Cortland County Legislature

Legislative Session

~ Minutes ~

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

Thursday, April 24, 2025 **6:00 PM** **Board Room**

Call to Order

The meeting was called to order at 6:00 PM by

Salute to the Flag

Roll Call

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

Approval of Minutes

1. Cortland County Legislature - Legislative Session - Mar 27, 2025 6:00 PM

RESULT:	**APPROVED**

Privilege of the Floor

Proclamations & Recognitions

1. Foster Parent Month Proclamation

Presentation of Petitions, Communications, Presentations and Notices

1. Review of the Grace Space

Reports of Standing, Special and Ad Hoc Committees

Receive and File

1. CCHD 2024 Annual Report

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

2. Department of Social Services Annual Report

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

3. Municipal Sales Tax Split Agreement

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

4. Town of Cincinnatus Resolution

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

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Resolutions from the Chair

AGENDA ITEM NO. 1 – Appoint Member - Southern Tier East Regional Planning Development Board (STERPDB)

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

ON MOTION OF FITCH **RESOLUTION NO. 72-25**

Appoint Member - Southern Tier East Regional Planning Development Board (STERPDB)

WHEREAS, due to the resignation of Brendan O'Bryan from the Cortland Business Development Corporation, there is a need to fill this vacant position to complete this term; AND

WHEREAS, Cortland County is entitled to three representatives; NOW THEREFORE BE IT

RESOLVED, that the following individual be appointed to STERPDB to complete the current term as follows:

Melanie Vilardi	Cortland County Economic Development Professional	Term Expires 12/31/25

AGENDA ITEM NO. 2 – Establishing a Cortland County Poet Laureate

Chairman Fitch designated Legislator Cleland to lead the selection process.

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

ON MOTION OF FITCH **RESOLUTION NO. 73-25**

Establishing a Cortland County Poet Laureate

WHEREAS, poetry and the literary arts contribute to the cultural richness, historical understanding, and shared identity of communities; AND

WHEREAS, Cortland County seeks to honor and promote literary excellence, creativity, and civic engagement through the establishment of a County Poet Laureate; AND

WHEREAS, the Poet Laureate will serve as an ambassador for poetry and the arts, encouraging the reading, writing, and appreciation of poetry throughout Cortland County; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby establishes the position of Cortland County Poet Laureate to serve as a ceremonial and educational representative for poetry and literary arts in the County; AND BE IT FURTHER

RESOLVED, that the Chair of the Legislature is hereby authorized to designate a member of the Cortland County Legislature to coordinate and lead the Poet Laureate selection process, including forming a selection committee, developing eligibility and evaluation criteria, and making a recommendation to the full Legislature for final appointment; AND BE IT FURTHER

RESOLVED, that the Poet Laureate shall serve a term of two (2) years and shall reside in Cortland County at the time of appointment and throughout the duration of their term; AND BE IT FURTHER

RESOLVED, that the Cortland County Poet Laureate shall promote poetry as a means of enriching public discourse, support literacy and education initiatives; AND BE IT FURTHER

RESOLVED, that this resolution shall take effect immediately upon its adoption.

Referred from Building & Grounds Committee

AGENDA ITEM NO. 3 – Amend Resolution No. 324-15 Expanding the Utilization of the Buildings & Grounds Capital Project Reserve

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

ON MOTION OF HEIDER **RESOLUTION NO. 74-25**

Amend Resolution No. 324-15 Expanding the Utilization of the Buildings & Grounds Capital Project Reserve

WHEREAS, Resolution No. 324-15 established the Building and Grounds Capital Project Reserve for the purpose of funding major building repairs for County-owned facilities; AND

WHEREAS, the County recognizes the need to address significant capital improvements not only to buildings but also to County grounds, including but not limited to infrastructure upgrades, site improvements, and outdoor projects; AND

WHEREAS, expanding the scope of the Building and Grounds Capital Project Reserve will allow for a more comprehensive approach to maintaining and improving County-owned properties; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby amends Resolution No. 324-15 to authorize the use of funds from the Building and Grounds Capital Project Reserve for projects on County grounds, in addition to building repairs; AND BE IT FURTHER

RESOLVED, that all expenditures from the Building and Grounds Capital Project Reserve shall

require legislative approval; AND BE IT FURTHER

RESOLVED, that this resolution shall take effect immediately.

Referred from Highway Committee

AGENDA ITEM NO. 4 – Authorize Agreement - New York State - Cold Brook Rd. - Over Cold Brook Creek Culvert Replacement, CR102 - Highway Department

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

ON MOTION OF NEWELL **RESOLUTION NO. 75-25**

Authorize Agreement - New York State - Cold Brook Rd. - Over Cold Brook Creek Culvert Replacement, CR102 - Highway Department

WHEREAS, the Project for the Cold Brook Rd. over Cold Brook Creek Culvert Replacement (CR 102) Replacement Project was awarded funding under the BRIDGE-NY 2023 Program, that calls for the apportionment of the costs of such program to be borne with 100% State Funds; AND

WHEREAS, the Highway Committee desires to authorize the implementation, and funding in the first instance, 100% of the State funded eligible costs of a Transportation Aid project, and appropriating funds therefore; AND

WHEREAS, Cortland County is the Project Sponsor and is legally empowered to declare itself to act as Lead Agency under SEQRA as the County is a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), ECL Section 8-0101, *et seq.*, and implementing regulations 6 NYCRR Part 617 (the "Regulations"); AND

WHEREAS, the proposed project meets the criteria established for a SEQRA Type II Action, per NYCRR Section 617.5, Subdivision (c), Item 2, and does not meet or exceed any thresholds in Section 617.4; AND

WHEREAS, the project has been identified as a SEQRA Type II Action; NOW THEREFORE BE IT

RESOLVED, the County hereby concurs that the Project to replace the Cold Brook Rd over Cold Brook Creek Culvert Replacement can be classified as a Type II Action under SEQRA, and no further review under SEQRA is required; NOW THEREFORE BE IT

RESOLVED, that the County Legislature hereby approves the above-subject project; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the project shall be completed within thirty (30) months; AND BE IT FURTHER

RESOLVED, that the County Legislature hereby authorizes the County of Cortland to pay in the first instance 100% of the State share of the cost of Scoping, Design, Construction and Construction Inspection for the Project or portions thereof; AND BE IT FURTHER

RESOLVED, that the Cortland County Director of Finance is hereby authorized and directed to establish appropriation accounts in the amount of $1,500,000.00 and a revenue account for the State share and the 2025 Budget be modified as follows:

INCREASE:

HH512243.43597.CBCC	State Aid Revenu	$1,500,000.00
HH51225.54055.CBCC	PE/Design	$ 205,000.00
HH51225.52800.CBCC	Construction	$1,260,000.00
HH51225.52100.CBCC	ROW	$ 35,000.00

; AND BE IT FURTHER

RESOLVED, that in the event the full State share of costs of the project exceeds the amount appropriated, the Legislature of Cortland County shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the NYSDOT thereof; AND BE IT FURTHER

RESOLVED, that the Chair of the County Legislature of Cortland County be and hereby is authorized and directed to execute all necessary Agreements, certifications or reimbursement as approved to form by the County Attorney or designee on behalf of the County of Cortland in connection with the advancement or approval of the Project; AND BE IT FURTHER

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; AND BE IT FURTHER

RESOLVED, this Resolution shall take effect immediately.

