 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. 9 – Authorize Agreement for Rabies Program - Environmental Health/Health Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF PRICE

RESOLUTION NO. 47-23

Authorize Agreement for Rabies Program - Environmental Health/Health Department

WHEREAS, New York State Public Health Law gives primary responsibility for the control and suppression of rabies to local health departments, AND

WHEREAS, the primary purpose of this program is to implement a rabies plan that will protect the residents of Cortland County from contracting rabies based on current New York State Department of Health guidelines, AND

WHEREAS, these activities include but are not limited to: specimen preparation and shipment; and pet vaccination clinics, AND

WHEREAS, the Cortland County Health Department is seeking to contract with Veterinary offices for an initial period of one year, 4/1/23-3/31/24 to help coordinate the efforts of the local rabies program, AND

WHEREAS, the cost of these services will range from \$125.00 to \$400.00 per service and are budgeted in Environmental Health Rabies Contracted Services account A40125.54615.RAB, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and Public Health Director, upon review and approval by the County Attorney or designee, are hereby authorized to execute agreements for the provision of said services with fully qualified providers.

Referred from Agriculture/Planning/Environment Committee

AGENDA ITEM NO. 10 – Amend 2023 Budget/Authorize Agreement for Outside Counsel

RESULT:	ADOPTED [15 TO 2]
MOVER:	Beau Harbin, Minority Leader
SECONDER:	Paul Heider, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Fairchild-Preston, Newell, Nauseef, Waldbauer, Wagner, Heider, Eccleston
NAYS:	Linda Jones, Sandra Price

ON MOTION OF HARBIN

RESOLUTION NO. 48-23

Amend 2023 Budget/Authorize Agreement for Outside Counsel

WHEREAS, the Cortland County Legislature adopted Local Law No. 1 of 2018 which established a PILOT Agreement for Commercial Solar Energy Systems in Cortland County and thereafter amended that local law with the enactment of Local Law No. 5 of 2020, entitled, “Solar Energy System PILOT Law of the County of Cortland, New York”, AND

WHEREAS, since that time, there have been changes to New York State Real Property Tax Law Section 487 and both State and Federal Legislation has focused on encouraging renewable energy, AND

WHEREAS, the Cortland County Legislature feels that it is in the best interest of the County to achieve energy efficiency and renewable energy goals and at the same time be fiscally responsible to all taxpayers of the County, AND

WHEREAS, the County Attorney recommends that the County Legislature engage the services of outside counsel specializing in Real Property Tax Law, Payment in Lieu of Tax (PILOT) Agreement negotiations, with knowledge and experience concerning the advisability of entering into the same, and knowledge of current and pending legislation concerning renewable energy, AND

WHEREAS, the County Attorney recommends engaging the services of Hodgson Russ LLP,
NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes the Chair of the Cortland County Legislature, upon review of County Attorney or designee, to execute and accept the terms outlined in the January 27, 2023 correspondence from Hodgson Russ LLP, AND BE IT FURTHER

RESOLVED, that the 2023 Cortland County Budget be amended as follows:

Increase:

A359900	Appropriated Fund Balance	\$10,000
A10105.54055	Professional Services	\$10,000

, AND BE IT FURTHER

RESOLVED, the Cortland County Legislature be and hereby authorizes payment of said legal services up to the amount of \$10,000; with said services charged against account A10105.54055.

AGENDA ITEM NO. 11 – Authorize Agreement with Cortland County Soil & Water Conservation District

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Beau Harbin, Minority Leader
SECONDER:	Christopher Newell, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF HARBIN

RESOLUTION NO. 49-23

Authorize Agreement with Cortland County Soil & Water Conservation District

WHEREAS, the Cortland County Legislature created the Special Taxing District known as the “Little York Lake Protection and Rehabilitation District” (hereinafter “District”) as of January 1, 2023 pursuant to Resolution No. 298-21, the same having passed public referendum, AND

WHEREAS, the Cortland County Legislature has designated the Cortland County Soil and Water Conservation District as the administrative agent for the District at no cost except for the reimbursement for direct costs from said District, AND

WHEREAS, the Cortland County Legislature has approved the budget for the District for the 2023 fiscal year, AND

WHEREAS, during the budget process each year the funds for the District are appropriated and approved by the Legislature, AND

WHEREAS, the Cortland County Legislature finds that it is in the public's interest to enter into a formal agreement with the Cortland County Soil and Water Conservation District to permit that entity to take necessary steps to effect the plan submitted with the annual budget of the District and approved in the current fiscal year County Budget, including entering into contracts in its own name and seeking reimbursement from the County upon submission of itemized vouchers, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to enter into a contract between the County of Cortland and the Cortland County Soil and Water Conservation District for said purposes.

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 12 – Abolish Cook (32 Hrs/Week)/Create Cook (40 Hrs/Week) - Sheriff's Office

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kelly L. Fairchild-Preston, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO. 50-23

Abolish Cook (32 Hrs/Week)/Create Cook (40 Hrs/Week) - Sheriff's Office

WHEREAS, the needs of the Sheriff's Office will be better served by abolishing one (1) Cook (32 hours) position and creating one (1) Cook (40 hours) position, AND

WHEREAS, the Judiciary and Public Safety Committee recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Cook (Grade 2 Corrections/Civilian Union, \$17.4089-\$23.1381/hr, non-competitive class, 32 hours/week) be and hereby is abolished effective March 23, 2023

at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Cook (Grade 2 Corrections/Civilian Union, \$17.4089-\$23.1381/hr, non-competitive class, 40 hours/week) be created with permission to fill effective March 24, 2023 at 12:01 am.

AGENDA ITEM NO. 13 – Create Part-Time Crime Victim Advocate - Office of the District Attorney

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kelly L. Fairchild-Preston, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF FAIRCHILD-PRESTON

RESOLUTION NO. 51-23

Create Part-Time Crime Victim Advocate - Office of the District Attorney

WHEREAS, the needs of the agency will be better served by creating one part-time position of Crime Victim Advocate, AND

WHEREAS, the Judiciary and Public Safety Committee recommends the creation of this position, NOW THEREFORE BE IT

RESOLVED, that one position of Crime Victim Advocate (CSEA, Grade 9, 18.2559-23.1072/hr, competitive class, part-time, no benefits, 17/hrs/wk), be created with approval to fill on March 24, 2023.

Referred from Government Operations Committee

AGENDA ITEM NO. 14 – Amend 2023 Budget/Abolish Two Positions of Election Commissioner (Part-Time)/Create Two Positions of Election Commissioner (Full Time) - Board of Elections

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Stock, Legislator
SECONDER:	Kelly L. Fairchild-Preston, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF STOCK

RESOLUTION NO. 52-23

Amend 2023 Budget/Abolish Two Positions of Election Commissioner (Part-Time)/Create Two Positions of Election Commissioner (Full Time) - Board of Elections

WHEREAS, the needs of the agency will be better served by abolishing two (2) Election Commissioner positions (part-time) and creating two (2) full time Election Commissioner positions, AND

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

RESOLVED, that two (2) positions of Election Commissioner (\$34,552.37/YR, unclassified, part-time, 30 hrs/week with benefits) be and hereby are abolished effective March 24, 2023 at midnight, AND BE IT FURTHER

RESOLVED, that two (2) positions of Election Commissioner off scale equivalent to Grade 10

Step 1, Management Compensation Plan, (\$55,315, unclassified, full time with benefits) be created with permission to fill effective May 25, 2023 at 12:01 am, AND BE IT FURTHER

RESOLVED, that, pursuant to Election Law Section 3-208, each Cortland County Election Commissioner shall receive an equal salary, to be fixed by the County Legislature annually, and will not receive salary increases based upon the salary step plan, AND BE IT FURTHER

RESOLVED, that the 2023 budget be and hereby is amended as follows:

Increase:

A359900	Appropriated Fund Balance	\$42,000
A14505.51005	Personal Services	\$42,000

AGENDA ITEM NO. 15 – Local Law "B" of 2023 a Local Law Setting the Salary of Cortland County Election Commissioners

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Stock, Legislator
SECONDER:	Kelly L. Fairchild-Preston, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF STOCK

RESOLUTION NO. 53-23

Local Law 5 of 2023 a Local Law Setting the Salary of Cortland County Election Commissioners

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

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

RESOLVED, that Local Law 5 of 2023 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, and be it further

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

, NOW THEREFORE

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

Section I:

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

Section II:

The annual salary for each Cortland County Election Commissioner shall be increased from \$34,552.37 to \$55,315 for fiscal year 2023 and paid over the balance of 2023 calendar year, upon the effective date of this local law.

Section III:

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

AGENDA ITEM NO. 16 – Appoint Republican Election Commissioner

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Stock, Legislator
SECONDER:	Kelly L. Fairchild-Preston, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF STOCK

RESOLUTION NO. 54-23

Appoint Republican Election Commissioner

WHEREAS, due to the untimely passing of Robert C. Howe, duly appointed Cortland County Republican Election Commissioner, there is a vacancy for a term expiring December 31, 2023, AND

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

RESOLVED, that Michelle S. Brown, 16 Frank Street, Cortland, New York 13045, is hereby appointed as the Cortland County Republican Election Commissioner for a term beginning May 25, 2023 through December 31, 2023.

AGENDA ITEM NO. 17 – Local Law 4 of 2023 a Local Law Creating an Exception to the Residency Requirement for Assistant County Attorneys for Cortland County

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Richard Stock, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF STOCK

RESOLUTION NO. 55-23

Local Law 4 of 2023 a Local Law Creating an Exception to the Residency Requirement for Assistant County Attorneys for Cortland County

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

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

RESOLVED, that Local Law 4 of 2023 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law, NOW THEREFORE

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

SECTION 1.

Preface: It is a strong desire of the Cortland County community to install Cortland County residents in the position of Assistant County Attorney in Cortland County. It is a strong belief of Cortland County that Cortland County residents are knowledgeable about and concerned with the affairs of Cortland County. As has been recognized by the Courts, we believe that a resident of our County has a stake in the life of this community that is not necessarily shared by a non-resident. A resident is more likely to be familiar with local problems, conditions and needs, and is better qualified to perform the duties of the relevant office in question. *DeHondv. Nyquest*; (65 Misc. 2d 526, 529-530, 318 NYS2d (1971)). At the same time, however, the complexity and breadth of Cortland County Government present a challenge with respect to staffing and recruitment. We recognize that the pool of candidates from which we draw in our County is responsible and caring; however, it is sometimes difficult to staff an office from the pool in Cortland County. This law is being passed based upon the existence of the residency requirement in Public Officer's Law §3.

SECTION 2.

Definitions:

County Attorney - The person holding such office as appointed under Section 500 of the County Law.

Assistant County Attorney - The person or persons appointed by the County Attorney under Section 502 of the County Law, including the title of Chief Assistant County Attorney.

SECTION 3.

Purpose: It is the purpose of this Local Law to confirm the commitment of Cortland County to hire residents who have the necessary qualifications and skills to meet the requirements of the position for Assistant County Attorney of Cortland County. This Law will permit Cortland County to alleviate the problem of staffing and recruitment by permitting Cortland County to solicit candidates for the office of Assistant County Attorney from the Counties contiguous to Cortland County in the event of an inability to recruit a sufficient number of qualified candidates from within Cortland County for the position.

SECTION 4.

Authority: Under the Municipal Home Rule Law, Section 10, the County of Cortland has the authority to authorize a non-resident to hold the position of Assistant County Attorney. Section 500 of the County Law provides that any county having no resident attorney-at-law available may employ an attorney-at-law residing in another county.

SECTION 5.

Authority of Cortland County to Hire Applicants for the Position of Assistant County Attorney for Cortland County from Contiguous Counties to Cortland County: Upon written request from the County Attorney to consider non-Cortland County residents for the position of Assistant County Attorney, the Personnel Officer shall determine if all recruitment efforts have been adequately pursued, including soliciting applicants from the Cortland County Bar Association, and provide the County Attorney with an approval/denial to hire a non-Cortland County resident. Upon receiving the Personnel Officer's approval, the County Attorney shall be authorized to consider and hire applicants who are residents from any contiguous Counties to Cortland County to the position of Assistant County Attorney or Chief Assistant

SECTION 6.

Severability: If any section of this Local Law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder thereof that can be given effect without the invalid provision, but shall be confined in its operation to the section thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 7.

Effect: This Local Law shall take effect upon filing pursuant to the provisions of Article 3, Section 27 of the Municipal Home Rule Law.

AGENDA ITEM NO. 18 – Rescind Resolution No. 14-23 - Legislative Mileage Policy - Legislature

RESULT:	PULLED
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ON MOTION OF STOCK

RESOLUTION NO.

Rescind Resolution No. 14-23 - Legislative Mileage Policy - Legislature

WHEREAS, Resolution No. 258-15 adopted a Legislative Mileage Reimbursement Policy,
AND

WHEREAS, Resolution No. 14-23 amended the policy to fairly enable reimbursement without restricting the ability of Legislators who must drive further due to their residence location, AND

WHEREAS, the Cortland County Government Operations Committee recommends rescinding Resolution No. 14-23, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 14-23 be and hereby is rescinded.

Referred from Finance & Administration Committee

AGENDA ITEM NO. 19 – Accept Bids and Award Contract for County-Wide Office Supplies - Audit Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO. 56-23

Accept Bids and Award Contract for County-Wide Office Supplies - Audit Department

WHEREAS, a Request for Proposals (RFP) was issued on January 27, 2023 for a supplier of various office supplies and such bids were due and received by March 2, 2023, AND

WHEREAS, bids were received from the following:

Hummel's Office Plus, 25 Canal Street, Mohawk, NY 13407
WB Mason Co., Inc., 59 Centre Street, Brockton, MA 02301

, AND

WHEREAS, the bids were evaluated to determine whether they met the specifications of the RFP and compared to identify the vendor that represents the lowest responsible bidder, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature awards the contract to Hummel's Office Plus as the vendor's bid was determined to be in the best interest of the County based on the evaluation performed, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee is authorized to sign an agreement with Hummel's Office Plus, 25 Canal Street, Mohawk, NY 13407, effective April 1, 2023 for a one year term with an option to extend for an additional three one-year terms.

AGENDA ITEM NO. 20 – Resolution Calling on the Governor of New York State to Remove from the 2024 Executive Budget Part M of the Article VII Revenue Bills

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	George Wagner, Majority Leader
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston

ON MOTION OF WAGNER

RESOLUTION NO. 57-23

Resolution Calling on the Governor of New York State to Remove from the 2024 Executive Budget Part M of the Article VII Revenue Bills

WHEREAS, on February 1, 2023, the Governor of New York State announced New York State's Fiscal Year 2024 Executive Budget (the "Budget"), AND

WHEREAS, the Budget includes Article VII Revenue Bills, AND

WHEREAS, Article VII Revenue Bills includes Part M adding a new section 989 of the Real Property Tax Law titled "Distribution of surplus in tax enforcement proceedings" ("Proposed Budget Legislation"), AND

WHEREAS, the Proposed Budget Legislation seeks to require municipalities governed by Article 11 of the Real Property Tax Law ("RPTL") to give excess money to a prior owner of real property sold by the municipality after taking title pursuant to Article 11 of the RPTL, AND

WHEREAS, the Proposed Budget Legislation should be removed from the Fiscal Year ("FY") 2024 Budget because (1) it is unconstitutional since Article VIII, Section 1 of the New York Constitution restricts a county from giving any money to or in aid of any individual, or private corporation or association or private undertaking, (2) it is unfair to lien holders since all liens are cut off by Section 1131 of Article 11 at the time an interested party fails to redeem or answer, which time comes prior to the County taking title and selling the parcel, (3) it will be practically impossible for a county to accurately account for all administrative costs associated with administering enforcement of taxes for thousands of parcels during a two year time period involving subcontractors and staff from multiple departments, (4) it is unclear whether litigation costs incurred in enforcing taxes pursuant to Article 11 would be included, (5) the number of unpaid parcels are likely to increase with owners knowing that they do not have to pay lien holders, including the mortgage lien on their home, real estate agents and other costs that would be required absent this Proposed Budget Legislation, (6) the Proposed Budget Legislation does not address the circumstances where there is no "prior owner" or the prior owner is deceased or the method and attempts required to ensure that the "prior owner" accepts payment and (7) it is unfair to the gross majority of parcel owners in the County who timely pay their

taxes or properly sell their home if they no longer desire to own it, AND

WHEREAS, the Cortland County Legislature's Finance and Administration Committee has reviewed this resolution and recommends that the Governor remove Part M from the FY 2024 Executive Budget, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby calls on the Governor of New York State to remove from the FY 2024 Executive Budget Part M of the Revenue Bills, AND BE IT FURTHER

RESOLVED, that the Clerk of the Cortland County Legislature shall forward copies of this resolution to the Governor of the State of New York, the New York State Legislature, the New York State Congressional Delegation, and all others deemed necessary and proper.