AGENDA ITEM NO. 5 – Authorize Agreement - New York State - Pine Hill Rd. Over Hunts Creek Bridge Replacement, BIN 2207300 - Highway Department

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

ON MOTION OF NEWELL **RESOLUTION NO. 76-25**

Authorize Agreement - New York State - Pine Hill Rd. Over Hunts Creek Bridge Replacement, BIN 2207300 - Highway Department

WHEREAS, the Project for the Pine Hill Rd over Hunts Creek Bridge Replacement (BIN 2207300) Replacement Project was awarded funding under the BRIDGE-NY Program, that calls for the apportionment of the costs of such program to be borne with 95% Federal Funds; AND

WHEREAS, the Highway Committee desires to authorize the implementation, and funding in the first instance, 95% of the Federally funded eligible costs of a Transportation Aid project, and appropriating funds therefore; AND

WHEREAS, the Town of Freetown and the Town of Marathon are funding the local share for the project at 2.5% each, for a total of the 5% local share; AND

WHEREAS, Cortland County is the Project Sponsor and is legally empowered to declare itself to act as Lead Agency under SEQRA as the County is a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), ECL Section 8-0101, *et seq.,* and implementing regulations 6 NYCRR Part 617 (the "Regulations"); AND

WHEREAS, the proposed project meets the criteria established for a SEQRA Type II Action, per NYCRR Section 617.5, Subdivision (c), Item 2, and does not meet or exceed any thresholds in Section 617.4; AND

WHEREAS, the project has been identified as a SEQRA Type II Action; NOW THEREFORE BE IT

RESOLVED, the County hereby concurs that the Project to replace the Pine Hill Rd over Hunts Creek Bridge Replacement (BIN 2207300) can be classified as a Type II Action under SEQRA, and no further review under SEQRA is required; NOW THEREFORE BE IT

RESOLVED, that the County Legislature hereby approves the above-subject project; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the project shall be completed within thirty (30) months; AND BE IT FURTHER

RESOLVED, that the County Legislature hereby authorizes the County of Cortland to pay in the first instance 95% of the Federal share of the cost of Scoping, Design, Construction and Construction Inspection for the Project or portions thereof; AND BE IT FURTHER

RESOLVED, that the Cortland County Director of Finance is hereby authorized and directed to establish appropriation accounts in the amount of $2,386,763.00 and revenue accounts for the Federal and local shares and the 2025 Budget be modified as follows:

INCREASE:

HH512244.44597.PHBR	Federal Revenue	$ 2,267,425.00
HH512242.42397.PHBR	Local Share - Other Gov'ts	$ 119,338.00
HH51225.54055.PHBR	PE/Design	$ 356,250.00
HH51225.52800.PHBR	Construction	$ 2,016,263.00
HH51225.52100.PHBR	ROW	$ 14,250.00

; AND BE IT FURTHER

RESOLVED, that in the event the full Federal share costs of the project exceeds the amount appropriated, the Legislature of Cortland County shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the NYSDOT thereof; AND BE IT FURTHER

RESOLVED, that the Chair of the County Legislature of Cortland County be and is hereby authorized and directed to execute all necessary Agreements, certifications or reimbursement as approved to form by the County Attorney or designee on behalf of the County of Cortland in connection with the advancement or approval of the Project; AND BE IT FURTHER

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; AND BE IT FURTHER

RESOLVED, this Resolution shall take effect immediately.

AGENDA ITEM NO. 6 – Award Bid for Cortland County Landfill Stage 3 Closure Project – Highway Department

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

ON MOTION OF NEWELL **RESOLUTION NO. 77-25**

Award Bid for Cortland County Landfill Stage 3 Closure Project – Highway Department

WHEREAS, the Cortland County Highway Department advertised for bids for the Stage 3 Closure at the Cortland County Landfill; AND

WHEREAS, sealed bids were opened on March 27, 2025 at 2:00 P.M. at the Highway Administration Building; AND

WHEREAS, the bids received are as follows:

BIDDERS	BID AMOUNT
R&L Development Company 153 Swan Lake Lane PO Box 529 New Alexandria, PA 15670	$1,695,232.00
Adhan Piping Co., Inc. 1865 State Route 13 Cortland, NY 13045	$1,877,000.00
Mohawk Valley Materials, Inc. 1914 Black River Road N. Rome, NY 13440	$2,043,581.22
ZMK Construction, Inc. 3430 State Route 434 Apalachin, NY 13732	$2,100,000.00
Rifenburg Construction, Inc. 5834 State Route 5 Herkimer, NY 13350	$2,186,969.00
Byler Excavating, LLC 745 Martin Hill Road Harpursville, NY 13787	$2,257,750.00

; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Committee, the Cortland County Legislature hereby awards the Landfill Stage 3 Closure Agreement to the lowest

responsible bidder, being R&L Development Company, 153 Swan Lake Ln., PO Box 529, New Alexandria, PA 15670; for the bid price listed above; 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 by the Legislature, is hereby authorized to sign an agreement with R&L Development Company for an amount not to exceed $1,695,232.00; AND BE IT FURTHER

RESOLVED, that the Landfill Closure Reserve, EL.386300.LDCL be used for all expenditures related to the Landfill Stage 3 Closure project; AND BE IT FURTHER

RESOLVED, the 2025 Budget be amended as follows:

INCREASE:

EL81605.52100.8167	Land & Land Improvements	$1,695,232
EL.359900	Appropriated Fund Balance	$1,695,232

AGENDA ITEM NO. 7 – Authorize 2025 Landfill Amnesty Credit for Municipalities

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

ON MOTION OF NEWELL **RESOLUTION NO. 78-25**

Authorize 2025 Landfill Amnesty Credit for Municipalities

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 2025 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.

AGENDA ITEM NO. 8 – Award 2025 Material and Service Bids and Authorize Agreements with Various Vendors - Highway Department

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

ON MOTION OF NEWELL **RESOLUTION NO. 79-25**

Award 2025 Material and Service Bids and Authorize Agreements with Various Vendors - Highway Department

WHEREAS, the Cortland County Highway Department advertised, received and opened bids for various materials, supplies and services used by the Highway Department; AND

WHEREAS, the costs for these various supplies, materials and services have been appropriated in the 2025 budget; AND

WHEREAS, the Cortland County Highway Superintendent has reviewed the various said responses and recommends that the various materials, supplies and services be awarded based on lowest price, availability and best value to the County; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Superintendent that the County Highway Department may purchase the various materials, supplies and services from the lowest responsible bidder meeting specifications as well as location and availability from the attached comparison list for the 2025 material and service bid results; AND BE IT FURTHER

RESOLVED, that the County Administrator or designee and/or the Chair of the Legislature, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, is hereby authorized to execute any agreements associated with said bid awards.

AGENDA ITEM NO. 9 – Award Playground Equipment and Installation Bid and Accept Funding and Amend Budget for Playground Dwyer Memorial County Park - Highway Department

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

ON MOTION OF NEWELL **RESOLUTION NO. 80-25**

Award Playground Equipment and Installation Bid and Accept Funding and Amend Budget for Playground Dwyer Memorial County Park - Highway Department

WHEREAS, Cortland County advertised, received and opened bids for playground equipment and installation at Dwyer Memorial County Park; AND

WHEREAS, the Tobacco Asset Securitization Corporation (TASC) Board voted to provide up to $80,000 in funding to the County for this project; AND

WHEREAS, Cortland County has received the following bids for the playground equipment and installation;

Equipment & Installation (with shipping)	
Company	Price
ESO Consultants	$235,801.50
Play By Design	$121,300.00
WillyGoat	$54,000.00
Great Lakes Recreation	$176,525.52
GameTime	$172,926.14
Miracle Recreation Equipment Co.	$93,709.70

Equipment (with shipping)	
Company	Price
ESO Consultants	$216,975.00
Play By Design	$83,922.00
Great Lakes Recreation	$119,657.52
GameTime	$121,031.14
Miracle Recreation Equipment Co.	$65,709.70

Installation	
Company	Price
ESO Consultants	$18,826.50
ATG Installations	$14,171.28
Play By Design	$37,400.00
Great Lakes Recreation	$56,868.00
GameTime	$51,895.00
Miracle Recreation Equipment Co.	$28,000.00

; AND

WHEREAS, it is the recommendation of the Highway Committee to award the bid to the lowest responsible bidder; AND

WHEREAS, the Highway Committee recommends awarding the bid for the purchase and installation of playground equipment for Dwyer Memorial County Park to WillyGoat, of PO Box 59278, Birmingham, AL 35259; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Committee, the Cortland County Legislature hereby awards the bid for the purchase and installation of playground equipment for Dwyer Memorial County Park to, WillyGoat, of PO Box 59278, Birmingham, AL 35259 for the bid price listed above; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon approval by the County Attorney or designee, is hereby authorized and directed to execute an agreement with WillyGoat, of PO Box 59278, Birmingham, AL 35259; AND BE IT FURTHER

RESOLVED, that the 2025 Cortland County Budget be and hereby is amended as follows to accept the funding from the Tobacco Asset Securitization Corporation for use for the playground at Dwyer Memorial County Park:

INCREASE:

A71105.52015	Equipment	$80,000
A71105.42705	Gifts & Donations	$80,000

Referred from Government Operations Committee

AGENDA ITEM NO. 10 – Establishing a Formal Proclamation Policy for Cortland County

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

ON MOTION OF NAUSEEF **RESOLUTION NO. 81-25**

Establishing a Formal Proclamation Policy for Cortland County

WHEREAS, the Cortland County Legislature recognizes the importance of issuing proclamations to commemorate significant events, achievements, and contributions that positively impact the County and its residents; AND

WHEREAS, the issuance of proclamations should follow a uniform process to ensure fairness, transparency, and efficiency in granting such recognitions; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby establishes the following policy for the issuance of proclamations:

1. **Purpose:** Proclamations are honorary, non-legally binding documents issued by the Cortland County Legislature to recognize individuals, organizations, events, or causes of countywide significance. **Proclamations shall not be issued for divisive political issues, personal, business, or political endorsements.**

2. **Request Process:**

    a) Requests for proclamations must be submitted in writing to the Clerk of the Legislature at least 14 days prior to the intended issuance date.
    b) Requests should include the proposed text, the reason for recognition, and any supporting documentation.
    c) Requests shall be reviewed by the Chair of the Legislature or their designee to determine eligibility.
    d) Proclamations may only be requested by residents or organizations that have representation with Cortland County.

3. **Approval Process:**

    a) Proclamations deemed appropriate will be scheduled for presentation at a legislative session or an appropriate public event.
    b) The Chair of the Legislature retains the discretion to approve, modify, or deny any request.
    c) Proclamations do not require a vote by the full Legislature but shall be noted in the legislative record.

4. **Format and Presentation:**
    a) Proclamations shall follow a standard format as established by the Clerk of the Legislature.
    b) The document shall be signed by the Chair of the Legislature and may be co-signed by other legislators if deemed appropriate.
    c) Proclamations may be presented in person at an event held within Cortland County, in person at a legislative meeting, or picked up in the office of the Clerk of the Legislature.
    d) Requests for legislative attendance at events for presentation of Proclamations must be included in the submission to the Clerk of the Legislature, but does not guarantee attendance.

5. **Restrictions:**
    a) Proclamations shall not be issued for divisive political issues, personal, business, political endorsements, or personal milestones such as birthdays and weddings, except for those of exceptional public service.
    b) Proclamations should be aligned with the values and mission of Cortland County.

6. **Public Access:**
    a) Information about the proclamation policy and request procedures shall be made available to the public through the official Cortland County website and the Clerk of the Legislature's office.

; AND BE IT FURTHER

RESOLVED, that this policy shall take effect immediately upon adoption and shall be reviewed periodically for necessary amendments.

AGENDA ITEM NO. 11 – Amend Resolution No. 6-25 to Amend the Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Local Mortgage Recording Tax in Cortland County - County Clerk

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

ON MOTION OF NAUSEEF **RESOLUTION NO. 82-25**

Amend Resolution No. 6-25 to Amend the Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Local Mortgage Recording Tax in Cortland County - County Clerk

WHEREAS, the Cortland County Legislature adopted Resolution No. 76-23, “A Home Rule

Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County"; AND

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

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

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

WHEREAS, the Cortland County Legislature adopted Resolution No. 6- 25 authorizing a "A Home Rule Request For Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of Mortgage Recording Tax in Cortland County" for 2025; NOW THEREFORE BE IT

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

RESOLVED, that the Legislature of the County of Cortland does hereby request special legislation be enacted to amend New York State Tax Law §253-v, extending the expiration date from December 1, 2025 to December 1, 2027; AND BE IT FURTHER

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

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

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

ON MOTION OF NAUSEEF **RESOLUTION NO. 83-25**

Amend the Cortland County Legislature Rules of Order

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

WHEREAS, County Law Section 153[8] empowers the County Legislature to determine the rules

of its own proceedings; AND

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

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

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

RESOLVED, that these amendments to the Cortland County Legislature's Rules of Order shall take effect April 25, 2025.