AGENDA ITEM NO. 21 – Reaffirming Cortland County's Endorsement of Special State Legislation Amending Article 31 of the New York State Tax Law to Permit Cortland County to Impose a Tax on the Transfer of Real Property (A1261, S3603)

RESULT:	ADOPTED [16 TO 1]
MOVER:	George Wagner, Majority Leader
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Harbin, Bischoff, Van Dee, Wilson, Stock, Homer, Fitch, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
NAYS:	Linda Jones

ON MOTION OF WAGNER

RESOLUTION NO. 58-23

Reaffirming Cortland County's Endorsement of Special State Legislation Amending Article 31 of the New York State Tax Law to Permit Cortland County to Impose a Tax on the Transfer of Real Property (A1261, S3603)

WHEREAS, the Cortland County Legislature approved Resolution No. 289-22, "A Home Rule Request For Special Legislation Amending Article 31 of the New York State Tax Law to Permit Cortland County to Impose a Tax on the Transfer of Real Property, AND

WHEREAS, it is proposed that the rate of such tax shall be one dollar (\$1.00) when the consideration exceeds five hundred dollars (\$500.00), at the rate of one dollar for each five hundred dollars or fractional part thereof, AND

WHEREAS, in order to enact a Property Transfer Tax in Cortland County the New York State Legislature must adopt special Home Rule legislation to enable the County of Cortland to enact a local law for the imposition of such a tax, AND

WHEREAS, Senator Lea Webb has introduced New York State Senate bill S3603 and Assemblymember Anna Kelles has introduced Assembly bill A1261 on behalf of Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature endorses and requests State approval of said legislation, and urges its elected representatives in the Senate and Assembly to support this legislation, AND BE IT FURTHER

RESOLVED, that the Clerk of this Legislature and the County Attorney prepare the documentation necessary for the New York State Legislature to enact said Legislation, AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature and Clerk of the Legislature, upon review and approval by the County Attorney, be and hereby is authorized to execute the appropriate Home Rule

Request for the enactment of said special law.

Referred from Agriculture/Planning/Environment Committee Continued

AGENDA ITEM NO. 22 – Appoint Director of Planning - Planning Department

It was MOVED by Ms. Homer, seconded by Dr. Wilson, and unanimously approved by voice vote of members present, to enter into an executive session to discuss matters leading to the appointment of a particular person or corporation. MOTION CARRIED.

An executive session was held from 6:39 p.m. to 6:44 p.m., at which time on motion of Ms. Homer, seconded by Dr. Wilson, it was unanimously approved by voice vote to exit executive session.

RESULT:	ADOPTED [16 TO 1]
MOVER:	Beau Harbin, Minority Leader
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
NAYS:	Ronald J. Van Dee

ON MOTION OF HARBIN

RESOLUTION NO. 59-23

Appoint Director of Planning - Planning Department

WHEREAS, the Cortland County Legislature has a vacant position of Director of Planning, AND

WHEREAS, interviews were conducted by the County Administrator and interview committee and they have offered a recommendation for this appointment, AND

WHEREAS, the Agriculture, Planning and Environmental Committee approves the appointment as recommended by the interview committee, AND

WHEREAS, the County Legislature has received from the County Administrator and the Agriculture, Planning and Environmental Committee the recommendation for appointment of Trisha Hiemstra as Director of Planning, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint Trisha Hiemstra as Director of Planning at an annual salary of \$100,948 (Grade 3, Step 2, Management Compensation Plan, non-competitive class) effective April 24, 2023 at 12:01 AM.

Announcements

Adjournment

The meeting was closed at 6:47 PM



Cortland County Legislature

Legislative Session

~ Minutes ~

Legislative Chambers

Cortland, NY 13045

<http://www.cortland-co.org>

5.1

Thursday, February 23, 2023

6:00 PM

Board Room

Salute to the Flag

Call to Order

The meeting was called to order at 6:00 PM by Chair of the Legislature Kevin Fitch

Roll Call

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Legislator	Present	
Beau Harbin	Cortland County, NY	Minority Leader	Present	
Cathy Bischoff	Cortland County, NY	Legislator	Present	
Ronald J. Van Dee	Cortland County, NY	Legislator	Excused	
Susan Wilson	Cortland County, NY	Legislator	Present	
Richard Stock	Cortland County, NY	Legislator	Present	
Ann Homer	Cortland County, NY	Legislator	Present	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Linda Jones	Cortland County, NY	Legislator	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Legislator	Present	
Christopher Newell	Cortland County, NY	Legislator	Present	
Joseph Nauseef	Cortland County, NY	Legislator	Present	
Eugene Waldbauer	Cortland County, NY	Legislator	Present	
Sandra Price	Cortland County, NY	Legislator	Present	
George Wagner	Cortland County, NY	Majority Leader	Present	
Paul Heider	Cortland County, NY	Legislator	Present	
Mitchel Eccleston	Cortland County, NY	Legislator	Present	

Minutes Acceptance: Minutes of Feb 23, 2023 6:00 PM (Approval of Minutes)

Approval of Minutes

1. Cortland County Legislature - Public Hearing Meeting - Jan 19, 2023 4:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ann Homer, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

2. Cortland County Legislature - Legislative Session - Jan 26, 2023 6:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ann Homer, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

Presentation

1. Update from President Kremenek of Tompkins Cortland Community College

RESULT:	COMPLETED
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Privilege of the Floor

Proclamations & Recognitions

Presentation of Petitions, Communications, and Notice

Receive and File

Reports of Standing, Special and Ad Hoc Committees

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Resolutions from the Chair

AGENDA ITEM NO. 1 – Appoint Member - Cortland County Planning Board

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Fitch, Chair of the Legislature
SECONDER:	Kelly L. Fairchild-Preston, Legislator
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

ON MOTION OF FITCH

RESOLUTION NO. 19-23

Minutes Acceptance: Minutes of Feb 23, 2023 6:00 PM (Approval of Minutes)

Appoint Member - Cortland County Planning Board

WHEREAS, due to the resignation of a member, there is a vacancy on the Cortland County Planning Board, AND

WHEREAS, applications were received and reviewed for the vacant position on the Cortland County Planning Board, AND

WHEREAS, Article III of the Cortland County Planning Board by-laws state vacancies shall be filled by appointment by the Legislature in accordance with Section 1 of Article III of said by-laws, AND

RESOLVED, that the following be and hereby appointed to the Cortland County Planning Board for the terms as provided below:

Name	Address	Municipality	Term Expiration
N. Qwynne Lackey	804 Lamont Circle Cortland, NY 13045	Town of Cortlandville	6/30/2026

AGENDA ITEM NO. 2 – 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, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

ON MOTION OF FITCH

RESOLUTION NO. 20-23

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
Garry VanGorder	At-Large Representative	12/31/23
Patrick Clune	At-Large Representative	12/31/23
Scott Steve	Local Elected Official	12/31/23

Referred from Building & Grounds Committee

AGENDA ITEM NO. 3 – Amend Resolution No. 196-22 Authorizing Agreement with KONE, Inc. for Courthouse Elevator Replacement - Buildings and Grounds Department

Minutes Acceptance: Minutes of Feb 23, 2023 6:00 PM (Approval of Minutes)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Paul Heider, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

ON MOTION OF HEIDER**RESOLUTION NO. 21-23**

Amend Resolution No. 196-22 Authorizing Agreement with KONE, Inc. for Courthouse Elevator Replacement - Buildings and Grounds Department

WHEREAS, Resolution No. 196-22 authorized the County Administrator to execute a contract, for an amount not to exceed \$250,000, with KONE, Inc. of 836 North State Street, Syracuse, New York 13208 for the replacement of the elevator at the Cortland County Courthouse, AND

WHEREAS, the cost of the elevator replacement came in at a cost of \$265,000, NOW THEREFORE BE IT

RESOLVED, that Resolution No. 196-22 be and hereby is amended to authorize the County Administrator, upon approval of the County Attorney, or their designee, to execute a contract for an amount not to exceed \$265,000, with KONE, Inc. of 836 North State Street, Syracuse, New York 13208 for the replacement of the elevator at the Cortland County Courthouse, AND BE IT FURTHER

RESOLVED, the 2023 budget be amended as follows:

INCREASE:

A16205.52320 BUILDING IMPROVEMENTS \$15,000

A359900 APPROPRIATED FUND BALANCE \$15,000

AGENDA ITEM NO. 4 – Authorize Agreement with Bell & Spina Architects for Cortland County Courthouse Renovations for City Court Move - Buildings & Grounds Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Paul Heider, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

ON MOTION OF HEIDER**RESOLUTION NO. 22-23**

Authorize Agreement with Bell & Spina Architects for Cortland County Courthouse Renovations for City Court Move - Buildings & Grounds Department

WHEREAS, Cortland County requested proposals for Architectural services to accommodate City Court renovations at the Cortland County Court House, AND

WHEREAS, Cortland County received 3 proposals from Architectural firms, AND

WHEREAS, the proposal submitted by Bell and Spina Architects of 215 Wyoming Street, Syracuse, NY 13204 was the only proposal to include a total cost on services identified, AND

WHEREAS, the Cortland County Legislature's Buildings and Grounds Committee has reviewed the proposal and has recommended moving forward with this proposal, NOW THEREFORE BE IT

RESOLVED, that the Cortland Legislature hereby authorizes the County Administrator, upon review and approval of the County Attorney or designee, to enter into an agreement with Bell and Spina Architects of 215 Wyoming Street, Syracuse, NY 13204 for a cost not to exceed \$109,150.00, AND BE IT FURTHER

RESOLVED, the 2023 budget be amended as follows:

INCREASE:

A162043.43021 COURT FACILITIES INCENTIVE \$109,150.00

A16205.52320 BUILDING IMPROVEMENTS \$109,150.00

Referred from Highway Committee

AGENDA ITEM NO. 5 – Appoint Members to the Dwyer Memorial Park Advisory Board - Highway Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christopher Newell, Legislator
SECONDER:	Joseph Nauseef, Legislator
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

ON MOTION OF NEWELL

RESOLUTION NO. 23-23

Appoint Members to the Dwyer Memorial Park Advisory Board - Highway Department

WHEREAS, the Cortland County Legislature adopted Resolution No. 298-18 to Establish The Dwyer Memorial Park Citizen's Advisory Committee, AND

WHEREAS, the Committee provides recommendations and feedback regarding current and future use of the park, NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendation of the Cortland County Legislature's Highway Committee, the following names are hereby approved for service on said Committee for a term to expire on December 31, 2023:

Linda Jones - 2087 E. River, Cortland, NY 13045
 Larry Jones - 2087 E. River, Cortland, NY 13045
 Judah Currie - 6559 Steger Rd, Preble, NY 13141
 Daron Foster - 5771 Hights Gulf Rd, Cortland, NY 13045
 Kaidon Foster - 5771 Hights Gulf Rd, Cortland, NY 13045
 Mike Thayer - 280 Route 90 Cortland, NY 13045
 Gary Lawrence - 1805 Mountain View Dr, Homer, NY 13077

AGENDA ITEM NO. 6 – Authorize 2023 Landfill Amnesty Credit for Municipalities - Highway Department/Landfill

Minutes Acceptance: Minutes of Feb 23, 2023 6:00 PM (Approval of Minutes)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Christopher Newell, Legislator
SECONDER:	Kelly L. Fairchild-Preston, Legislator
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

ON MOTION OF NEWELL**RESOLUTION NO. 24-23****Authorize 2023 Landfill Amnesty Credit for Municipalities - Highway Department/Landfill**

WHEREAS, the Highway Committee of this Legislature believes that the municipalities of Cortland County will be better served by authorizing a credit to be used at the Cortland County Landfill for the disposal of waste other than garbage at no charge, AND

WHEREAS, the Highway Committee has previously recommended that there be a 30-ton limit per municipality, AND

WHEREAS, the Cortland County Landfill no longer accepts tires at their facility, AND

WHEREAS, the Superintendent of the Highway Department is authorized to establish a credit for each municipality to dispose of waste at no charge, NOW THEREFORE BE IT

RESOLVED, the Superintendent of the Highway Department shall provide each municipality in Cortland County a credit of \$2,700.00 for 2023 and allow said municipalities to dispose of their waste other than garbage at the Cortland County Landfill, AND BE IT FURTHER

RESOLVED, that only authorized municipal representatives utilizing authorized municipal vehicles may bring the waste to the County Landfill in order to make use of the above referenced credit, AND BE IT FURTHER

RESOLVED, that any metal objects (including white goods), construction and demolition waste, and tree waste shall be separated by category at the landfill site by the municipality making delivery, AND BE IT FURTHER

RESOLVED, that tires shall be excluded as an item that is accepted from the municipalities wishing to utilize the amnesty credit, AND BE IT FURTHER

RESOLVED, the Superintendent of the Highway Department shall furnish the Legislature with an accounting of all waste delivered to the landfill utilizing the amnesty credit.

Referred from Health & Human Services Committee

AGENDA ITEM NO. 7 – Appoint Members - Cayuga/Cortland Workforce Development Board - Employment and Training Grant Administration

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

Appoint Members - Cayuga/Cortland Workforce Development Board - Employment and Training Grant Administration

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 Cortland and Cayuga Counties, which have been designated as a workforce area, to appoint/reappoint members to the Workforce Development Board for said area, AND

WHEREAS, due to a resignation from the board, a vacancy exists, 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 the term and from the sector listed below:

Name	Address	Sector	Term Ending
Michelle Spadacino	14 Stewart Place Cortland, NY 13045	Business - Walden Place	6/30/2024
Kansas Underwood	134 Homer Avenue Cortland, NY 13045	Business - Guthrie Cortland Medical Center	6/30/2023

AGENDA ITEM NO. 8 – Authorize Contracts/Delegate Authority - Use of Community Impact Dollars for HEALing Community Study - Mental Health Department

Ms. Bischoff MADE A MOTION TO AMEND the resolution to change the amount in the first WHEREAS clause to \$262,813, and to add the list of the following contracted agencies to the third WHEREAS clause:

Access to Independence
Cayuga Addiction & Recovery Services
Cortland Area Communities That Care
Cortland County Health Department
Family & Children's Counseling Services

Ms. Homer SECONDED THE MOTION TO AMEND, and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

Authorize Contracts/Delegate Authority - Use of Community Impact Dollars for HEALing Community Study - Mental Health Department

WHEREAS, the Cortland County Mental Health Department has been awarded \$262,813 in one-

time Community Impact Dollars (CID) as part of the Columbia HEALing Community Study (HCS), AND

WHEREAS, the HCS leadership committee has designated the funds to be used for funding evidence-based practices and communications interventions matching the approved action plan, AND

WHEREAS, it is the recommendation of the Health and Human Services Committee to authorize the Cortland County Administrator, Chair of the Cortland County Legislature's Health and Human Services Committee and the Director of Community Services for Cortland County to approve the designation of funds to the following Cortland County contracted agencies:

Access to Independence
Cayuga Addiction & Recovery Services
Cortland Area Communities That Care
Cortland County Health Department
Family & Children's Counseling Services

, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, Chair of the Cortland County Legislature's Health and Human Services Committee and the Director of Community Services for Cortland County will approve the designation of funds to various Cortland County contracted agencies, AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to execute agreements with approved county contracted agencies for these funds, AND BE IT FURTHER

RESOLVED, the Treasurer is authorized to pay the approved county contracted agencies from the appropriate expense account.