AGENDA ITEM NO. 13 – Amend Tobacco and Cannabis Policy

Mr. Harbin MADE A MOTION TO AMEND the resolution to change the language in the third whereas clause to "WHEREAS, the Cortland County Health Department has tobacco cessation materials available upon request; NOW THEREFORE BE IT"; Ms. Price SECONDED THE MOTION, and after a voice vote of members present; MOTION CARRIED. Legislator Eccleston VOTED NO to the amendment.

RESULT:	**ADOPTED AS AMENDED [15 TO 2]**
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Harbin, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch
NAYS:	Mitchel Eccleston, Paul Heider

ON MOTION OF NAUSEEF **RESOLUTION NO. 84-25**

Amend Tobacco and Cannabis Policy

WHEREAS, Cortland County's current Tobacco and Cannabis Use Policy allows for designated areas for County employees to smoke; AND

WHEREAS, the Cortland County Legislature wishes to amend said policy to exclude these designated areas; AND

WHEREAS, the Cortland County Health Department has tobacco cessation materials available upon request; NOW THEREFORE BE IT

RESOLVED, there will no longer be designated County employee smoking areas at County work sites and the Tobacco and Cannabis Policy will be amended to exclude these designated areas effective September 1, 2025.

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 14 – Authorization to Create Public Safety Reserve and Appropriate Funding

Mr. Harbin MADE A MOTION TO AMEND the resolution to change as reference to "Law Enforcement" to "Public Safety"; Mr. Cleland SECONDED THE MOTION, and after a voice vote of members present; MOTION CARRIED. Legislators Heider and Price VOTED NO to the amendment.

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

ON MOTION OF PRICE **RESOLUTION NO. 85-25**

Authorization to Create Public Safety Reserve and Appropriate Funding

WHEREAS, a Traffic Diversion Program was created in 2020; AND

WHEREAS, in 2023, the program was discontinued; AND

WHEREAS, after paying the respective municipal partners, $183,842.41 in funding remains in the bank account; AND

WHEREAS, it is the recommendation of the Judiciary & Public Safety Committee to move these funds into a reserve account for one time purchases which are public safety related; AND

WHEREAS, the District Attorney has requested the use of these funds to purchase five (5) laptops for District Attorneys at a cost not to exceed $10,000, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby establishes a Public Safety Reserve (Account No. A.386300.DATDP): AND BE IT FURTHER

RESOLVED, that the Director of Finance is hereby directed to deposit the remaining $183,842.41 of funding from the Traffic Diversion Program into the Public Safety Reserve (Account No. A.386300.DATDP); AND BE IT FURTHER

RESOLVED, that approved allocations from this reserve must be for one time purchases that are public safety related; AND BE IT FURTHER

RESOLVED, that all approvals for use of the Public Safety Reserve (Account No. A.386300.DATDP) must be approved by the Judiciary & Public Safety Committee, or any subsequent name of the committee as it may be amended, and the Cortland County Legislature; AND BE IT FURTHER

RESOLVED, the District Attorney be and hereby is authorized to purchase five (5) laptops at a cost not to exceed $10,000 using Public Safety Reserve monies; AND BE IT FURTHER

RESOLVED, the 2025 General Fund budget be amended as follows:

INCREASE:

A11655.52060	Computer Equipment	$10,000

A.351100	Appropriated Reserves	$10,000

Referred from Agriculture/Planning/Environment Committee

AGENDA ITEM NO. 15 – Recommend Members for Appointment to Central New York Regional Transportation Authority (CENTRO) Board

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

ON MOTION OF HARBIN **RESOLUTION NO. 86-25**

Recommend Members for Appointment to Central New York Regional Transportation Authority (CENTRO) Board

WHEREAS, pursuant to Public Authorities Law Section 1328, the Central New York Regional Transportation Authority was created by the State of New York; AND

WHEREAS, pursuant to said law, the Cortland County Legislature is required to submit two names for recommendation for appointment by the Governor of the State of New York, with advice and consent of the Senate, where such list must recommend two individuals for each appointment to said authority; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby recommends the following individuals for appointment to the Central New York Regional Transportation Authority:

Jennifer Hillman
Greg Richards

; AND BE IT FURTHER

RESOLVED, the Clerk of the Cortland County Legislature is directed to cause a certified copy of this resolution to be transmitted to the Governor of New York State and to the Secretary of the Central New York Regional Transportation Authority.

AGENDA ITEM NO. 16 – Demanding an Independent Audit of New York State Electric & Gas (NYSEG) and National Grid Billing Practices

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

ON MOTION OF HARBIN **RESOLUTION NO. 87-25**

Demanding an Independent Audit of New York State Electric & Gas (NYSEG) and National Grid Billing Practices

WHEREAS, New York State Electric & Gas (NYSEG) and National Grid provide electric and gas services to residents of Cortland County and surrounding areas; AND

WHEREAS, numerous complaints have been raised by residents and businesses regarding inaccurate billing, sudden rake spikes, delayed or estimated meter readings, and lack of transparency in NYSEG's and National Grid's billing practices; AND

WHEREAS, these billing issues have caused financial hardship for many residents and businesses in Cortland County, raising concerns about fairness, accountability, and proper regulatory oversight; AND

WHEREAS, the New York State Public Service Commission (PSC) and other state regulatory agencies have an obligation to ensure that utility companies operate transparently and in the best interest of consumers; AND

WHEREAS, a comprehensive, independent audit of NYSEG's and National Grid's billing practices would provide much needed clarity regarding the accuracy of billing procedures, the effectiveness of customer service responses, and compliance with state regulations; AND

WHEREAS, other municipalities and consumer advocacy groups across New York State have also called for increased scrutiny and oversight of NYSEG and National Grid due to similar concerns; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature formally requests that the New York State Public Services Commission (PSC), the New York State Attorney General's Office and the New York State Comptroller's Office conduct an independent audit of NYSEG's and National Grid's billing practices to determine the extent of errors, inconsistencies, and potential overcharges; AND BE IT FURTHER

RESOLVED, that this audit should include, but not be limited to, an examination of meter reading accuracy, estimated billing practices, customer service response times, and adherence to state-mandates billing regulations; AND BE IT FURTHER

RESOLVED, that the findings of the audit be made publicly available to ensure transparency and accountability; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature is hereby directed to forward copies of this resolution to Governor Kathy Hochul, the New York State Public Services Commission, New York State Attorney General Letita James, New York State Comptroller Thomas DiNapoli, New York Association of Counties (NYSAC), New York State Senator Lea Webb, New York State Assemblypersons Anna Kelles and Jeff Gallahan, NYSEG leadership and National Grid leadership.