AGENDA ITEM NO. 9 – Authorize Agreement Blooming Health, Inc. - Area Agency on Aging

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

ON MOTION OF PRICE

RESOLUTION NO. 27-23

Authorize Agreement Blooming Health, Inc. - Area Agency on Aging

WHEREAS, the Cortland County Area Agency on Aging wishes to enter into a contract with Blooming Health, Inc., for a no cost pilot program to improve client engagement and decrease social isolation and loneliness using a digital platform, AND

WHEREAS, the State of New York has allocated funds for the care of older adults in New York which are dispersed through an Education Project Grant from the New York State Office for the Aging (NYSOFA) to the Association on Aging in New York, Inc., a New York non-profit-organization ("Aging NY"), AND

WHEREAS, Aging NY has entered into an agreement with Blooming Health, Inc. whereby Aging NY will pay Blooming Health, Inc. to provide its platform and services to Area Agencies on Aging

in New York with the intent to improve older adults' awareness of community-based aging services and benefits in New York, AND

WHEREAS, the Cortland County Area Agency on Aging is a beneficiary of Blooming Health, Inc.'s agreement with Aging NY and the Cortland County Area Agency on Aging acknowledges and agrees that the provision of the platform and the services hereunder are subject to Aging NY's payment to Blooming Health, Inc. for such services, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to any appropriation of funding by the Legislature, be and hereby is authorized to execute said agreement.

AGENDA ITEM NO. 10 – Amend 2023 Budget - Carryover Consolidated Appropriations Act for Nutrition Services Grant Funding - Area Agency on Aging

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Kelly L. Fairchild-Preston, Legislator
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

ON MOTION OF PRICE

RESOLUTION NO. 28-23

Amend 2023 Budget - Carryover Consolidated Appropriations Act for Nutrition Services Grant Funding - Area Agency on Aging

WHEREAS, the New York State Office for the Aging has made available funds under HDC5 of the Consolidated Appropriations Act for Nutrition Services, for the period April 1, 2021 through September 30, 2023, for the purpose of COVID disaster relief services, AND

WHEREAS, the grant had funds in the amount of \$1,516.15 remaining at the end of 2022, which need to be carried over to the 2023 budget in order to be expended within the remainder of the grant year, NOW THEREFORE BE IT

RESOLVED, that the 2023 County Budget be and hereby is amended as follows:

Increase:

Revenues:

A677444-44772-HDC5	Federal Aid	\$1,516.15
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Expenses:

A67745-52015-HDC5	Department Specific Equipment	\$1,321.15
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A67745-54040-HDC5	Association/Membership Dues	\$195.00
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AGENDA ITEM NO. 11 – Appointment of Youth Board Member - Health Department

Minutes Acceptance: Minutes of Feb 23, 2023 6:00 PM (Approval of Minutes)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Sandra Price, Legislator
SECONDER: Kelly L. Fairchild-Preston, Legislator
AYES: Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED: Ronald J. Van Dee

ON MOTION OF PRICE**RESOLUTION NO. 29-23****Appointment of Youth Board Member - Health Department**

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 person 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
Melissa McDermott	Catholic Charities	55 Cortland Street, Homer, NY 13077	12/31/2023

AGENDA ITEM NO. 12 – Authorize Agreement with Community Partners for Electronic Syndromic Surveillance System Data Sharing - Health Department

RESULT: ADOPTED [UNANIMOUS]
MOVER: Sandra Price, Legislator
SECONDER: Kelly L. Fairchild-Preston, Legislator
AYES: Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED: Ronald J. Van Dee

ON MOTION OF PRICE**RESOLUTION NO. 30-23**

Authorize Agreement with Community Partners for Electronic Syndromic Surveillance System Data Sharing - Health Department

WHEREAS, Hospitals in New York State report emergency room visits to the New York State Department of Health (NYSDOH) each day for 13 different syndromes, including but not limited to, GI, respiratory, overdose and suicide AND

WHEREAS, these visits are de-identified and put into the Electronic Syndromic Surveillance System (ESSS) by NYSDOH, AND

WHEREAS, the Cortland County Health Department (CCHD) has access to the ESSS and the reports generated by the system AND

WHEREAS, the system also gives CCHD daily alerts if there is a higher than normal number of visits for a particular syndrome, AND

WHEREAS, the ESSS is useful for situational awareness of public health events in the community and can be used in conjunction with other data sources to inform response, AND

WHEREAS, multiple partner organizations that work on the scope of the Community Health Improvement Plan/Community Health Assessment can assist in its goals by using the shared data from the ESSS in prevention strategies with the population that they serve within the community, AND

WHEREAS, there would be no cost to the County, NOW THEREFORE BE IT

RESOLVED, that the County Administrator and the Public Health Director, upon review and approval by the County Attorney or designee, are hereby authorized to sign agreements with partner organization to utilize the ESSS data in their willingness to assist the Health Department in the scope of the Community Health Improvement Plan/Community Health Assessment.

AGENDA ITEM NO. 13 – Authorize Agreement Code Blue Behavioral Health and Security Services - Department of Social Services

RESULT: WITHDRAWN - NO FUTURE ACTION

ON MOTION OF PRICE

RESOLUTION NO.

Authorize Agreement Code Blue Behavioral Health and Security Services - Department of Social Services

WHEREAS, the Cortland County Department of Social Services desires to purchase on-site behavioral health services to promote the safety and well-being of individuals placed in emergency shelter settings including motels and warming centers, AND

WHEREAS, Family Counseling Services and Liberty Resources are authorized providers of behavioral health counseling services, AND

WHEREAS, circumstances involving guests placed under New York State Code Blue regulations have resulted in the need for on-site behavioral health services, AND

WHEREAS, the \$12,000 needed for these agreements from February 24, 2023 - April 30, 2023 has been approved to be reimbursed as New York State Code Blue funding, AND

WHEREAS, the Cortland County Department of Social Services desires to purchase security services to monitor and promote the safety of individuals placed in emergency shelter settings including motels and warming centers, AND

WHEREAS, the services of a professional security company are being sought, AND

WHEREAS, circumstances involving guests placed under New York State Code Blue regulations have resulted in the need for on-site security, AND

WHEREAS, the \$38,000 needed for this Agreement from February 24, 2023 - April 30, 2023 has been approved to be reimbursed as New York State Code Blue funding, NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, be and hereby is authorized to enter into an agreement for the time period February 24, 2023 - April 30, 2023 with Family Counseling Services and/or Liberty Resources for a combined amount not to exceed

Minutes Acceptance: Minutes of Feb 23, 2023 6:00 PM (Approval of Minutes)

\$12,000, 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 enter into an agreement for the time period February 24, 2023 - April 30, 2023 with a security company approved by the County Administrator and Commissioner of Social Services in an amount not to exceed \$38,000, AND BE IT FURTHER

RESOLVED, that the 2023 County Budget be amended as follows:

Increase:

Expense:		
A60105.54800.4696	Code Blue	\$50,000.00
Revenue:		
A601043.43689.4696	Code Blue	\$50,000.00

AGENDA ITEM NO. 14 – Abolish Senior Caseworker/Create Case Supervisor Grade B - Department of Social Services

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

ON MOTION OF PRICE

RESOLUTION NO. 31-23

Abolish Senior Caseworker/Create Case Supervisor Grade B - Department of Social Services

WHEREAS, the needs of the department will be better served by abolishing one (1) Senior Caseworker position and creating one (1) Case Supervisor Grade B, AND

WHEREAS, the Health and Human Services Committee recommends the abolition and creation of these positions, NOW THEREFORE BE IT

RESOLVED, that one (1) position of Senior Caseworker (Grade 20, \$26.4087-33.4267/hr, CSEA, full-time with benefits, competitive class) be and hereby is abolished effective February 23, 2023 at midnight, AND BE IT FURTHER

RESOLVED, that one (1) position of Case Supervisor Grade B (Grade 22, \$28.4246-35.9782/hr, CSEA, full-time with benefits, competitive class) be created with permission to fill effective February 23, 2023 at 12:01 am.

AGENDA ITEM NO. 15 – Resolution to Advocate for Immediate Changes to the Emergency Housing and Mental Health Admission Requirements

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Ann Homer, Legislator
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

Minutes Acceptance: Minutes of Feb 23, 2023 6:00 PM (Approval of Minutes)

Resolution to Advocate for Immediate Changes to the Emergency Housing and Mental Health Admission Requirements

WHEREAS, Cortland County is experiencing an unprecedented homeless crisis in that there has been an increase of 57% in the past year of instances of individuals being placed in emergency housing through Temporary Assistance programs, AND

WHEREAS, this increase does not account for the numerous homeless individuals who are not seeking assistance, AND

WHEREAS, Cortland County Department of Social Services is the entity charged under New York State laws for arranging emergency housing for anyone found in their district pursuant to Article 17 of the New York State Constitution, AND

WHEREAS, various social challenges and policy changes in areas such as bail reform, incarceration rules, substance use disorder treatment, mental health treatment and inpatient medical care are resulting in more individuals with behaviors and needs that cannot be safely met with existing emergency housing resources, AND

WHEREAS, the emergency housing capacity and structure was not modified on a statewide basis prior to systemic policy reforms, AND

WHEREAS, the Temporary Assistance shelter rates have not been increased in over two decades and are far less than market value rental amounts therefore denying Temporary Assistance recipients the opportunity to afford any permanent housing, AND

WHEREAS, the homeless crisis is worsened by the last decade of closures of Inpatient Hospital and State Psychiatric Center (PC) beds; requiring an urgent process and timeline for the restoration of beds taken offline prior to or, as a result of, the pandemic with established fiscal incentives for reopening off-line beds, AND

WHEREAS, local mental health departments are seeing massive increases in the issuance of 730 competency restoration orders that place individuals with serious mental illness (SMI) into State PC forensic facilities at 100% of the cost to counties; and this syphons millions of dollars from county budgets needed for critical community-based resources into the State's General Fund, AND

WHEREAS, the New York State PC admission criteria and referral process via the Health Commerce System (HCS) should be urgently corrected for a prioritized transition from local hospital inpatient to State PC; to correct the bottleneck of referrals affecting hospital to state PC referral process, NOW THEREFORE BE IT

RESOLVED that the Cortland County Legislature urges and advocates that New York State leaders assist counties in immediately designing, developing, and funding emergency residential options that will provide a safe form of shelter to those individuals who are exhibiting behaviors that are unsafe and damaging in any existing emergency housing resources, AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature strongly urges the New York State leaders to prioritize the transition from local hospital inpatient to State PC and remove the mandatory fourteen (14) day requirement for hospitals to refer to a State PC to allow the individual to get the needed assistance and to protect the other members of the community, AND BE IT FURTHER

RESOLVED, the Cortland County Legislature, Commissioner of Social Services and Director of Community Services recommend immediate changes to the communication requirements of other counties when placing individuals in existing emergency housing locations outside of their County, AND

BE IT FURTHER

RESOLVED, that the Clerk of the Cortland County Legislature is hereby directed to send certified copies of this resolution to the New York State Governor, the Honorable Kathy Hochul, Senate Majority Leader, the Honorable Andrea Stewart-Cousins, Assembly Speaker, the Honorable Carl Heastie, State Senator, the Honorable Lea Webb, Assemblymember, the Honorable Dr. Anna Kelles, and all others deemed necessary and proper.

AGENDA ITEM NO. 16 – Calling on the State of New York to Continue to Pass-Thru Federal Affordable Care Act Enhanced Federal Medicaid Assistance Percentage Funds

Ms. Preston MADE A MOTION TO AMEND the add the following WHEREAS and RESOLVED clauses to the resolution:

WHEREAS, New York State is behind in reconciliation and distribution of funds owed to Cortland County in the approximate amount of \$1,970,729.97 through 2020, AND

RESOLVED, that Cortland County calls for the State to reconcile the account and pay Cortland County the \$1,970,729.97 that is owed through 2020 and reconcile and pay the amounts owed through 2022, AND BE IT FURTHER

Ms. Homer SECONDED THE MOTION TO AMEND, and upon unanimous voice vote of members present; MOTION CARRIED.

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Sandra Price, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

ON MOTION OF PRICE

RESOLUTION NO. 33-23

Calling on the State of New York to Continue to Pass-Thru Federal Affordable Care Act Enhanced Federal Medicaid Assistance Percentage Funds

WHEREAS, the State Fiscal Year (SFY) 2024 State Budget proposal would end the Affordable Care Act (ACA) enhanced Federal Medical Assistance Percentage (eFMAP) federal pass-thru to counties and New York City, AND

WHEREAS, the State is proposing to keep all of these federal savings going forward and use them to cover further expansions of Medicaid eligibility and benefits and to increase payments to health care providers, AND

WHEREAS, the elimination of this ACA eFMAP federal pass-thru will require the 57 counties to spend at least \$280 million more in SFY 2024, and approximately \$1 billion when New York City is included, AND

WHEREAS, the SFY 2024 costs to counties and New York City are scheduled to grow by 30 percent by SFY 2027, AND

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WHEREAS, it is the strong view of Cortland County that congress intended these federal savings to be shared with counties proportional to the amount they contributed toward the nonfederal Medicaid match, AND

WHEREAS, since 2003, the state has shared the funds proportionally based on our analysis of savings we have received during periods when an enhanced federal Medicaid match was enacted by Congress, AND

WHEREAS, enacted in 2011, the Medicaid statutory cap for all 62 counties is \$7.6 billion. The Medicaid statutory cap for the 57 counties outside of New York City is \$2.25 billion, AND

WHEREAS, the additional unbudgeted cost to Cortland County for the remainder of 2023 would amount to over \$700,000, AND

WHEREAS, starting in SFY 2014, New York began sharing these federal ACA savings directly with counties. The savings for a year were provided by lowering the weekly payments each county and NYC make to the state to support the State's Medicaid program. Through February 1, 2023, the state continues to share the federal savings from the ACA eFMAP with the 57 counties and NYC, AND

WHEREAS, New York State is behind in reconciliation and distribution of funds owed to Cortland County in the approximate amount of \$1,970,729.97 through 2020, AND

WHEREAS, Cortland County strongly disagrees with the need to cut county funding so deeply when the Governor's budget proposes to fully fund its own reserves two years ahead of schedule by depositing \$5.4 billion into reserves before the end of SFY 2023, while also projecting a general fund surplus of \$35 billion by the end of SFY 2024, NOW THEREFORE BE IT

RESOLVED, that Cortland County calls for the State to reconcile the account and pay Cortland County the \$1,970,729.97 that is owed through 2020, and reconcile and pay the amounts owed through 2022, AND BE IT FURTHER

RESOLVED, that Cortland County calls on the State to continue to share these federal funds with counties as has been the precedent for over 20 years, AND BE IT FURTHER

RESOLVED, that the Clerk of the Cortland County Legislature shall forward copies of this resolution to the Governor of the State of New York, the New York State Legislature, the New York State Congressional Delegation, and all others deemed necessary and proper.

Referred from Agriculture/Planning/Environment Committee

AGENDA ITEM NO. 17 – Appoint Member to the Transportation Advisory Committee - Planning Department

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Beau Harbin, Minority Leader
SECONDER:	Kelly L. Fairchild-Preston, Legislator
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

ON MOTION OF HARBIN

RESOLUTION NO. 34-23

Appoint Member to the Transportation Advisory Committee - Planning Department

WHEREAS, Resolution Number 289-19 authorized the formalization of the Transportation

Advisory Committee as a Citizen's Advisory Committee, AND

WHEREAS, the Transportation Advisory Committee as a formal subcommittee of the Agriculture, Planning, and Environment Committee will consist of a membership from a wide variety of community service agencies and government agencies, AND

WHEREAS, the following agencies would best support the transportation system within Cortland County, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature appoint the following community service and government agency representatives or designee to the Transportation Advisory Committee for a term ending December 31, 2025:

NAME	AGENCY/CAPACITY	TERM ENDING
Darese Doskal	TC3 Representative	12/31/2025

AGENDA ITEM NO. 18 – Reallocate Salary Grade - Director of Planning

RESULT:	ADOPTED [12 TO 4]
MOVER:	Beau Harbin, Minority Leader
SECONDER:	Christopher Newell, Legislator
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Fitch, Jones, Newell, Waldbauer, Wagner, Heider, Eccleston
NAYS:	Ann Homer, Kelly L. Fairchild-Preston, Joseph Nauseef, Sandra Price
EXCUSED:	Ronald J. Van Dee

ON MOTION OF HARBIN

RESOLUTION NO. 35-23

Reallocate Salary Grade - Director of Planning

WHEREAS, the Personnel/Civil Service Office has reviewed the salary grade for Director of Planning in the Planning Department, AND

WHEREAS, there has been a change to the job duties for this position as reflected in the job description, AND

WHEREAS, it is recommended that the aforesaid position be reallocated from Grade 5 (\$79,412-105,698) to Grade 3 (\$91,771-122,148) in the Management Compensation Plan, NOW THEREFORE BE IT

RESOLVED, that the position of Director of Planning is hereby reallocated from Grade 5 to Grade 3 effective February 24, 2023.