Referred from Health & Human Services Committee

AGENDA ITEM NO. 17 – Authorize Agreement with GA Brooks Consulting, LLC Under the New York State Office of Children and Family Services Safe Harbour Grant - Cortland County Child Advocacy Center

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

ON MOTION OF VAN DEE **RESOLUTION NO. 88-25**

Authorize Agreement with GA Brooks Consulting, LLC Under the New York State Office of Children and Family Services Safe Harbour Grant - Cortland County Child Advocacy Center

WHEREAS, the Cortland County Child Advocacy Center was awarded the New York State Office of Children and Family Services Safe Harbour Grant to develop a county-wide system response to address child trafficking and exploitation; AND

WHEREAS, the Cortland County Child Advocacy Center desires to contract with GA Brooks Consulting, 25 Richland St, Rochester, NY 14609; AND

WHEREAS, this contract shall be for an eight (8) month time period beginning on May 1, 2025 and ending on December 31, 2025 for a total cost not to exceed $30,000.00; AND

WHEREAS, these expenses are budgeted in account Professional Services A40505-52060-MDT; 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, are authorized to execute agreements for the provision of said services.

AGENDA ITEM NO. 18 – Create Senior Mental Health Clinician

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

ON MOTION OF VAN DEE **RESOLUTION NO. 89-25**

Create Senior Mental Health Clinician

WHEREAS, the needs of the agency will be better served by creating one per diem position of Senior Mental Health Clinician; AND

WHEREAS, the Health and Human Services Committee recommends the creation of this position; NOW THEREFORE BE IT

RESOLVED, that one per diem position of Senior Mental Health Clinician (Grade 28, 38.3309-48.5172/hr, CSEA, non-competitive class, per diem, up to 17 hrs/week, no benefits), be created with approval to fill on April 24, 2025.

AGENDA ITEM NO. 19 – Appoint Director of the Office for Aging

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

ON MOTION OF VAN DEE **RESOLUTION NO. 90-25**

Appoint Director of the Office for Aging

WHEREAS, due to the resignation of Dr. Pearl Reed-Klein, there is a need to appoint a new Director of Office for Aging; AND

WHEREAS, an interview committee was established and conducted interviews and offered a recommendation for this appointment; AND

WHEREAS, the County Legislature has received the recommendation for appointment of Amber Giamei as Director of the Cortland County Office for Aging; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby appoints Amber Giamei as Director of the Office for Aging at an annual salary of $105,324.00 (Grade 6, Step 4), Management Compensation Plan, non-competitive class) effective April 25, 2025 at 12:01 a.m.

Referred from Finance & Administration Committee

AGENDA ITEM NO. 20 – Microenterprise Assistance Program Grant Award - David's Aqua Nook

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 91-25**

Microenterprise Assistance Program Grant Award - David's Aqua Nook

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 15, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that David's Aqua Nook, of 98 Cayuga Street, Homer, New York, 13040 be awarded $5,000 from the Microenterprise program for the purchase of inventory and supplies; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the recommendation of the Cortland County Microenterprise Assistance Program Review Committee and hereby awards the sum $5,000 to David's Aqua Nook from the Cortland County Microenterprise Assistance Program funding for the purchase of inventory and supplies; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review by the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award.

AGENDA ITEM NO. 21 – Microenterprise Assistance Program Grant Award - Finch Family Farmstead, LLC

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 92-25**

Microenterprise Assistance Program Grant Award - Finch Family Farmstead, LLC

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 15, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that Finch Family Farmstead, LLC, of 1490 McGraw Marathon Road, Marathon, New York, 13803 be awarded $15,000 from the Microenterprise program for the purchase of equipment, furniture, fixtures, electronic devices, software and marketing materials; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the recommendation of the Cortland County Microenterprise Assistance Program Review Committee and hereby awards the sum $15,000 to Finch Family Farmstead, LLC from the Cortland County Microenterprise Assistance Program funding for the purchase of equipment, furniture, fixtures, electronic devices, software and marketing materials; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review by the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award.

AGENDA ITEM NO. 22 – Microenterprise Assistance Program Grant Award - Frog Hollow Home and Property Services, LLC

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 93-25**

Microenterprise Assistance Program Grant Award - Frog Hollow Home and Property Services, LLC

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 15, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that Frog Hollow Home and Property Services, LLC, of 1935 Kohne Road, Dryden, New York, 13053 be awarded $35,000 from the Microenterprise program for the purchase of a dump trailer, equipment, furniture and fixtures, electronics and technology, software, and working capital; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the

recommendation of the Cortland County Microenterprise Assistance Program Review Committee and hereby awards the sum $35,000 to Frog Hollow Home and Property Services, LLC from the Cortland County Microenterprise Assistance Program funding for the purchase of a dump trailer, equipment, furniture and fixtures, electronics and technology, software, and working capital; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review by the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award.

AGENDA ITEM NO. 23 – Microenterprise Assistance Program Grant Award - Horsetail Herb Farm

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 94-25**

Microenterprise Assistance Program Grant Award - Horsetail Herb Farm

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 15, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that Horsetail Herb Farm, of 3501 Hoxie Gorge Freetown Road, Marathon, New York, 13803 be awarded $35,000 from the Microenterprise program for the purchase of equipment, inventory, and advertising and marketing expenses; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the recommendation of the Cortland County Microenterprise Assistance Program Review Committee and hereby awards the sum $35,000 to Horsetail Herb Farm from the Cortland County Microenterprise Assistance Program funding for the purchase of equipment, inventory, and advertising and marketing expenses; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review by the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award.

AGENDA ITEM NO. 24 – Microenterprise Assistance Program Grant Award - Lotus Therapies, LLC

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 95-25**

Microenterprise Assistance Program Grant Award - Lotus Therapies, LLC

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was

empaneled as the Cortland County Microenterprise Assistance Program Review Committee on April 15, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that Lotus Therapies, LLC, of 3662 The Park, Cortland, New York, 13045 be awarded $35,000 from the Microenterprise program for the purchase of equipment; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts and approves the recommendation of the Cortland County Microenterprise Assistance Program Review Committee and hereby awards the sum $35,000 to Lotus Therapies, LLC from the Cortland County Microenterprise Assistance Program funding for the purchase of equipment; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Cortland County Legislature, upon review by the County Attorney or designee, is hereby authorized to prepare and execute any and all agreements and sub-recipient agreements necessary and incident to this award.

AGENDA ITEM NO. 25 – A Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Additional 1% Sales and Compensating Use Tax in Cortland County Until November 30, 2027 (Senate Bill No. 6982, Assembly Bill No. 7821)

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 96-25**

A Home Rule Request for Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization for Imposition of Additional 1% Sales and Compensating Use Tax in Cortland County Until November 30, 2027 (Senate Bill No. 6982, Assembly Bill No. 7821)

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

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

WHEREAS, the Cortland County Legislature approved Resolution No. 45-25, "Requesting Special Legislation to Amend the Tax Law, in Relation to Extending the Authorization For Imposition of an Additional 1% Sales and Compensating Use Tax in Cortland County"; NOW THEREFORE BE IT

RESOLVED, that this Legislature endorses and requests Senate Bill No. 6982 (S6982) and Assembly Bill No. 7821(A7821) be enacted to amend New York State Tax Law §1210(i)(12), extending the expiration date from November 30, 2025 to November 30, 2027; AND BE IT FURTHER

RESOLVED, the Cortland County Legislature urges its elected representatives in the Senate and Assembly to support this special legislation; AND BE IT FURTHER

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

RESOLVED, that the Chair of the Legislature and Clerk of the Legislature, upon review and approval by the County Attorney or designee, be and hereby are authorized to execute the appropriate Home Rule Request for the enactment of said special law.

AGENDA ITEM NO. 26 – Amend Resolution No. 227-24 to Withdraw Tourism Marketing Grant Funding from the Cortland Regional Sports Council

RESULT:	**ADOPTED [10 TO 7]**
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bischoff, Cleland, Eccleston, Harbin, Mantella, McGovern, Nauseef, Price, Waldbauer, Fitch
NAYS:	Bentley, Heider, Jones, Newell, Prentice, Van Dee, VanGorder

ON MOTION OF BISCHOFF **RESOLUTION NO. 97-25**

Amend Resolution No. 227-24 to Withdraw Tourism Marketing Grant Funding from the Cortland Regional Sports Council

WHEREAS, the Cortland County Legislature adopted Resolution No. 227-24 on November 21, 2024, which authorized the allocation of 2025 Tourism Marketing Grant funding to a number of agencies, including $140,800 to the Cortland Regional Sports Council, based on recommendations from the Cortland County Convention & Visitors Bureau's (CVB) Tourism Marketing Grant Review Committee; AND

WHEREAS, each agency allocated funding agrees to utilize the funding according to the Cortland County Tourism Marketing Grant Guidelines; AND

WHEREAS, an official audit has found that the Cortland Regional Sports Council failed to conform to the official criteria and terms outlined in the Tourism Marketing Grant Guidelines; AND

WHEREAS, the Cortland County Legislature has a duty to ensure the responsible, transparent, and appropriate use of taxpayer dollars allocated through the Tourism Marketing Grant Program; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby amends Resolution No. 227-24 to rescind the allocation of $140,800 in Tourism Marketing Grant funding to the Cortland Regional Sports Council for fiscal year 2025; AND BE IT FURTHER

RESOLVED, that the Cortland County Convention & Visitors Bureau is hereby instructed to update all applicable records and notifications to reflect this amendment; AND BE IT FURTHER

RESOLVED, that copies of this resolution be forwarded to the Cortland Regional Sports Council, the Cortland County Convention & Visitors Bureau, the County Manager of Audit and Financial Projects, and other appropriate parties.

AGENDA ITEM NO. 27 – Amend Resolution No. 172-24 to Amend the Contract with the Cortland County Convention and Visitor's Bureau

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 98-25**

Amend Resolution No. 172-24 to Amend the Contract with the Cortland County Convention and Visitor's Bureau

WHEREAS, Resolution No. 172-24 authorized Cortland County to enter into an agreement with the Cortland County Convention and Visitors Bureau, Inc. (CVB) to provide public benefit services for tourism promotion and publicity during the period of January 1, 2025 through December 31, 2025; AND

WHEREAS, Resolution No. 227-24, adopted on August 22, 2024, approved the allocation of 2025 Occupancy Tax funding to various agencies, including an award of $140,800 to the Cortland Regional Sports Council; AND

WHEREAS, Resolution No. 97-25, adopted on April 24, 2025, withdrew the funding allocated to the Cortland Regional Sports Council due to findings of noncompliance with Tourism Marketing Grant Guidelines, as documented in an official audit; AND

WHEREAS, it is the recommendation of the Cortland County Finance and Administration Committee that the funds previously allocated to the Cortland Regional Sports Council now be retained by Cortland County and held for future redistribution; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 172-24 is hereby amended to reduce the authorized contract amount to be remitted by the Cortland County Finance Director to the Cortland County Convention and Visitors Bureau Inc. for fiscal year 2025 by $140,800, revising the total remittance from $764,234.95 to $623,434.95; AND BE IT FURTHER

RESOLVED, that the $140,800 in occupancy tax funding originally allocated to the Cortland Regional Sports Council shall be retained by Cortland County and carried forward for consideration and redistribution in accordance with New York State Tax Law Section 1202(g); AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Legislature be and hereby is authorized and directed to execute an amended agreement with the Cortland County Convention and Visitors Bureau, Inc., upon review and approval by the County Attorney or designee; AND BE IT FURTHER

RESOLVED, that copies of this resolution be forwarded to the Cortland County Convention and Visitors Bureau, Inc., the Director of Finance, the County Manager of Audit and Financial Projects, and other appropriate parties.

AGENDA ITEM NO. 28 – Implementing a Hiring Pause for Cortland County

Chairman Fitch MADE A MOTION TO AMEND the resolution to add a resolved clause stating, "RESOLVED, that exceptions to this resolution may be granted with the approval of both the Chair of the Legislature and the Chair of the applicable Standing Committee, and that the County Administrator is hereby authorized to approve such positions in accordance with that approval; AND BE IT FURTHER"; Mr. VanDee SECONDED THE MOTION, and after a unanimous voice vote of members present; MOTION CARRIED.

Mr. Harbin MADE A MOTION TO AMEND the resolution to add "Department of Social Services (up to four (4) new positions) to the list of exceptions; Mr. Newell SECONDED THE MOTION, and after a voice vote of members present - Legislators Bischoff, Waldbauer, Eccleston, Price, McGovern, Prentice, Fitch, Heider and VanDee VOTED NO to the amendment; MOTION FAILED.