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 19 – Authorize Agreement TransUnion Risk and Alternative Data Solutions - Public Defender

Ms. Homer MADE A MOTION TO AMEND the resolution to add "at a flat rate cost of \$175" between "contract" and "in" in the fifth WHEREAS clause, and to change "or" to "and/or" in the first RESOLVED clause, Ms. Harbin SECONDED THE MOTION TO AMEND, and upon unanimous voice vote of members present; MOTION CARRIED.

Minutes Acceptance: Minutes of Feb 23, 2023 6:00 PM (Approval of Minutes)

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Kelly L. Fairchild-Preston, Legislator
SECONDER:	Cathy Bischoff, Legislator
AYES:	Bentley, Harbin, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee

ON MOTION OF FAIRCHILD-PRESTON**RESOLUTION NO. 36-23****Authorize Agreement TransUnion Risk and Alternative Data Solutions - Public Defender**

WHEREAS, the Cortland County Public Defender's Office requires access to an investigative, background check and people finder service in order to effectively and efficiently represent clients, AND

WHEREAS, TransUnion Risk and Alternative Data Solutions provides such a service, AND

WHEREAS, TransUnion Risk and Alternative Data Solutions will be used to run the necessary background investigative searches in-house, rather than pay an outside investigative entity to run the same background and people finder services, while paying an enhanced rate for this service to a third party and an hourly rate for the third party's time, AND

WHEREAS, TransUnion Risk and Alternative Data Solutions requires the execution a professional services agreement to establish an active account, and to install, maintain and support the program for case analysis, AND

WHEREAS, the contract will be an open ended contract, at a flat rate cost of \$175 in which either party may terminate this agreement at any time for any reason upon notice to the other party, at a Flat Rate cost of One Hundred Seventy-Five Dollars (\$175.00) per month, AND

WHEREAS, the cost for the program will be paid by the Public Defender's Office and will utilize grant funds provided by New York State Office of Indigent Legal Services (ILS) for all costs associated with utilizing this service, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Public Defender and/or the Cortland County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to sign the agreement with TransUnion Risk and Alternative Data Solutions for the program, AND BE IT FURTHER

RESOLVED, that the funds for this agreement shall be taken from the Public Defender's Professional Services account# A11750.54055HH11.

Referred from Government Operations Committee**Referred from Finance & Administration Committee**

AGENDA ITEM NO. 20 – Distribution of Fourth Quarter 2022 Sales Tax

RESULT: ADOPTED [15 TO 1]
MOVER: George Wagner, Majority Leader
SECONDER: Linda Jones, Legislator
AYES: Bentley, Bischoff, Wilson, Stock, Homer, Fitch, Jones, Fairchild-Preston, Newell, Nauseef, Waldbauer, Price, Wagner, Heider, Eccleston
NAYS: Beau Harbin
EXCUSED: Ronald J. Van Dee

ON MOTION OF WAGNER**RESOLUTION NO. 37-23****Distribution of Fourth Quarter 2022 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 2022 fourth quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for fourth quarter 2022 to be \$10,079,239.67, AND

WHEREAS, the total amount available for distribution is \$9,704,239.67, 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 (\$670,000.00) is to be withheld from the quarterly distribution, AND

WHEREAS, Cortland County receives (54%), or \$5,240,289.42 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 2022 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	\$1,722,502.54	\$-0-	\$1,722,502.54	\$-0-
Cincinnatus, Town of	\$80,466.11	\$-0-	\$80,466.11	\$-0-
Cortlandville, Town of	\$860,660.05	\$-0-	\$860,660.05	\$-0-
Cuyler, Town of	\$73,307.00	\$(28,750.00)	\$44,557.00	\$-0-
Freetown, Town of	\$55,114.30	\$-0-	\$55,114.30	\$-0-
Harford, Town of	\$87,148.16	\$-0-	\$87,148.16	\$-0-
Homer, Town of	\$293,514.50	\$-0-	\$293,514.50	\$-0-

Homer, Village of	\$208,763.50	\$-0-	\$208,763.50	\$-0-
Lapeer, Town of	\$113,625.91	\$(77,500.00)	\$36,125.91	\$-0-
Marathon, Town of	\$87,102.12	\$-0-	\$87,102.12	\$-0-
Marathon, Village of	\$44,020.70	\$-0-	\$44,020.70	\$-0-
McGraw, Village of	\$38,233.74	\$-0-	\$38,233.74	\$-0-
Preble, Town of	\$149,547.68	\$-0-	\$149,547.68	\$-0-
Scott, Town of	\$88,714.66	\$-0-	\$88,714.66	\$-0-
Solon, Town of	\$81,986.35	\$-0-	\$81,986.35	\$-0-
Taylor, Town of	\$48,103.34	\$-0-	\$48,103.34	\$-0-
Truxton, Town of	\$105,878.91	\$-0-	\$105,878.91	\$-0-
Virgil, Town of	\$253,961.15	\$(16,250.00)	\$237,711.15	\$-0-
Willet, Town of	\$71,299.53	\$-0-	\$71,299.53	\$-0-
Total	\$4,463,950.25	\$(122,500.00)	\$4,341,450.25	\$-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. 294-20.

Announcements

Adjournment

The meeting was closed at 6:53 PM



Cortland County Legislature

Special Meeting

Legislative Chambers

Cortland, NY 13045

<http://www.cortland-co.org>

~ Minutes ~

Thursday, March 9, 2023

9:45 AM

Board Room

Salute to the Flag

Roll Call

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County, NY	Legislator	Present	
Beau Harbin	Cortland County, NY	Minority Leader	Present	
Cathy Bischoff	Cortland County, NY	Legislator	Present	
Ronald J. Van Dee	Cortland County, NY	Legislator	Excused	
Susan Wilson	Cortland County, NY	Legislator	Present	
Richard Stock	Cortland County, NY	Legislator	Present	
Ann Homer	Cortland County, NY	Legislator	Excused	
Kevin Fitch	Cortland County, NY	Chair of the Legislature	Present	
Linda Jones	Cortland County, NY	Legislator	Present	
Kelly L. Fairchild-Preston	Cortland County, NY	Legislator	Present	
Christopher Newell	Cortland County, NY	Legislator	Excused	
Joseph Nauseef	Cortland County, NY	Legislator	Present	
Eugene Waldbauer	Cortland County, NY	Legislator	Present	
Sandra Price	Cortland County, NY	Legislator	Excused	
George Wagner	Cortland County, NY	Majority Leader	Present	
Paul Heider	Cortland County, NY	Legislator	Present	
Mitchel Eccleston	Cortland County, NY	Legislator	Present	

New Business

AGENDA ITEM NO. 1 – Amend Location of March 2023 Legislative Session

Ms. Preston MADE A MOTION TO AMEND the resolution to include the legislative committee meetings taking place during the elevator repair in the resolution, Mr. Nauseef 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, Harbin, Bischoff, Wilson, Stock, Fitch, Jones, Fairchild-Preston, Nauseef, Waldbauer, Wagner, Heider, Eccleston
EXCUSED:	Ronald J. Van Dee, Ann Homer, Christopher Newell, Sandra Price

ON MOTION OF FITCH

RESOLUTION NO. 38-23

Amend Location of March 2023 Legislative Session

WHEREAS, the Cortland County Legislature Rules of Order, Article VIII, 1, state that “All meetings of the Legislature shall be held in the Legislative Chambers, Cortland County Office Building, 60 Central Avenue, Cortland, New York...”, AND

WHEREAS, Article VIII, 1 also states, "The Legislature may, at any meeting, by resolution,

Minutes Acceptance: Minutes of Mar 9, 2023 9:45 AM (Approval of Minutes)

change the time and place of the next regularly scheduled meeting.....", AND

WHEREAS, the elevator at the Cortland County Office Building is scheduled to be out of commission during the March 2023 regularly scheduled Legislative Session, AND

WHEREAS, it is to the benefit of the Legislature to modify the location of the March 2023 Legislative Session to allow for necessary accessibility to the meeting, NOW THEREFORE BE IT

RESOLVED, that the March 23, 2023 Legislative Session and all March 2023 committee meetings after March 13, 2023 are to be held at the Tompkins Cortland Community College Extension Center, located at 157 Main Street, Cortland, New York 13045.

Adjourn

Minutes Acceptance: Minutes of Mar 9, 2023 9:45 AM (Approval of Minutes)

Leach's Custom Trash Service
1834 Rt. 13 North
Cortland, NY 13045
P: 607-753-7412
F: 607-753-6307
Email: leachscustomtrash@yahoo.com

To: Cortland County Legislators
Re: Landfill Disposal Fees

I am requesting a discounted disposal fee at the Cortland County Landfill. I have always remained current on my payments for our disposal fees. Last Year, I paid \$572,381 in disposal fees and in 2021, I paid \$520,275.

Since 2017, I have complied with the Flow Control Law and believe I compete unfairly with those businesses who do not use the landfill and are not following the Flow Control Law.

The lack of enforcement of the Flow Control Law along with the County reducing rates for BUD'S and other similar commodities is specifically why I am requesting a discounted disposal rate.

A modest reduction in my disposal fee at the landfill would be most beneficial, especially still dealing with Covid related challenges and expenses and never lapsing on my payment to the County.

I appreciate your time in this matter and look forward to your timely response.

Sincerely,



Gregory K. Leach, President

Attachment: Letter to Legislators - Leach March 2023 (11376 : Communication - Greg Leach)

**CORTLAND COUNTY
PROBATION DEPARTMENT**

**Cortland County Court House
46 Greenbush Street
Cortland, New York 13045
607 753-5019**

2022 ANNUAL REPORT



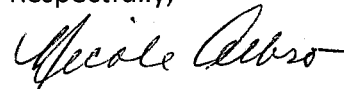
To the Honorable Members of the Cortland County Legislature:

Contained herein is the Annual Report of the Cortland County Probation Department and Alternatives to Incarceration (ATI) for the year 2022, which is respectfully submitted for your consideration. This Report highlights the many functions of the Cortland County Probation Department and provides statistical information on Probation and Pre-trial Release Programs in the preceding year.

In 2022 we were able to witness a slow return to what are considered more statistically normal patterns of Probation business in Cortland County. Probation staffing was reduced in 2021. This lead to a shift in duties internally to cover all aspects of Probation and Alternatives to Incarceration services. The Probation Department did in 2022 meet all obligations and duties under New York State Executive Law and NYCRR Title 9. The impact of recent implementation of Raise the Age Legislation and Bail Reform are still being observed with some benefits as intended and some significant unintended problems which are being closely monitored. What is known is that the Probation Department deals with a vulnerable population that has been negatively impacted in many ways over the course of the past few years. Continued support and assistance to this population while fulfilling our responsibility to promote community safety will be our ongoing mission.

Now, as in years past, I am grateful to the Cortland County Legislature and the Judiciary and Public Safety Subcommittee in particular, for their continuing support of the Probation Department.

Respectfully,



Nicole R. Albro
Probation Director

CORTLAND COUNTY LEGISLATURE
Kevin Fitch, Chairman
JUDICIARY AND PUBLIC SAFETY COMMITTEE

Kelly Preston, Committee Chairperson

Joseph Nauseef, Vice Chair
Douglas Bentley
Cathy Bischoff

Christopher Newell
Eugene Waldbauer
Susan Wilson

THE PROBATION STAFF 2022

Nicole R. Albro - Probation Director

Christopher LeFever
Probation Supervisor

Nadine Reisweber
Probation Supervisor

Alicia Wheaton	Senior Probation Officer (New York Statewide Police Information Network and E Justice Coordinator/Intensive Supervision Program/Electronic Monitoring)
Gary Harrington	Senior Probation Officer (Intensive DWI, NYS License Event Notification System "LENS" and Drug Court)
Julie Parker	Senior Probation Officer (Staff Development, Integrated Domestic Violence Court and Safety Officer/Electronic Monitoring)
Ben Wheaton	Senior Probation Officer (Enhanced Investigation/Intensive Supervision-Sex Offenders, NYS Registrant System)
Amy Hamilton	Senior Probation Officer (Person In Need of Supervision/ PASS Program)
Barbara Beveridge	Senior Probation Officer (Person In Need of Supervision/ PASS Program)
Robyn Himes	Probation Officer
Lindsay VanLiew	Probation Officer
Nicole Riley	Probation Officer
Sommer Bleck	Probation Officer
Chelsea Kaminski	Probation Officer
Lindsey Law	Probation Officer
Hunter Winslow	Probation Officer
Cathy Ackley	Probation Assistant
Tara Driscoll	Alternatives to Incarceration Officer (Pre-Trial Release Program)
Terri Rutan	Principal Account Clerk
Roberta Mahler	Secretary II
Brianne Shippey	Keyboard Specialist

ORGANIZATIONAL CHART

CORTLAND COUNTY PROBATION DEPARTMENT

CORTLAND COUNTY LEGISLATURE
JUDICIARY AND PUBLIC SAFETY COMMITTEE

COUNTY ADMINISTRATOR

DIRECTOR OF PROBATION

PROFESSIONAL STAFF			SUPPORT/ADMINISTRATIVE STAFF	
ALTERNATIVES TO INCARCERATION Co-coordinator (1)	PROBATION SUPERVISOR (1)	PROBATION SUPERVISOR (1)	SECRETARY II/ CONFIDENTIAL SECRETARY (1)	PRINCIPAL ACCOUNT CLERK (1)
	Sr. Probation Officer (Staff Development and Safety Office/Electronic Monitoring) Senior Probation Officer (NYSPIN/ISP/Electronic Monitoring, DV) Sr. Probation Officer (2) (PINS Diversion) Probation Officers (3)	Senior Probation Officer (D.W.I./Drug Court) Sr. Probation Officer (Sex Offenders) Probation Officers (4) Probation Assistant	Keyboard Specialists (1)	

PREFACE

The Cortland County Probation Department has had the traditional responsibility, mandated by New York State Family, Criminal and Executive Law, of providing four basic services to the citizens and Courts of the County community:

1. **Family Court Intake:** This service offers individuals and families a means of achieving timely and often lasting solutions to problems which would otherwise be adjudicated in Family Court Proceedings. The two largest populations served by intake are Juvenile Delinquents (youth over the age of seven years and less than eighteen years who have committed an act which, if committed by an adult, would constitute a crime) and Persons In Need of Supervision (youth under the age of 18 years who are ungovernable/incorrigible, chronically truant or runaways. JDs are referred to the Department by Law Enforcement agencies and PINS are referred most frequently by parents or school officials, but may be referred by a variety of other sources. In the case of JDs, the Department can attempt diversion services for a period of up to six months wherein the youth and parents participate in frequent meetings with a Probation Officer in an effort to reduce the likelihood of continued criminal behavior and, if applicable, make apologies and restitution to victims. The Department provides the same diversion services to PINS/PASS youth; however, the time spent on a PINS/PASS case has no expiration aside from the youth's age and the focus is to work with the youth and family to decrease the undesirable behavior and improve the functionality of the parents. This service has the benefit of timeliness, in that the problems of Court congestion and backlog are by-passed. More important is the fact that it provides assistance and referral services to amenable families and children which can enable them to find solutions to their own problems in an atmosphere which preserves dignity and promotes cooperation. Properly utilized, it can free Court time for the more intransigent cases, save assigned counsel costs to the County, reduce the likelihood of placement outside the home and help troubled families become healthier and less prone to perpetuating dysfunction. In addition, although far less frequently, intake provides assistance to individuals seeking direction regarding child custody/visitation issues, support matters and family offenses.
2. **Investigations:** When ordered to do so by the Court, the Department undertakes a detailed legal and social investigation on adults, juveniles and families and prepares a report of same to submit to the Criminal and Family Courts of the County. These reports are of a narrative form and are several pages in length. Details of every aspect of an individual's life are addressed which include, but are not limited to: legal history; presenting offense or behavior; family situation and environment; social services history; education, employment and military; alcohol and substance use; and physical and mental health. Probation reports assist the Courts in judicial decision-making and provide analytical information which forms the basis of community-based case planning for those sentenced to an alternative to incarceration and institutional case planning for those sentenced to incarceration. These reports are also utilized by jails, prisons, the Board of Parole to gain information on individuals considered for release to Parole supervision and by treatment agencies for case planning and counseling.
3. **Supervision:** Adult offenders, JDs and PINS are supervised under Court-ordered conditions of Probation, in most cases, for 1, 2, 3 or 5 year terms. The exception occurs with regard to certain sex offense cases which carry terms of 6 and 10 years. The most widely utilized alternative to incarceration, probation supervision provides an opportunity for eligible offenders to remain or become productive, participating members of the community while their activities are monitored by a Probation Officer. While there are currently six conditions of Probation applied to all Probationers, there are a host of others that are tailored to meet the needs of the individual offender and enhance community safety. Examples of these conditions: address the need for alcohol/drug abstinence and treatment; mandate that certain types of sex offenders

not have contact with children, stay away from places where children are likely to congregate, attend counseling, and register as sex offenders; require payment of restitution; include home electronic monitoring for a portion of the term; and require submission of a DNA sample for all felony convictions and all penal law misdemeanors; among numerous others. Supervision of offenders requires the Probation Officer to make frequent field visits to the offender's home, school or worksite. Officers are in continual contact with counselors, educators, family members and any other agency or individual that may assist in verifying compliance. With constant oversight and encouragement to succeed, it is hoped that the offender is motivated to comply with the Conditions of Probation for the benefit of better employment, education, family relationships and community betterment. For some, the fact that a violation of the sentence can result in revocation and resentence to a term of maximum incarceration serves as the primary motivator to maintain compliance.

4. **Restitution Office:** The Probation Department is the County designated agency to collect Court-ordered monetary restitution from offenders and to disburse it to crime victims. A five percent surcharge is also collected pursuant to law, and is forwarded to the County General Fund as revenue.

In addition to the basic traditional services described above, the Cortland County Probation Department also provides various other services which impact community safety, offender accountability and costs to the County.

1. **Pre-Trial Release Alternatives to Incarceration (ATI):** The Pre-Trial Release Program has been a part of the Cortland County Probation Department since January 2004. Offenders who are detained in jail prior to conviction or sentencing, who cannot make bail, or who are at risk for failure to appear at future Court dates, are assessed for eligibility for release under supervision. Defendants report to Pre-trial personnel anywhere from once a week to once a day to apprise of any changes in circumstances, receive reminders regarding next Court appearance and are encouraged and assisted in obtaining any services which may help to avoid future legal problems. Pre-trial is instrumental in helping to reduce jail costs as it could be months before a trial is conducted or sentencing takes place. Release to Pre-trial Services also helps to process some offenders into treatment, allows them to continue employment and can monitor other program participation.
2. **Community Service:** Frequently, offenders are required to make retribution in the form of Community Service for victimizing individuals or parties in a community. Offenders are often ordered by the Court to perform services to non-profit entities or municipal agencies as part of their sentence, or consideration for a reduction in charges or dismissal of charges. The ATI coordinator along with a Probation Assistant implement this service by developing worksites, conducting work site visits and keeping records of the progress of each individual participant which is then provided to the Court.

Probation Officers, including the Supervisors and the Director, are **Peace Officers** charged first and foremost with ensuring the protection of the public. The Department is therefore prudent in its recommendations to the Courts, and diligent in monitoring the activities of offenders/clients residing in the community. Over the years more and more responsibility is placed upon Probation Departments to ensure that offenders are adhering to legislation that adds additional responsibilities to the past duty of monitoring compliance with the Order and Conditions of Probation. The collection of DNA samples for submission to the DNA database, sex offender change of address forms updating the NYS Sex Offender Registry, ignition interlock compliance, NYS LENS participation and completion of risk and assessment instruments, are just a few of the many functions that have been added to numerous other job duties performed daily.

2017-2022

COMPARATIVE

STATISTICS

INTAKE**NUMBER OF CASES DEALT WITH AT INTAKE**

TYPE OF CASE	2017	2018	2019	2020	2021	2022
Juvenile Delinquency	64	27	58	26	29	31
Person In Need of Supervision	54	40	49	32	39	35
Family Offense	0	0	0	0	0	0
Custody	0	0	0	0	0	0
TOTAL	118	67	107	58	68	66

Person in Need of Supervision (PINS) legislation since 2005 allows for diversion services to remain open for an indefinite period of time. Youth and families benefit from the additional guidance and adjustment period to engage in services and receive support until the situation improves and the parties are more self-reliant. Legislation again changed, requiring schools to provide a Manifestation Determination for any student with an Individual Education Program that the District referred to the PINS Program. The goal of which was to eliminate students who could not control their behaviors due to a disability from being unfairly involved in the Family Court System. This Department further initiated a Pre-PINS Parent Orientation meeting for any parent interested in accessing the PINS Program to make them aware of other services and agencies within the community that could be accessed without having to involve the youth in the early stages of judicial intervention. Probation also partnered with the local Department of Social Services to use state STSJP grants to implement the Coordinated Children's Services Initiative. This program pairs families with a family partner to address various issues within the family that may affect the success of the youth in school and the community. Each of these changes has contributed to narrowing the PINS population to those youth who are most in need of an intensive level of intervention and at risk for placement out of the home. The Probation Department and Department of Social Services staff have conducted recent meetings to align our efforts with the new federal "Families First" legislation being implemented.

Juvenile Delinquents are referred to the Probation Department to determine eligibility for and to receive diversion services for acts which if committed by an adult would constitute a crime. If successful, the case is adjusted and the youth is diverted from further involvement with the Family Court. Largely, the decision to provide diversion services is made by the Probation Department; however, some cases are not eligible due to the nature of the offense and/ or refusal of the juvenile to participate. The victim's views are taken into consideration. Of the youth who participate in diversion the majority are closed as adjusted. A Juvenile Delinquent is now defined as a youth over eleven years of age and under eighteen at the time of the offense.

DISPOSITION OF CASES AT INTAKE

	2017	2018	2019	2020	2021	2022
Cases referred to Family Court by Probation Intake with no attempt to adjust						
Juvenile Delinquency	20	6	14	4	9	8
Person In Need of Supervision	2	1	5	1	0	0
Family Offense	0	0	0	0	0	0
Custody	0	0	0	0	0	0
Cases Adjusted by Probation Intake – NO Court						
Juvenile Delinquency	29	15	24	13	16	20
Person In Need of Supervision	33	25	32	23	25	26
Cases referred to Family Court after unsuccessful Probation Intake attempts						
Juvenile Delinquency	16	6	16	3	5	2
Person In Need of Supervision	25	9	12	6	4	9
Cases still open at the end of the year	22	27	31	29	35	36
TOTAL	147	89	134	79	94	101

The term “to adjust” a case as used by the Family Court Law means to close successfully by Probation Intake without referral to Family Court. The numbers reported above do not reflect cases in which the referral agency withdrew the original complaint.

Over the last several years of collaboration with other County agencies, there has been a **significant decline** in the number of youth petitioned into Family Court as the result of a PINS or JD petition and fewer youth placed into the custody of the local Department of Social Services or New York State Office of Children’s and Family Services. Keeping youth out of Court is both a major step in reducing further trauma to the youth and family, but also a significant savings in both Court resources and County tax dollars. The successes of the programs are in large part due to the intensity of work done with those youth who are at the highest risk of placement outside the home. It is also of note, that this work requires a senior level of experience and training. Although there may be fewer referrals, working with a higher risk population is more time and labor intensive. Referrals for Family Offense Intake are rare given the nature of the circumstances and should not be considered for diversion services. Custody matters usually result in assisting the party/parties in finding mediation services or referral to Family Court for the filing of a petition. On occasion Probation completes Adoption or Home Studies for the Family Court to assess the living arrangements of parties to the proceedings and a report is made to the Court. Domestic Violence cases always result in directing the party/parties: to law enforcement if not already done; to Family Court for the filing of an Order of Protection petition if desired and providing contact information for counseling and Aid to Victims of Violence.

FAMILY COURT STATISTICS

FAMILY COURT INVESTIGATIONS/REPORTS

TYPE OF CASE	2017	2018	2019	2020	2021	2022
Juvenile Delinquency	7	11	11	17	7	10
Person In Need of Supervision	22	8	4	1	1	3
Custody/Visitation	0	0	0	0	0	0
Other	5	12	1	3	2	2
TOTAL	34	31	16	21	10	15

As we continue to bolster adjustment services in the PINS and JD populations, fewer youth going to Family Court is reflected in a reduction of Pre-Dispositional Investigation/Reports completed for Family Court and is a continued goal.

PROBATION SUPERVISION

FAMILY COURT PROBATIONERS

	2017	2018	2019	2020	2021	2022
On Probation Beginning of Year	40	57	40	36	32	25
Probationers Received During Year	40	29	26	19	18	23
TOTAL DURING YEAR	80	86	66	55	50	48
Terminated From Probation	20	44	26	19	23	11
Transferred Out	2	0	1	1	0	0
Probation Revoked	1	2	1	3	2	8
Total Passed from Probation	23	46	28	23	25	19
On Probation At End of Year	57	40	38	32	25	29

Juvenile Probationers

	2018	2019	2020	2021	2022
Type of Case					
Juvenile Delinquent	5	10	17	7	5
Person In Need of Supervision	10	2	0	1	1
Adult	25	24	15	17	23
TOTAL	40	36	32	25	29

As noted previously, concentrating efforts toward the highest risk cases and offering more intensified diversion services has led to Family Court Probation Supervision cases decreasing. It is

notable that the majority of Probation supervision cases reach maximum expiration of the term or receive Early Discharge due to positive progress. Raise the Age implementation was expected to increase the number of Juvenile Delinquency cases as more youth are now classified as Juvenile matters. This has not been the case. It is unclear how much of this will continue and how much is related to COVID lockdowns. There has been a significant reduction of youth placed on Probation in recent years as a result of most PINS matters being successfully adjusted at Diversion. Of note is the increase in PINS Diversion cases referred to Probation observed towards the end of 2022.

CRIMINAL COURT STATISTICS

CRIMINAL COURT INVESTIGATIONS/REPORTS

TYPE OF CASE	2017	2018	2019	2020	2021	2022
Pre-Sentence Investigations	321	397	401	146	212	230
Pre-Plea Investigations	4	2	5	2	3	7
Other	68	34	43	28	45	30
TOTAL	393	433	449	176	260	267

The number of Court ordered investigative reports completed for the Courts had been increasing over several prior years. These past few years with Courts closed or limited in scope for most of the year, the number of reports has decreased dramatically. It is believed that the number of these reports ordered by the Courts will increase in the future. As these reports are detailed, involve home and information verification and assessments, they are time consuming for the entire staff who are all involved in some capacity.

PROBATION SUPERVISION

Criminal Court Probationers

	2017	2018	2019	2020	2021	2022
On Probation Beginning of Year	533	522	524	490	412	382
On Probation At End of Year	522	524	531	412	382	354

While there have been slight variations in the number of individuals placed on probation from criminal court, the numbers, overall, had been relatively consistent in the past. With Courts closed or limited in scope since 2020 the numbers have decreased. The Courts are now at full capacity and it is believed individuals sentenced to Probation will increase in the coming year.

Criminal Court Probation Outcomes

Type of Closing	2018	2019	2020	2021	2022
Early Discharge	45	49	28	28	26
Maximum Expiration	121	120	110	69	93
Other	14	4	12	21	20
Revoked	56	49	25	28	31
Transferred Out	63	77	47	33	30
TOTAL	299	299	222	179	200

It is worth noting that the majority of Probation cases close on a positive note having reached maximum expiration or receiving early discharges. Local Courts have been less willing in recent years to grant Early Discharges due to good progress. This is an area Probation would seek to improve as it is believed that incentives for progress are as important as sanctions for lack thereof.

Victim Impact Statements

	2017	2018	2019	2020	2021	2022
Statements Requested	313	376	311	142	195	244
Statements Returned	87	87	70	29	54	47

Victim Impact Statements are sent to every identifiable victim in Investigation/Report cases. It offers an opportunity for the victims to: relay their version of events; note physical and emotional impact of the crime; submit a statement of restitution which includes any out-of-pocket expenses incurred as the result of the offense; and to give their point of view regarding a sentence for the offender. All returned Victim Impact Statements are submitted to the Court with the written Probation report. Many of the Victim Impact statements are related to theft from large retail stores; historically, these statements are not returned by the corporation. Most of the statements returned are from private citizens primarily as the result of theft, property damage and/or personal injury as the result of a crime.

Restitution and Surcharge Collection

	Ordered	Collected/ Disbursed	Surcharge Collected	Year End Cases Open
2017	\$100,083.36	\$37,711.25	\$1,804.16	611
2018	\$121,567.97	\$53,594.91	\$2,697.96	616
2019	\$172,040.64	\$79,558.17	\$4,122.51	622

2020	\$132,026.81	\$48,803.88	\$2,265.63	665
2021	\$206,294.15	\$63,787.50	\$2265.63	608
2022	67,013.34	\$38,292.04	\$1740.61	665

Restitution cases are comprised of any Court Order for restitution that is to be paid through the Cortland County Probation Department which includes, Probation cases, Conditional Discharge cases, Judgments and other Orders of Restitution/Reparation. The majority of open cases are Judgments. In most cases, the total restitution owed includes a 5% surcharge added to the amount owed to the victim; the surcharge is paid out to the Cortland County Treasurer's Office to offset some of the costs of collection and disbursement of restitution. The amount of restitution ordered by the Courts in 2022 was significantly lower. This may be going result of the pandemic or else a new trend. It will be interesting to see what next year brings.

Probation maintains a checking account at NBT Bank for deposit and disbursement of restitution and custody fees. It is a non-interest bearing account.

DWI IGNITION INTERLOCK

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
Grant Money Received	\$4,349.00	\$4,349.00	\$4711.00	\$5222.74	\$4456.00	\$5108

In 2010, New York state legislation added sentencing mandates for a term of Probation or Conditional Discharge for all Driving While intoxicated related convictions and required the installation of an Ignition Interlock Device on all vehicles owned or operated by the defendant. The Cortland County Probation Department is the agency in this County that monitors compliance with these requirements in all cases. The NYS Governor's Traffic and Safety Committee received federal grant money for the first 3 years to offset costs of the additional responsibilities. Reimbursement for the first two NYS fiscal years was \$114.66 per individual sentenced but was reduced to \$110.21 in 2012 and 2013 and a cap to total costs that could be claimed was added. For the 2014-2015 fiscal year the reimbursement per individual was increased to \$135.00. In 2015-2016 the federal grant was not renewed but the Traffic and Safety Committee put in the additional funds so the reimbursement rate remained the same. Although there were significantly fewer orders, the reimbursement remained fairly steady due to the increase. In 2016-2017, the committee **did not** elect to make up for the lost federal money and reduced the reimbursement using a formula applied to each County. Cortland County was reimbursed a flat total since the 2016 contract, regardless of the number of individuals ordered to install the ignition interlock. This is of course a significant decrease in the reimbursement received since the inception of the legislation.

DWI SUPERVISION FEE

	2017	2018	2019	2020	2021	2022
Collected	\$11,860	\$13,285	\$8,760	\$4,230	\$7,960	\$9,520

In September 2013, the Cortland County Legislature passed a local law allowing the Cortland County Probation Department to collect a supervision fee of \$0, \$10.00, \$20.00 or \$30.00, depending upon the Probationers income and other Court ordered financial obligations, for all Driving While Intoxicated probation supervision cases. All fees collected are submitted to the Cortland County Treasurer's Office for application to the Probation Department budget. Enforcement of the new law began in January 2014. Yearly totals vary according to ability to pay and the number of DWI convictions resulting in Probation supervision. As failure to pay a supervision fee cannot be pursued as a violation of Probation there is little recourse to non-payment aside from referral to the County Attorney's office for a civil judgement proceeding. This course may prove to be more cost prohibitive than the non-payment. A combination of less DWI arrests/convictions and lost employment due to the pandemic has led to a marked decrease in collection of DWI supervision fees.

ALTERNATIVES TO INCARCERATION PROGRAM**PRE-TRIAL RELEASE PROGRAM**

	2017	2018	2019	2020	2021	2022
Released to Program (50/year required)	312	280	261	86	115	150
Info and Referral Cases	97	74	34	7	20	16

Pre-trial Release under Supervision (RUS) has remained an important service within the Cortland County Probation Department for many years. The above numbers reflect new cases served throughout the year and are not reflective of individuals on pre-trial release each month. Several factors influence the monthly pre-trial population: once an individual is sentenced, the case is closed. The decision for remand or release of a defendant was a judicial decision. Bail Reform enacted in 2020 is having an impact on how Pre-Trial Release is used. There was a decrease in cases during the pandemic and numbers are now increasing. The cases that are being served since bail reform, require more services to ensure their return to Court appearances. Helping participants obtain needed services to facilitate lawful behavior during Court pendency is also a goal of the program.