RESULT:	**ADOPTED AS AMENDED [15 TO 2]**
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Eccleston, Harbin, Heider, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch
NAYS:	Reed Cleland, Linda Jones

ON MOTION OF BISCHOFF **RESOLUTION NO. 99-25**

Implementing a Hiring Pause for Cortland County

WHEREAS, Cortland County is currently facing significant financial pressures due to unfunded state mandates, rising operational costs, and other fiscal constraints; AND

WHEREAS, in order to maintain fiscal responsibility and preserve essential services, it is necessary to take proactive measures to control expenditures, including a temporary pause on hiring new personnel; AND

WHEREAS, certain exceptions may be warranted in order to ensure the continuity of critical services and public safety; NOW THEREFORE BE IT

RESOLVED, that effective immediately, a hiring pause is hereby implemented for all Cortland County departments, agencies, and offices; AND BE IT FURTHER

RESOLVED, that this hiring pause shall apply to all full-time, part-time, and temporary positions, whether vacant or anticipated, including but not limited to those in union, non-union, and management categories; AND BE IT FURTHER

RESOLVED, that the following exceptions to the hiring pause shall be permitted:

- Director of Office for Aging
- Seasonal Workers
- Correction Officers (up to four (4) new positions)

; AND BE IT FURTHER

RESOLVED, that exceptions to this resolution may be granted with the approval of both the Chair of the Legislature and the Chair of the applicable Standing Committee, and that the County Administrator is hereby authorized to approve such positions in accordance with that approval; AND BE IT FURTHER

RESOLVED, that this hiring pause shall remain in effect until June 30, 2025.

Announcements

Adjournment

The meeting was closed at 7:43 PM.

Cortland County Legislature

Legislative Session

~ Minutes ~

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

Thursday, March 27, 2025 **6:00 PM** **Board Room**

Public Hearings

1. Local Law "A" of 2025 - Authorize Long-Term Lease Agreement for County-Owned Property at Dwyer Park

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

2. Local Law "B" of 2025 - a Local Law Establishing Term Limits and Appointment Procedures for the CSB

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

3. Local Law "C" of 2025 - Repeal Local Law 7 of 2024, Local Law Overriding Tax Levy Limit for 2025

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

Call to Order

The meeting was called to order at 6:01 PM by Chair of the Legislature Kevin Fitch

Salute to the Flag

Roll Call

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Legislator	Present	
Cathy Bischoff	Cortland County	Legislator	Present	
Reed Cleland	Cortland County	Legislator	Present	
Mitchel Eccleston	Cortland County	Legislator	Present	
Beau Harbin	Cortland County	Minority Leader	Present	
Paul Heider	Cortland County	Majority Leader	Present	
Linda Jones	Cortland County	Legislator	Present	

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Dominick Mantella	Cortland County	Legislator	Present	
William McGovern	Cortland County	Legislator	Present	
Joseph Nauseef	Cortland County	Legislator	Present	
Christopher Newell	Cortland County	Legislator	Present	
Jason Prentice	Cortland County	Legislator	Present	
Sandra Price	Cortland County	Legislator	Present	
Ronald J. Van Dee	Cortland County	Legislator	Present	
Keith VanGorder	Cortland County	Legislator	Present	
Eugene Waldbauer	Cortland County	Legislator	Present	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	

Approval of Minutes

1. Cortland County Legislature - Legislative Session - Feb 27, 2025 6:00 PM

RESULT:	**APPROVED**

2. Cortland County Legislature - Special Meeting - Mar 13, 2025 4:00 PM

RESULT:	**APPROVED**

Privilege of the Floor

Proclamations & Recognitions

1. 2025 Ag Day/Month Proclamation

RESULT:	**COMPLETED**

2. April 2025 Donate Life Month Proclamation

RESULT:	**COMPLETED**

3. April 2025 Child Abuse Prevention Month

RESULT:	**COMPLETED**

4. March 2025 Women's History Month

RESULT:	**COMPLETED**

5. David Rutherford, Cooperative Extension of Cortland County Retirement Proclamation

RESULT:	**COMPLETED**

Presentation of Petitions, Communications, Presentations and Notices

1. Transportation Training Presentation - Melissa Potter, Mobility Manager

RESULT:	**COMPLETED**

2. Audit Overview Presentation - Stephen Trobert, Manager of Audit and Financial Projects

RESULT:	**COMPLETED**

Reports of Standing, Special and Ad Hoc Committees

Receive and File

1. Annual Probation Report 2024

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

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Resolutions from the Chair

AGENDA ITEM NO. 1 – Appoint Members: Labor-Management Safety Committee

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

ON MOTION OF FITCH **RESOLUTION NO. 48-25**

Appoint Members: Labor-Management Safety Committee

WHEREAS, Section 71 of the New York State Workers' Compensation Law directs the Chief Elected Official of a county electing to operate its Workers' Compensation Plan ("Plan") on an experience rating basis to create and appoint a Labor-Management Safety Committee ("Committee"); AND

WHEREAS, the purposes of the Committee shall be to educate public employees of the Plan participants in proper health and safety procedures in the work places of the participants, and to design such additional programs as may be appropriate to the development of a safe working environment in participants' facilities and job sites; AND

WHEREAS, the Committee shall accomplish these purposes by establishing and maintaining such employee safety and health programs as it deems appropriate and by publicizing the availability of such programs; AND

WHEREAS, the Committee, which shall be appointed by the Chief Elected Official, shall be comprised of an equal number of employer and employee representatives consisting of not less than three (3) nor more than five (5) representatives each of the employer and of the employees, respectively; AND

WHEREAS, the following employee candidates have been submitted by employee organizations recognized or certified to represent employees of the participants pursuant to Article Fourteen of the Civil Service Law:

Melissa Norton - CSEA #6550
Elisabeth Schmitt-Bacani - NYSNA
Michael Gates - Police Association
Scott Magee - Dispatch (DOERC)
Kyle Knickerbocker - Corrections

; AND

WHEREAS, the Chief Elected Official, or person designated by him, shall act as the chairperson of the committee, but shall not be entitled to vote on any Committee business; AND

WHEREAS, the members of the Committee shall serve without salary, but shall be entitled to reimbursement for reasonable and necessary expenses incurred in the performance of their official duties pursuant to this section; AND

WHEREAS, the Committee shall meet at least four (4) times a year, with at least one meeting in each calendar quarter; AND

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WHEREAS, the chairperson shall designate the dates of the meeting, and shall give at least ten (10) days written notice to each Committee member of each meeting; AND

WHEREAS, the costs and expenses of the Committee and its health and safety programs shall be an administrative expense of the Plan; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby formally establishes a Labor-Management Safety Committee; AND BE IT FURTHER

RESOLVED, that the following be appointed in conformance with Workers' Compensation Law Section 71:

Name	Capacity	Term Expiration
Melissa Norton	CSEA #6550	12/31/2025
Elisabeth Schmitt-Bacani	NYSNA	12/31/2025
Michael Gates	Police Association	12/31/2025
Scott Magee	Dispatch (DOERC)	12/31/2025
Kyle Knickerbocker	Corrections	12/31/2025
Jason DeRaiche	Management (Safety Director)	12/31/2025
Pamela Abbott	Management (Deputy Personnel Officer)	12/31/2025
Wendy Canfield	Management (Executive Assistant to County Administrator)	12/31/2025
Chad Burhans	Management (Undersheriff)	12/31/2025
Ed Darling	Management (Highway Engineering and Maintenance Supervisor)	12/31/2025

; AND BE IT FURTHER

RESOLVED, that Pamela Abbott be and hereby is appointed as chairperson of the Labor-Management Safety Committee.