COMMUNITY SERVICE PROGRAM

	2017	2018	2019	2020	2021	2022
New Clients (125/year required)	226	156	111	48	71	105
Hours Ordered (4,800/year target)	5971	4330.5	4330.5	1790	2721	3450
	6384	3601	3601	1239	2161	2619

The performance of Community Service also serves to reduce jail populations by holding individuals accountable for the effect their criminal behavior has on the community as a whole. Ordering Community Service is another tool available to the Courts in lieu of incarceration in pre-trial matters or as a condition of Probation. Worksites that are used for performance of community service were either closed or not taking community service workers for most of 2020. This service is now rebounding nicely.

The pandemic in recent preceding years had a major impact on every aspect of Probation work. Data from 2022 indicates a gradual return to the Courts functioning more as in the past. Probation services are seeing an increase in use as patterns of behavior return to normal. Bail reform and Raise the Age Legislation are continuing to be implemented with both negative and positive effects. These effects and future trends will continue to be closely followed. The Probation Department is open to change as needed and will continue to evolve to meet community needs.

Respectfully Submitted,



Nicole Albro
Probation Director

Personnel Change Justification FormRequested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create**Purpose and Background:**

This proposal seeks to abolish a DSS Attorney and create an Associate DSS Attorney/DSS Attorney. We will have a vacant DSS Attorney position as of 3/20/23 when a current DSS Attorney is promoted to our Chief Attorney vacancy. Our request is to abolish that position and to create an Associate Attorney that will convert to a DSS Attorney in the future when the employee passes the bar exam. This provides an opportunity to recruit a recent law school graduate and current employee to take the position.

Fiscal Impact: ☒ County Funded 35 % ☐ Grant Funded ☐ % Grant Exp. Date _____Current Grade/Salary of Position: Grade 6 management Salary \$ 73,873Requested Grade/Salary of Position: Grade 7 management Salary \$68,718Annual Increase/Decrease: \$(5,155) temporarily County Share: \$(1,804) Positions Affected: 1

Goals: This will allow us to retain an employee in a new capacity. She has completed her law degree and has a desire to begin her legal career with our department.

Operational Impact:

This position will begin as a Grade 7 in the management plan and move into Grade 6 in the plan after the candidate passes the bar examination. Our legal department has three attorney positions, 1 Chief Attorney and 2 DSS Attorneys. This plan takes one DSS Attorney position and makes it an Associate so we can fill the vacancy quickly. This is essential as the other DSS Attorney is out on leave for another month or two. Without creating and filling this position, we will only have the 1 Chief position working until the other DSS Attorney returns from leave. Although the Associate is limited in what duties it can perform, it can perform enough duties to support the department's needs until the other DSS Attorney is back from leave. This will also help our legal department in the long-term by training and developing a new Attorney to serve as our third one.

Requested By: [Signature] 2/27/23

Signature of Requesting Department Head

Date

Personnel Officer Approval [Signature] 2/27/23

Signature of Personnel Officer Approval

Date

County Administrator Budget Impact Statement: This will be a slight budget reduction and then become cost neutral.

County Administrator Approval [Signature] 3/2/2023

Signature of County Administrator

Date

Statutory Committee Approval [Signature] 3/14/23

Signature of Committee Chair

Date

Attachment: Personnel Change Justification Form -- DSS ATTY DSS ASSOC ATTY signed (44-23 : Abolish One SS Attorney/Create One Assoc



Personnel Change Justification Form

New Position Request: Age Well Center Manager

Requested Change: ☐ Abolish/Create ☒ Reallocation ☐ Abolish ☒ Create

Purpose and Background: +

The creation of this position meets the Aging Agency's plan to open the Age Well Center for purpose of advocating, planning, developing systems of program and services on behalf of all older adults in Cortland County. The center requires a full time position (Age Well Center Manager) who will oversee the operation of congregate meals and service and in addition develops educational programming, events, classes, workshops and Age Well Center reporting. This proposal is to create the full time position to increase days of operation. This position must adhere to Health Department regulations, prepare news releases and publicity activities promoting older adults services and programs towards community engagement.

This position will supervise part time worker and agency volunteers. Further, the position will serve as liaison between the Center and the Area Agency on Aging. In addition, this staff person will provide updates on Center activities/events/programming/meal counts. This person may assist with transport of food to the congregate site. The staff member will conduct safety drills, attend in-service training sessions and purchase required supplies from various vendors. The staff person must be able to communicate effectively and present positive and friendly engagement with groups and individuals. The Age Well Center is a state of the art facility offering many future opportunities towards increased and enhanced relationships within the community. Older adults seeking safe and interesting activities as well as continued personal growth will find the Center as the new hub of interest under the management of the Age Well Center Manager.

Fiscal Impact:

☒ County Funded 100% % ☐ Grant Funded _____ % Grant Exp. Date _____
 Current Grade/Salary of Position: Grade _____ Salary Range \$ _____
 Requested Grade/Salary of Position: Grade 10 Salary Range \$ 18.8329-23.8377
 Annual Increase: \$ _____ County Share: \$ 34,276 # of Positions Affected: _____

Goals:

Goals for this position are to meet the Area Agency on Aging mission while addressing the monumental need for continued programming and services for the largest segment of the New York State and

Cortland County population. "New York has the fourth largest population of older adults in the nation: 4.6 million New Yorkers are 60 years of age or older, and 4.2 million are between the ages of 45 and 59." By 2025, the population of individuals age 60 and over is projected to account for 25% of all people in 33 counties and 30% of all people in 18 counties. (<https://aging.ny.gov/news/nysosa-annual-report-details-services-older-new-yorkers-aging-population-trends-statistics>).

Operational Impact:

The operational impact of provision of this position allow the Cortland County Area Agency on Aging to maintain identity as the leader in older adult services and information in Cortland County. The operation of the Age Well Center allows for increased information and connections to older adults and their families in the Cortland County demographic. Subsequently, it is expected that service provision within all departments of the Aging agency will expand and increase comparatively.

Requested By: Pearl Reed-Klein PhD 2/27/23
Signature of Requesting Department Head Date

Personnel Officer Approval Lanni Zama 2/27/23
Signature of Personnel Officer Date

County Administrator Budget Impact Statement:

No Budget Impact. Services were budgeted as a contract and
the services will now be provided in houses

County Administrator Approval [Signature] 3/2/2023
Signature of County Administrator Date

Statutory Committee Approval Sandra Price 3/14/23
Signature of Committee Chair after Committee Vote Date



Personnel Change Justification Form

New Position Request: FOOD SERVICE HELPER

Requested Change: ☐ Abolish/Create ☒ Reallocation ☐ Abolish ☒ Create

Purpose and Background:

The creation of this position meets the Aging Agency's plan to open the Age Well Center for purpose of advocating, planning, developing systems of program and services on behalf of all older adults in Cortland County. The center requires a part time position without benefits (Food Service Helper) who will be responsible for assisting in the preparation and service of food and in the cleaning of kitchens and kitchen equipment and in addition, assist in setting up and tearing down of center events and activities during the 15 hours per week of position hours.

This position works under the supervision of the Age Well Center Manager and will fill in for the lunch break of the manager and will perform duties as needed to ensure successful center flow. In addition, the position will fill in due to the absence of the Age Well Center Manager to provide continued Center coverage.

The Food Service Helper will perform typical duties in cleaning, transporting of food containers to and from kitchen and vehicles, washing dishes, mopping floors, sanitizing food and public areas. The staff person must be able to communicate effectively and present positive and friendly engagement with groups and individuals.

The Food Service Helper must have working knowledge of the proper methods of service food and food safety, common methods of cleaning kitchens and kitchen appliances. Further, the employee must be able to follow oral and written directions and must be able to work cohesively with the public and the team of other Age Well Center staff.

The Age Well Center is a state of the art facility offering many future opportunities towards increased and enhanced relationships within the community. Older adults seeking safe and interesting activities as well as continued personal growth will find the Center as the new hub of interest under the management of the Age Well Center Manager and Food Service Helper staff.

Fiscal Impact:

☒ County Funded 100% % ☐ Grant Funded _____ % Grant Exp. Date _____
 Current Grade/Salary of Position: Grade _____ Salary Range \$ _____
 Requested Grade/Salary of Position: Grade 3 Salary Range \$ 15.0557-19.0567

Attachment: Personnel Change Justification Form -PT Food Service Helper signed (45-23 : Create Age Well Center Manager (FT) and Food

Annual Increase: \$ _____ County Share: \$ _____ # of Positions Affected: _____

Goals:

Goals for this position are to meet the Area Agency on Aging mission while addressing the monumental need for continued programming and services for the largest segment of the New York State and Cortland County population. "New York has the fourth largest population of older adults in the nation: 4.6 million New Yorkers are 60 years of age or older, and 4.2 million are between the ages of 45 and 59." By 2025, the population of individuals age 60 and over is projected to account for 25% of all people in 33 counties and 30% of all people in 18 counties. (<https://aging.ny.gov/news/nysofa-annual-report-details-services-older-new-yorkers-aging-population-trends-statistics>).

Operational Impact:

The operational impact of provision of this position allow the Cortland County Area Agency on Aging to maintain identity as the leader in older adult services and information in Cortland County. The operation of the Age Well Center allows for increased information and connections to older adults and their families in the Cortland County demographic. Subsequently, it is expected that service provision within all departments of the Aging agency will expand and increase comparatively. The role of the Food Service Helper is instrumental in overall Center productivity.

Requested By: Pearl Reed-Klein PhD 2/27/23
Signature of Requesting Department Head Date

Personnel Officer Approval *Zamir Zaman* 2/27/23
Signature of Personnel Officer Date

County Administrator Budget Impact Statement:

No Budget Impact.

County Administrator Approval *[Signature]* 3/2/2023
Signature of County Administrator Date

Statutory Committee Approval *Sandra Price* 3/14/23
Signature of Committee Chair after Committee Vote Date

Attachment: Personnel Change Justification Form -PT Food Service Helper signed (45-23 : Create Age Well Center Manager (FT) and Food

A. Joseph Scott, III
 Partner
 Phone: 518.465.2333
 ascott@hodgsonruss.com

January 27, 2023

County of Cortland
 60 Central Avenue, Suite 312
 Cortland, New York 13045
 Attention: Victoria J. Monty, County Attorney

Re: Cortland County, New York – Advice respecting
 Payment in Lieu of Tax Agreements relating to Solar Projects

Dear Ms. Monty:

We are very pleased that Cortland County, New York (the “County”) has requested us (the “Firm”) to perform certain legal services for the County. The scope of the work you have asked us to undertake is briefly described on Exhibit A attached to this letter. A description of our policy with respect to certain administrative matters, including attorney representation conflicts and client communications is attached as Exhibit B to this letter.

Scope of the Engagement. We have agreed that at present our engagement is limited to representing the County in matters identified in Exhibit A (the “Services”) and the preparation of documents relating to the Services.

We will keep you informed of the progress of the matter, and we will be available to respond to your questions.

To enable us to represent you effectively, you agree to cooperate fully with us and to provide promptly all information we believe to be relevant to our representation.

The Client. As we discussed, our firm only represents the County in this matter.

Fees and Expenses. Our fees will be based primarily on the billing rate for each attorney and legal assistant devoting time to this matter. Our billing rates for attorneys currently range from \$235 per hour for new associates to \$885 per hour for senior partners. Time devoted by legal assistants is charged at billing rates ranging from \$155 to \$500 per hour. These billing rates are subject to change from time to time. Other factors may be taken into consideration in determining our fees including the responsibility assumed, the novelty and difficulty of the legal problem involved, particular experience or knowledge provided, time limitations imposed by the client or the matter, the benefit resulting to the client, and any unforeseen circumstances arising in the course of our representation.

We will include on our statements separate charges for performing services such as photocopying, messenger and delivery service, computerized research, long-distance telephone and telecopy, word processing, and search and filing fees. Please note that, as discussed, we will not include separate charges

for travel time. Fees and expenses of others (such as consultants, appraisers, and local counsel) generally will not be paid by us, but will be billed directly to you.

If you request us to do so, we will provide to you with each bill the detailed information maintained in our accounting database concerning time expended by each attorney and legal assistant in connection with the work covered by the bill as well as each charge item by the firm.

Statements normally will be rendered monthly for work performed and expenses recorded on our books during the previous month. Payment is due promptly upon receipt of our statement. If any statement remains unpaid, we may suspend performing services for you until arrangements satisfactory to us have been made for payment of outstanding statements and the payment of future fees and expenses. If payment is overdue by more than 45 days, we will impose a late payment fee calculated at the rate of 1 ½ % per month on the outstanding amount, unless some other arrangement has been made.

As we have discussed, the fees and costs relating to this matter are not predictable. Accordingly, we have made no commitment to you concerning the maximum fees and costs that will be necessary to resolve or complete this matter. It is also expressly understood that payment of the firm's fees and costs is in no way contingent on the ultimate outcome of the matter.

You agree to pay our statements for fees and expenses as provided above. In the unlikely event that a dispute arises between us relating to our fees, you may have the right to arbitration of that dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request.

Privacy Policy. During the course of this engagement, the firm may collect certain personal information relating to the services contemplated by this letter. When we do so, we require that clients provide the minimum amount of personal information necessary for us to perform our legal services. The collection of any such personal information will be governed by, and such personal information will be processed in accordance with, the firm's Privacy Policy, as well as any applicable privacy laws and codes of professional conduct. You can obtain a copy of the firm's Privacy Policy on our website at www.hodgsonruss.com or by requesting one from us.

Conflicts. Please be advised that the Firm is being engaged to represent Cortland County and is not being engaged to represent your members, officers or employees individually. With respect to any particular matter, the members, officers or employees may have interests that are adverse to the County and/or to each other. Accordingly, your members, officers or employees should feel free to seek independent legal counsel when those circumstances shall arise, it being agreed and understood that the Firm will have no obligation to advise your members, officers or employees of such adverse interests.

Additionally, because of the proliferation of municipal corporations creating related entities (such as local development corporations), and the problems this creates for lawyers in identifying potential conflicts of interest, we like to advise our municipal clients that this firm will not regard a related entity of a municipal client (i.e., local development corporation or other entity under common control) as a client of the Firm for any purpose unless an attorney-client relationship has been established by an express written understanding with the Firm. Similarly, the Firm will not regard a representation that is adverse to an affiliate of a municipal client as adverse to the client. Accordingly, if there is a family member of the County that you wish Hodgson Russ to regard as a client for conflict purposes, please let me know right away. If no such express written understanding is established with the firm regarding an affiliate, you agree that: (i) the County expressly waives any potential conflicts caused by the Firm's representation of other

clients in unrelated matters adverse to your affiliates; and (ii) the Firm during the course of its representation of you in this matter, will not be given any confidential information regarding any of the County's affiliates.

Further please be aware that the firm represents many other companies and individuals. It is possible that during the time that we are representing you, some of our present or future clients will have matters which may be adverse to you. You agree that we may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to our work for you even if the interests of such clients in those other matters are directly adverse. We agree, however, that your prospective consent to conflicting representation contained in the preceding sentence shall not apply in any instance where, as a result of our representation of you, we have obtained proprietary or other confidential information of a nonpublic nature, that, if known to such other client, could be used in any such other matter by such client to your material disadvantage. You should know that, in similar engagement letters with many of our other clients, we have asked for similar agreements to preserve our ability to represent you.

The Term of Engagement. Generally, our representation of you on this specific matter will be over when we send you our final statement for services. However, if at any point you wish to change lawyers, or simply terminate our engagement, you may do so. If it becomes necessary for us to stop representing you, we will take all reasonable steps to protect your interest in the above matter and, if you so request, we will suggest to you possible successor counsel and provide it with whatever papers you have provided to us.

Conclusion of Representation: Retention and Disposition of Documents. Once our representation of you concludes, we will, of course, keep confidential all otherwise nonpublic information you have supplied to us and which is retained by us. At your request, your papers and property will be returned to you promptly upon receipt of payment for outstanding fees and costs. Our own files pertaining to the matter will be retained by the firm. These firm files include, for example, firm administrative records, time and expense reports, personnel and staffing materials, and credit and accounting records. They may or may not include our work product, such as drafts, notes, internal memoranda, and legal and factual research, including investigative reports, prepared by or for the internal use of lawyers. All such documents retained by the firm will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents or other materials retained by us within a reasonable time after the termination of the engagement.

Post-Engagement Matters. You are engaging the firm to provide legal services in connection with a specific matter. After completion of the matter, changes may occur in the applicable laws or regulations that could have an impact on your future rights and liabilities. While we will be very happy to respond to any inquiries you may have, after completion of the matter we have no obligation to keep you apprised of future developments unless you ask us to do so.

Governing Law. This engagement letter, and all matters arising in connection with it, shall be governed by the law of the State of New York without regard to conflict of law principles.

If you understand and agree to the foregoing terms of retaining this firm, please sign the enclosed copy of this letter in the space below and return it to me with the retainer so that we may begin work. We want to thank you once again for choosing us as your lawyers and we look forward to a mutually beneficial relationship.

Victoria J. Monty, County Attorney
January 27, 2023
Page 4



Once again, we are pleased to have this opportunity to work with you. Please call me if you have any questions or comments during the course of our representation.

Very truly yours,

A handwritten signature in black ink, appearing to read "A. Joseph Scott, III".

A. Joseph Scott, III

Enc.

Agreed and accepted:

CORTLAND COUNTY, NEW YORK

By: _____
Title: _____
Date: _____

Attachment: AJS SIGNED ENGAGEMENT LETTER - CORTLAND COUNTY (48-23 : Amend 2023 Budget/Authorize Agreement for Outside

EXHIBIT A
DESCRIPTION OF LEGAL SERVICES

Advice respecting Payment in Lieu of Tax Agreements (“PILOT Agreements”) relating to Solar Projects in Cortland County, and related matters.

EXHIBIT B

FIRM POLICY WITH RESPECT TO
VARIOUS ADMINISTRATIVE MATTERSGeneral

For your information, Part 1215 of the Joint Rules of the Appellate Division requires that a letter of engagement be sent to any person or entity that is responsible for the payment of attorney's fees. Further, in the unlikely event that a dispute arises between us relating to our fees, you may have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request.

Attorney Representation Conflicts and Waivers

In performing our services to the County, we represent only the County. We are not being engaged to represent your members, officers or employees individually. We assume that other parties to a transaction involving the County will retain such counsel as they deem necessary and appropriate to represent their interest in the transaction. As we have discussed, you are aware that we represent many other clients in numerous and diverse matters. It is possible that, during the time that we are representing the County, some of our past, present or future clients will have transactions with the County (i.e., as transactional conflict). The County agrees that we may continue to represent, or may undertake in the future to represent, existing or new clients in any matter that is not substantially related to our work with the County (even if the interests of such clients in those other matters is directly adverse to the interests of the County); however, we agree that your prospective consent to conflicting representation shall not apply in any instance where, as a result of our representation of the County, we have obtained proprietary or other confidential information of a non-public nature, that, if known to such other client, could be used in any such other matter by such client to your material disadvantage. Further, any consent herein would not extend to acting adverse to the other client in a negotiation or a dispute situation.

In certain circumstances, a past or present client of our Firm may ask us to represent that client directly in a transaction involving the County. In such situation, if the County obtains separate counsel to represent the County and if the County consents to our representation of such client in such transaction, we may represent such client in such transaction, even if the interests of such client in such transaction is directly adverse to the interests of the County; however, we agree that your prospective consent to such conflicting representation shall not apply in any instance where, as a result of our representation of the Agency, we have obtained proprietary or other confidential information of a non-public nature, that, if known to such other client, could be used in such transaction by such client to your material disadvantage.

Acceptance of this proposal further constitutes authorization by the County to permit the Chairman of the County Legislature (the "Legislature") or such other authorized officer of the County to execute any writing required by our conflicts partner to resolve any such "potential" conflicts of interest that may arise in the future.

Client Communications

As noted above, in performing our services as special counsel to the County, our client is the County, and we represent its interests in connection with the particular matter. While the County takes formal action by resolution of the Legislature, the County Attorney or other County staff typically has the day-to-day responsibility for the operations of the County and the undertaking of tasks and projects. Further, since the members of the Legislature are elected officials, we anticipate that the majority of our conversations and discussions will be with the County Attorney and other officers and employees of the County.

Accordingly, when we need to communicate information to the County, you agree that communicating the same to the County Attorney and any other official of the County shall be treated as if we had communicated such information to the full Legislature of the County. Further, if in our reasonable judgment we believe it necessary to communicate directly with the full Legislature of the County, we will be permitted to do so.



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☐ Create

Purpose and Background:

The Kitchen in the jail has traditionally staffed with 1 fulltime and 3 parttime cooks. We have been functioning with 1 fulltime and 1 parttime cook, creating scheduled overtime in order to meet NYS Standards.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded 0 % Grant Exp. Date

Current Grade/Salary of Position: Step 1 Grade 2 Salary Range \$ 17,408.91 - \$ 27,158 Annual
 Requested Grade/Salary of Position: Step 6 Grade 2 Salary Range \$ 21,180.71 - \$ 33,042 Annual
 Annual Increase: \$ 5,885 County Share: \$ 588.5 # of Positions Affected: 1

Goals:

To reduce overtime - scheduled overtime, while meeting the Standards set by New York State

Operational Impact:

Having a full time cook we will be able to transition the position into the Senior Cook upon his retirement. Hiring a full time position is more attractive in today's climate. Part time cooks are not available.

Requested By:

Signature of Requesting Department Head

02/28/2023

Date

Personnel Officer Approval

Signature of Personnel Officer

2/28/2023

Date

County Administrator Budget Impact Statement:

Increase of \$ 5885 32 hours to 40 hours

County Administrator Approval

Signature of County Administrator

3/2/2023

Date

Statutory Committee Approval

Signature of Committee Chair after Committee Vote

3/23

Date

Attachment: Personnel Change Justification Form PT Jail Cook signed (50-23 : Abolish Cook (32 Hrs) Create Cook (40 Hrs))



Personnel Change Justification Form

Requested Change: ☐ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Purpose and Background:

See Attachment

Fiscal Impact: ☒ County Funded 100% ☐ Grant Funded _____ % Grant Exp. Date _____

Current Grade/Salary of Position: Grade _____ Salary Range \$ _____

Requested Grade/Salary of Position: Grade 9 Salary Range \$ 18,255.9 - 23,107.2/Hour

Annual Increase: \$ See Below County Share: \$ 100% # of Positions Affected: 1

Goals:

See Attachment

Operational Impact:

See Attachment

Requested By:

[Signature]
Signature of Requesting Department Head

February 22, 2023
Date

Personnel Officer Approval

[Signature]
Signature of Personnel Officer

2-22-2023
Date

County Administrator Budget Impact Statement:

\$33,226 - 42,055 Full Time + Benefits = \$59,584 - \$70,501
- 16,613 - 21,028 Part Time + Ret + FICA - No benefits \$20,542 - 26,001
Position was proposed parttime @ JPS in February

County Administrator Approval

Part time [Signature]
Signature of County Administrator

3/2/2023
Date

Statutory Committee Approval

[Signature]
Signature of Committee Chair after Committee Vote

3-14-23
Date

PURPOSE AND BACKGROUND:

In acting as the liaison between the Office of the District Attorney and crime victim and other witnesses the candidate will possess and a background of education and/or experience in Human Services and/or law enforcement or criminology

GOALS:

Will serve as direct liaison from the Office of the District Attorney to the crime victim and other witnesses to assist them toward government and non-profit resources for financial compensation and other types of assistance, thereby freeing the litigation staff to focus on prosecution of cases

OPERATIONAL IMPACT:

This position will allow the Office of the District Attorney to be pro-active and affirmatively coordinate with crime victims and witnesses in appearing for Grand Jury testimony presentations and also trial testimony preparation



Personnel Change Justification Form

Requested Change: ☒ Abolish/Create ☐ Reallocation ☐ Abolish ☒ Create

Purpose and Background:

POSITION of FULL-TIME ELECTION COMMISSIONER
PURPOSE - AS PROPOSED IN LEGISLATION CURRENTLY BEFORE
NYS ASSEMBLY AND HAS BEEN APPROVED BY NYS SENATE.

Fiscal Impact: ☒ County Funded 100 % ☐ Grant Funded % Grant Exp. Date

Current Grade/Salary of Position: Grade _____ Salary Range \$ 34,552.37

Requested Grade/Salary of Position: Grade _____ Salary Range \$ 55,315

Annual Increase: \$ ~40K County Share: \$ ~40K # of Positions Affected: 2

Goals:

IN ORDER TO COMPLY WITH THE EVER INCREASING LAWS & CHANGES
ENACTED TO CONTINUE TO ENSURE FREE, FAIR AND ACURATE ELECTIONS
HELD THROUGHOUT THE COUNTY (150 CHANGES TO ELECTIONS TO DATE).

Operational Impact:

MORE ACCURATELY REFLECT THE INCREASING DEMANDS OF
DAILY DECISION MAKING. FULL TIME POSITION WILL ALSO HELP
TO ATTRACT THE BEST CANDIDATES FOR THE POSITION.

Requested By:

Thomas H. Brown
Signature of Requesting Department Head

3/6/2023
Date

Personnel Officer Approval

Zanni Zaman
Signature of Personnel Officer

3/6/2023
Date

County Administrator Budget Impact Statement:

Increase in Budget of about \$40K

County Administrator Approval

[Signature]
Signature of County Administrator

3/6/2023
Date

Statutory Committee Approval

[Signature]
Signature of Committee Chair after Committee Vote

3/14/2023
Date



CORTLAND COUNTY REPUBLICAN COMMITTEE

P.O. Box 5522 • Cortland, NY 13045

Headquarters:
607 753-6381

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

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

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

March 1, 2023

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

Dear Savannah,

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

A motion was made by Committee Member Larkin, seconded by Committee Member Boyd, all in favor were in favor. The motion carried.

Whereas, due to the passing of our Republican Commissioner Robert C. Howe a vacancy has occurred in the office of the Cortland County Republican Commissioner; and

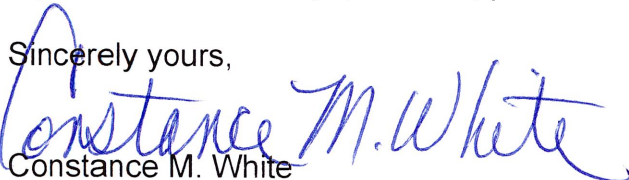
Whereas, the Republican Deputy Commissioner Michelle S. Brown is qualified to fulfill the unexpired term (December 31, 2023) of Commissioner Howe as the Cortland County Republican Commissioner; now therefore

Be it resolved, the Cortland County Republican Full Committee hereby endorses Republican Deputy Commissioner Michelle S. Brown as the next Cortland County Republican Commissioner; and it is

Further resolved, this endorsement becomes effective with the affirmation from the Cortland County Legislative body establishing the office of Cortland County Election Commissioners as a fulltime position.

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

Sincerely yours,


Constance M. White
Cortland County Republican Chair

Attachment: Republican Election Commissioner Certification 2023 (54-23 : Appoint Republican Election Commissioner)

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

ELECTION COMMISSIONER CERTIFICATION

To the Clerk of the County Legislature, County of Cortland

I certify that:

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

Michelle S. Brown, residing at
(Name)

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

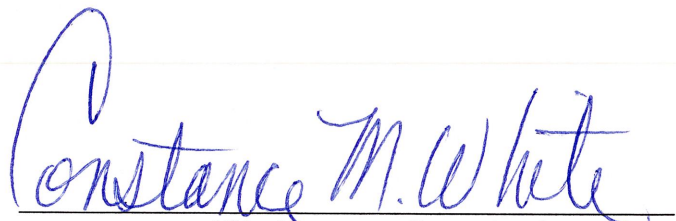
by majority of said Committee as a suitable and qualified person for appointment to the office of Commissioner of Elections,

- ☐ For the term beginning January 1, 20____
- ☒ to fill an existing vacancy in said office for the remainder of the current term (December 31, 2023)

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

Dated at McGraw, New York

March 1, 2023.
(Date)


(Chairman or Secretary)

03/2023

Attachment: Republican Election Commissioner Certification 2023 (54-23 : Appoint Republican Election Commissioner)

PROPOSAL SPECIFICATION AND PRICING SCHEDULE

Cortland County - Paper & Office Supplies 2023 Bid Tabulation

Appointment Books & Calendars

<u>Item</u> <u>#</u>	<u>Description</u>	<u>Unit</u> <u>Size</u>
1	Appointment Book, Weekly, Jan-Dec, 8 1/4" x 10 7/8", Assorted Colors	Each
2	Appointment Book, Monthly, 24-Month, 8 1/2" x 11", Assorted Colors	Each
3	Calendar, Desk Pad, Jan-Dec, 22" x 17"	Each

Cost / unit per bid specs

WB Mason		Hummel's		Notes
\$	12.10	\$	8.89	
	9.48		5.89	
	3.94		2.69	

Binders, Folders & Notebooks

<u>Item</u> <u>#</u>	<u>Description</u>	<u>Unit</u> <u>Size</u>
4	Binder Covers w/Storage Hooks, 6" Capacity, 11" x 14 7/8", Assorted Colors	Each
5	Hanging Storage Binder, 1" Round Rings, 175-Sheet Capacity, Assorted Colors	Each
6	Binder, 1/2" Round Rings, 100-Sheet Capacity, Assorted Colors	Each
7	Binder, 1" Round Rings, 175-Sheet Capacity, Assorted Colors	Each
8	Binder, 2" Round Rings, 375-Sheet Capacity, Assorted Colors	Each

2.93	4.79
2.34	3.98
1.87	0.98
1.37	0.95
1.67	1.39

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
9	Durable View Binder, 2" Slant Rings, 500 Sheet Capacity, Assorted Colors	Each
10	Big Tab Insertable Dividers, Buff Paper, 8-Tab Set, Multicolor	Set
11	Presentation Folders, Heavy Duty, 3 Hole Punch, 2 Pocket, Assorted Colors, 6/PK	Pack
12	Manila Folders, 1/3 Cut Assorted, One-Ply Top Tab, Letter Size, 100/BX	Box
13	Manila Folders, 1/3 Cut Assorted, Top Tab, Legal Size, 100/BX	Box
14	File Folders, 1/3 Cut Top Tab, Letter Size, Assorted Colors, 100/BX	Box
15	Manila Folders, 2 Fasteners, Straight Cut Tab, Letter Size, 50/BX	Box
16	Hanging File Folders, Letter Size, 1/5-Cut Tab, Standard Color, 25/Box	Box
17	Hanging File Folders, Letter Size, 1/5-Cut Tab, Assorted Colors, 25/Box	Box
18	Hanging File Folders, Legal Size, 1/5-Cut Tab, Standard Color, 25/Box	Box
19	Spiral Notebook, Wide/Margin Rule, 8" x 10 1/2", 70 Sheets, Assorted Colors	Each
20	Steno Pads, Gregg Rule, 6" x 9", 80 Sheets, Center Line, Assorted Colors	Each
21	Steno Pads, Gregg Rule, 6" x 9", 80 Sheets, Center Line, Assorted Colors, 6/PK	Pack
22	Perforated Edge Writing Pad, 50 Sheets, Letter Size, Legal Ruled, Pack of Dozen	Dozen

WB Mason**Hummel's****Notes**

\$ 2.17

\$ 2.29

0.82

0.98

5.93

0.88

Hummel's price is on an "each" basis; \$5.28 for six

5.74

9.98

6.74

11.98

7.04

9.89

7.24

29.25

3.84

7.89

4.84

8.89

4.59

9.89

0.99

0.97

0.59

0.49

2.94

7.96

7.40

12.99

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
23	Perforated Edge Writing Pad, 50 Sheets, 5" x 8", Jr. Legal Ruled, Pack of Dozen	Dozen

WB Mason**Hummel's****Notes**

\$ 3.96

\$ 9.99

Labels & Envelopes

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
24	File Folder Labels, Permanent Adhesive, 1/3 Cut, 252/PK	Pack
25	Address Labels, Permanent Adhesive, 1 1/8" x 3 1/2", 260/BX	Box
26	Address Labels, Permanent Adhesive, 1" x 2 13/16", 3300/BX	Box
27	Waterproof Labels, Permanent Adhesive, 2" x 4", 500 Labels/PK	Pack
28	Envelopes, #10, 9 1/2" x 4 1/8", White, Security Tinted, 500/BX	Box
29	Envelopes, #10, 9 1/2" x 4 1/8", White, Non-Security Tinted, 500/BX	Box
30	Envelopes, #10, 9 1/2" x 4 1/8", White, Address Window, Security Tinted, 500/BX	Box
31	Envelopes, #10, 9 1/2" x 4 1/8", White, Address Window, Non-Security Tinted, 500/BX	Box
32	Envelope Moistener w/ Adhesive, 50ml, Clear, 4/PK	Pack

1.74

1.99

7.29

9.89

17.35

11.89

26.69

30.69

9.25

30.45

8.75

19.29

10.75

44.95

9.75

32.99

1.96

1.99

Office Supplies

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
33	Mini Binder Clips, Steel Wire, 1/4" Capacity, 1/2" Width, Black/Silver, 36/PK	Pack
34	Small Binder Clips, Steel Wire, 3/8" Capacity, 3/4" Width, Black/Silver, 36/PK	Pack
35	Medium Binder Clips, Steel Wire, 5/8" Capacity, 1 1/4" Width, Black/Silver, 24/PK	Pack
36	Large Binder Clips, Steel Wire, 1" Capacity, 2" Width, Black/Silver, 12/PK	Pack
37	Paper Clips (No. 1), 1 3/8" Length, Silver, 100/BX	Box
38	Jumbo Paper Clips, 1 3/4" Length, Silver, 100/BX	Box
39	Commercial Full Strip Desk Stapler, 20-Sheet Capacity, Black	Each
40	Mini Stapler, 12-Sheet Capacity, Black	Each
41	Chisel Point Standard Staples, 210/Strip, 1/4" Leg, 1/2" Crown, 30 Sheet Capacity, Silver, 5000/BX	Box
42	Chisel Point Standard Staples, 210/Strip, 1/4" Leg, 1/2" Crown, 20 Sheet Capacity, Silver, 5000/BX	Box
43	No. 11 Mini Staples, Flat Clinch, 1/4" Leg, 3/8" Crown, 1000/BX	Box
44	Jaw Style Staple Remover, Black	Each

WB Mason**Hummel's****Notes**

\$ 0.48	\$ 0.25	Hummel's item is sold by the dozen; \$.75 for 36
0.48	0.25	Hummel's item is sold by the dozen; \$.75 for 36
0.64	0.49	Hummel's item is sold by the dozen; \$.98 for 24
0.96	2.49	
0.19	0.25	
0.39	0.78	
2.19	2.59	
2.62	3.39	
0.68	0.25	
0.68	0.25	
0.78	0.98	
0.37	0.25	

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>	WB Mason	Hummel's	Notes
45	Clipboard, Heavy Duty, 1/2" Capacity, 8 1/2" x 11"	Each	\$ 0.89	\$ 0.75	
46	Scissors, Stainless Steel, Straight, 8"	Each	1.23	0.75	
47	Ballpoint Pens, 1mm, Medium, Blue/Blue/Red Ink, 60/BX	Box	4.45	4.49	
48	Retractable Ballpoint Pens, 1mm, Medium, Black/Blue/Red Ink, Pack of Dozen	Dozen	1.94	3.98	
49	Retractable Fine Point Pens, .7mm, Black/Blue/Red ink, Pack of Dozen	Dozen	5.88	4.98	
50	Pre-Sharpened Woodcase Pencils, HB (#2), Yellow Barrel, Pack of Dozen	Dozen	2.14	1.25	
51	Point Stick Permanent Pens, Black Ink, Fine Point, Pack of Dozen	Dozen	0.94	3.89	
52	Permanent Markers, Black Ink, Fine Point, Pack of Dozen	Dozen	1.92	3.89	
53	Highlighters, Chisel Tip, Fluorescent Yellow Ink, Pack of Dozen	Dozen	1.92	4.98	
54	Highlighters, Chisel Tip, Assorted Colors, 5/PK	Pack	1.67	2.98	Hummel's item is sold 6/pk
55	Wite-Out Correction Tape, Non-Refillable, 1/6" x 472", 10/BX	Box	9.60	4.98	
56	Wite-Out Correction Tape, Non-Refillable, 1/6" x 472"	Each	1.21	0.75	
57	Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	Each	0.48	0.49	
58	Invisible Tape, 3/4" x 1296", 1" Core, 12/PK	Pack	9.96	0.75	Hummel's item is sold by the roll; \$9.00 for 12

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
59	Invisible Tape, 3/4" x 1296", 1" Core, 6/PK	Pack
60	Self-Stick Notes, 1 1/2" x 2", Yellow, 100 Sheets, 12/PK	Pack
61	Self-Stick Notes, 3" x 3", Yellow, 100 Sheets, 12/PK	Pack
62	USB Flash Drive, 128GB	Each

WB Mason**Hummel's****Notes**

\$ 6.44

\$ 0.75

Hummel's item is sold by the roll;
\$4.50 for 6

1.03

1.79

2.53

3.29

14.99

18.25

Paper & Toner

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
63	Multipurpose Copy Paper, 98 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
64	Premium Copy Paper, 98 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
65	Multipurpose Copy Paper, 96 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
66	Premium Copy Paper, 96 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
67	Multipurpose Copy Paper, 92 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
68	Premium Copy Paper, 92 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
69	1/2" Green Bar Paper, 20LB, 14 7/8" x 11", 2400 Sheets/Case	Case

42.90

42.95

42.90

42.95

42.90

42.95

42.90

42.95

42.90

39.99

42.90

39.99

44.90

79.99

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
70	HP 78A (CE278A) Toner Cartridge, Black	Each
71	HP 90A (CE390A) Toner Cartridge, Black	Each

WB Mason**Hummel's****Notes**

\$ 57.17

\$ 63.99

125.50

139.99

Personal Protective Equipment

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
72	Disinfecting Wipes, Bleach Free Cleaning Wipes, Lemon Scent, 35 Count	Each
73	Disinfecting Wipes, Bleach Free Cleaning Wipes, Lemon Scent, 75 Count	Each
74	Disinfecting Wipes Flatpack, Bleach Free Cleaning Wipes, Lemon Scent, 80 Count	Each
75	Disinfecting Wipes, Bleach Free Cleaning Wipes, 100 Count	Each
76	Disinfecting Wipes, Bleach Free Cleaning Wipes, 140 Count	Each
77	Nitrile Exam Gloves, Powder-Free & Latex-Free, Medium, 100/BX	Box
78	Nitrile Exam Gloves, Powder-Free & Latex-Free, Large, 100/BX	Box
79	Nitrile Exam Gloves, Powder-Free & Latex-Free, X-Large, 100/BX	Box
80	Vinyl Exam Gloves, Powder-Free & Latex-Free, Medium, 100/BX	Box

3.93

4.59

5.18

7.49

5.43

3.98

3.48

2.99

WB Mason price is per PK/80;
Hummel's price is per PK/70

3.58

3.99

Hummel's item has 220/canister

4.25

10.98

4.25

10.98

4.25

10.98

2.82

3.98

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
81	Vinyl Exam Gloves, Powder-Free & Latex-Free, Large, 100/BX	Box
82	Vinyl Exam Gloves, Powder-Free & Latex-Free, X-Large, 100/BX	Box
83	Disposable Face Masks, 3-Ply, 50/BX	Box
84	Transparent Face Shield, Full Size	Each

WB MasonHummel'sNotes

\$	2.82	\$	3.98	
	2.82		3.98	
	3.69		3.95	
	0.96		1.39	

% per bid specs

WB MasonHummel's

Discount from list price for catalog of products not included above:61%55%

Cortland County - Paper & Office Supplies Bid 2023 Cost Estimate Analysis

Appointment Books & Calendars

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
1	Appointment Book, Weekly, Jan-Dec, 8 1/4" x 10 7/8", Assorted Colors	Each
2	Appointment Book, Monthly, 24-Month, 8 1/2" x 11", Assorted Colors	Each
3	Calendar, Desk Pad, Jan-Dec, 22" x 17"	Each

2022 usage (in units)Projected 2023 cost estimates**WB Mason****Hummel's**

34	\$ 411	\$ 302
33	313	194
129	508	347

Binders, Folders & Notebooks

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
4	Binder Covers w/Storage Hooks, 6" Capacity, 11" x 14 7/8", Assorted Colors	Each
5	Hanging Storage Binder, 1" Round Rings, 175-Sheet Capacity, Assorted Colors	Each
6	Binder, 1/2" Round Rings, 100-Sheet Capacity, Assorted Colors	Each
7	Binder, 1" Round Rings, 175-Sheet Capacity, Assorted Colors	Each
8	Binder, 2" Round Rings, 375-Sheet Capacity, Assorted Colors	Each

4	12	19
0	-	-
0	-	-
93	127	88
0	-	-

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
9	Durable View Binder, 2" Slant Rings, 500 Sheet Capacity, Assorted Colors	Each
10	Big Tab Insertable Dividers, Buff Paper, 8-Tab Set, Multicolor	Set
11	Presentation Folders, Heavy Duty, 3 Hole Punch, 2 Pocket, Assorted Colors, 6/PK	Pack
12	Manila Folders, 1/3 Cut Assorted, One-Ply Top Tab, Letter Size, 100/BX	Box
13	Manila Folders, 1/3 Cut Assorted, Top Tab, Legal Size, 100/BX	Box
14	File Folders, 1/3 Cut Top Tab, Letter Size, Assorted Colors, 100/BX	Box
15	Manila Folders, 2 Fasteners, Straight Cut Tab, Letter Size, 50/BX	Box
16	Hanging File Folders, Letter Size, 1/5-Cut Tab, Standard Color, 25/Box	Box
17	Hanging File Folders, Letter Size, 1/5-Cut Tab, Assorted Colors, 25/Box	Box
18	Hanging File Folders, Legal Size, 1/5-Cut Tab, Standard Color, 25/Box	Box
19	Spiral Notebook, Wide/Margin Rule, 8" x 10 1/2", 70 Sheets, Assorted Colors	Each
20	Steno Pads, Gregg Rule, 6" x 9", 80 Sheets, Center Line, Assorted Colors	Each
21	Steno Pads, Gregg Rule, 6" x 9", 80 Sheets, Center Line, Assorted Colors, 6/PK	Pack
22	Perforated Edge Writing Pad, 50 Sheets, Letter Size, Legal Ruled, Pack of Dozen	Dozen

	WB Mason	Hummel's
94	\$ 204	\$ 215
109	89	107
60	356	317
13	75	130
11	74	132
0	-	-
0	-	-
6	23	47
0	-	-
3	14	30
29	29	28
5	3	2
5	15	40
41	303	533

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
23	Perforated Edge Writing Pad, 50 Sheets, 5" x 8", Jr. Legal Ruled, Pack of Dozen	Dozen

	WB Mason	Hummel's
12	\$ 48	\$ 120

Labels & Envelopes

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
24	File Folder Labels, Permanent Adhesive, 1/3 Cut, 252/PK	Pack
25	Address Labels, Permanent Adhesive, 1 1/8" x 3 1/2", 260/BX	Box
26	Address Labels, Permanent Adhesive, 1" x 2 13/16", 3300/BX	Box
27	Waterproof Labels, Permanent Adhesive, 2" x 4", 500 Labels/PK	Pack
28	Envelopes, #10, 9 1/2" x 4 1/8", White, Security Tinted, 500/BX	Box
29	Envelopes, #10, 9 1/2" x 4 1/8", White, Non-Security Tinted, 500/BX	Box
30	Envelopes, #10, 9 1/2" x 4 1/8", White, Address Window, Security Tinted, 500/BX	Box
31	Envelopes, #10, 9 1/2" x 4 1/8", White, Address Window, Non-Security Tinted, 500/BX	Box
32	Envelope Moistener w/ Adhesive, 50ml, Clear, 4/PK	Pack

20	35	40
22	160	218
10	174	119
20	534	614
4	37	122
13	114	251
4	43	180
0	-	-
17	33	34

Office Supplies

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
33	Mini Binder Clips, Steel Wire, 1/4" Capacity, 1/2" Width, Black/Silver, 36/PK	Pack
34	Small Binder Clips, Steel Wire, 3/8" Capacity, 3/4" Width, Black/Silver, 36/PK	Pack
35	Medium Binder Clips, Steel Wire, 5/8" Capacity, 1 1/4" Width, Black/Silver, 24/PK	Pack
36	Large Binder Clips, Steel Wire, 1" Capacity, 2" Width, Black/Silver, 12/PK	Pack
37	Paper Clips (No. 1), 1 3/8" Length, Silver, 100/BX	Box
38	Jumbo Paper Clips, 1 3/4" Length, Silver, 100/BX	Box
39	Commercial Full Strip Desk Stapler, 20-Sheet Capacity, Black	Each
40	Mini Stapler, 12-Sheet Capacity, Black	Each
41	Chisel Point Standard Staples, 210/Strip, 1/4" Leg, 1/2" Crown, 30 Sheet Capacity, Silver, 5000/BX	Box
42	Chisel Point Standard Staples, 210/Strip, 1/4" Leg, 1/2" Crown, 20 Sheet Capacity, Silver, 5000/BX	Box
43	No. 11 Mini Staples, Flat Clinch, 1/4" Leg, 3/8" Crown, 1000/BX	Box
44	Jaw Style Staple Remover, Black	Each

	WB Mason	Hummel's
0	\$ -	\$ -
0	-	-
3	2	3
6	6	15
26	5	7
10	4	8
9	20	23
60	157	203
53	36	13
Included in above		
0	-	-
46	17	12

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
45	Clipboard, Heavy Duty, 1/2" Capacity, 8 1/2" x 11"	Each
46	Scissors, Stainless Steel, Straight, 8"	Each
47	Ballpoint Pens, 1mm, Medium, Blue/Blue/Red Ink, 60/BX	Box
48	Retractable Ballpoint Pens, 1mm, Medium, Black/Blue/Red Ink, Pack of Dozen	Dozen
49	Retractable Fine Point Pens, .7mm, Black/Blue/Red ink, Pack of Dozen	Dozen
50	Pre-Sharpened Woodcase Pencils, HB (#2), Yellow Barrel, Pack of Dozen	Dozen
51	Point Stick Permanent Pens, Black Ink, Fine Point, Pack of Dozen	Dozen
52	Permanent Markers, Black Ink, Fine Point, Pack of Dozen	Dozen
53	Highlighters, Chisel Tip, Fluorescent Yellow Ink, Pack of Dozen	Dozen
54	Highlighters, Chisel Tip, Assorted Colors, 5/PK	Pack
55	Wite-Out Correction Tape, Non-Refillable, 1/6" x 472", 10/BX	Box
56	Wite-Out Correction Tape, Non-Refillable, 1/6" x 472"	Each
57	Desktop Tape Dispenser, 1" Core, Weighted Non-Skid Base, Black	Each
58	Invisible Tape, 3/4" x 1296", 1" Core, 12/PK	Pack

	WB Mason	Hummel's
25	\$ 22	\$ 19
32	39	24
12	53	54
9	17	36
10	59	50
10	21	13
Included in below		
3	6	12
6	12	30
1	2	3
31	298	154
56	68	42
13	6	6
18	179	162

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
59	Invisible Tape, 3/4" x 1296", 1" Core, 6/PK	Pack
60	Self-Stick Notes, 1 1/2" x 2", Yellow, 100 Sheets, 12/PK	Pack
61	Self-Stick Notes, 3" x 3", Yellow, 100 Sheets, 12/PK	Pack
62	USB Flash Drive, 128GB	Each

WB Mason**Hummel's**

0	\$ -	\$ -
9	9	16
57	144	188
0	-	-

Paper & Toner

<u>Item #</u>	<u>Description</u>	<u>Unit Size</u>
63	Multipurpose Copy Paper, 98 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
64	Premium Copy Paper, 98 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
65	Multipurpose Copy Paper, 96 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
66	Premium Copy Paper, 96 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
67	Multipurpose Copy Paper, 92 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
68	Premium Copy Paper, 92 Bright, 20 LB, 8 1/2" x 11", White, 5000 Sheets/Case	Case
69	1/2" Green Bar Paper, 20LB, 14 7/8" x 11", 2400 Sheets/Case	Case

18	772	773
Included in above		
47	2,016	2,019
Included in above		
313	13,428	12,517
Included in above		
23	1,033	1,840

<u>Item</u> <u>#</u>	<u>Description</u>	<u>Unit</u> <u>Size</u>
70	HP 78A (CE278A) Toner Cartridge, Black	Each
71	HP 90A (CE390A) Toner Cartridge, Black	Each

WB Mason	Hummel's
\$ 1,715	\$ 1,920
5,648	6,300

Total projected annual cost for listed items

\$ 29,527	\$ 30,687
WB Mason	Hummel's