AGENDA ITEM NO. 2 – Appoint Member to the Central New York Regional Planning and Development Board

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

ON MOTION OF FITCH **RESOLUTION NO. 49-25**

Appoint Member to the Central New York Regional Planning and Development Board

WHEREAS, Legislator Christopher Newell has resigned from the Central New York Regional Planning and Development Board as of March 27, 2025; NOW THEREFORE BE IT

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RESOLVED, that Legislator Reed Cleland of 18 Nixon Ave, Homer NY 13077, be appointed in conformance with the Regional Planning and Development Board By-Laws to fill in and complete the term ending 12/31/25.

Referred from Building & Grounds Committee

AGENDA ITEM NO. 3 – Local Law "A" of 2025 - A Local Law to Authorize a Long-Term Lease Agreement for County-Owned Property at Dwyer Park Main Pavilion

RESULT:	**ADOPTED [14 TO 2]**
MOVER:	Paul Heider, Majority Leader
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Bischoff, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Van Dee, VanGorder, Waldbauer, Fitch
NAYS:	Mitchel Eccleston, Sandra Price
RECUSED:	Reed Cleland

ON MOTION OF HEIDER **RESOLUTION NO. 50-25**

Local Law "A" of 2025 - A Local Law to Authorize a Long-Term Lease Agreement for County-Owned Property at Dwyer Park Main Pavilion

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

SECTION 1. LEGISLATIVE INTENT
Cortland County is the owner of Dwyer Memorial County Park, located at 6799 Little York Lake Rd, Preble, NY 13141, which includes the building generally known as the Dwyer Park Pavilion (hereinafter referred to as the "Main Pavilion"). The County seeks to ensure that the Main Pavilion is utilized in a manner that benefits the public by supporting cultural, recreational, and community activities.

To achieve this goal, the County issued a Request for Proposals (RFP) for the lease of the Main Pavilion, including the management of the first-floor rentals. Following the competitive selection process, Cortland Repertory Theatre (CRT), of 24-26 Port Watson Street, Cortland, NY 13045, was determined to be the successful bidder.

SECTION 2. AUTHORIZATION OF LEASE AGREEMENT
The Chair of the Cortland County Legislature is hereby authorized to execute a long-term lease agreement with Cortland Repertory Theatre (CRT), of 24-26 Port Watson Street, Cortland, NY 13045, for the lease of the Main Pavilion at Dwyer Memorial County Park. The lease shall include provisions for CRT to manage the rental of the first floor for public use while utilizing the second floor for community-based arts, cultural, and recreational programming.

SECTION 3. LEASE TERMS
The lease agreement shall include, but not be limited to, the following terms:

- A lease term not to exceed ten (10) years, subject to renewal upon mutual agreement and legislative approval.
- A rental payment structure to be determined in accordance with fair market value and the County's financial policies.
- Requirements for maintenance, utilities, and upkeep of the facility.
- Compliance with all applicable laws, regulations, and safety standards.

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- Provisions for public access to the facility's first-floor rental spaces.

- Performance expectations and periodic reviews to ensure compliance with lease obligations.

SECTION 4. REVENUE DEPOSIT
All proceeds from the lease payments shall be deposited into Account No. A71105.42410, Rental of Real Property.

SECTION 5. SEVERABILITY
If any clause, sentence, paragraph, section, or part 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 but shall be confined in its operation to the clause, sentence, paragraph, section, or part thereof directly involved in the controversy in which such judgment shall have been rendered.

SECTION 6. EFFECTIVE DATE
This local law shall take effect immediately upon filing with the New York State Secretary of State in accordance with the provisions of the Municipal Home Rule Law.

AGENDA ITEM NO. 4 – Rescind Resolution No. 24-25 - Authorizing Agreement for Sprinkler System at Cortland County Recycling Center

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

ON MOTION OF HEIDER **RESOLUTION NO. 51-25**

Rescind Resolution No. 24-25 - Authorizing Agreement for Sprinkler System at Cortland County Recycling Center

WHEREAS, Resolution No. 24-25 authorized the entering into an agreement with Petcosky Fire Protection, Inc. for the repair or replacement of the sprinkler system at the Cortland County Recycling Center for an amount not to exceed $55,000; AND

WHEREAS, it has been determined that there is a need to rescind the resolution and put out a Request for Proposals (RFP) for the project; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 24-25 be and hereby is rescinded.

AGENDA ITEM NO. 5 – Authorize Agreement with Pathfinder, Now IMEG, for Cortland County Courthouse HVAC Project

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

ON MOTION OF HEIDER **RESOLUTION NO. 52-25**

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Authorize Agreement with Pathfinder, Now IMEG, for Cortland County Courthouse HVAC Project

WHEREAS, Cortland County has received, on behalf of Assemblymember Anna Kelles, $2.2 Million in funding through the Community Resiliency, Economic Sustainability and Technology (CREST) Program; AND

WHEREAS, these funds will support capital costs associated with replacing the HVAC system in the Cortland County Courthouse; AND

WHEREAS, the County solicited for Statement of Qualifications (SOQ) from consultants for the Courthouse HVAC Project; AND

WHEREAS, upon evaluation of the submitted SOQ's, ratings and interviews, Pathfinder, now IMEG, was selected by a committee consisting of members of the Building and Grounds Committee, the Superintendent and Deputy Superintendent of Highways; AND

WHEREAS, the Buildings and Grounds Committee of the Cortland County Legislature recommends entering into an agreement with Pathfinder, now IMEG, to perform a feasibility study for a ground source heat pump system, alternate system(s), and provide an engineer's estimate; AND

WHEREAS, the fee for the feasibility studies and engineer's estimate for said project is $67,840; AND

WHEREAS, the funds will be appropriated in Account No.HH16205.54055.CHINT; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and approves entering into an agreement with Pathfinder, now IMEG, to perform a feasibility study for a ground source heat pump system, alternate systems, and an engineer's estimate for a cost not to exceed $70,000; AND BE IT FURTHER

RESOLVED, that the Cortland County Administrator, upon review and approval, by the County Attorney or designee, is hereby authorized to enter into an agreement with Pathfinder, now IMEG, to perform a feasibility study for a ground source heat pump System, alternate system(s), and provide an engineer's estimate, for a cost not to exceed $70,000.

Referred from Highway Committee

AGENDA ITEM NO. 6 – Adopting Safety Standards for Playgrounds Owned and Maintained by Cortland County

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

ON MOTION OF NEWELL **RESOLUTION NO. 53-25**

Adopting Safety Standards for Playgrounds Owned and Maintained by Cortland County

WHEREAS, the safety and well-being of children and families utilizing playgrounds owned and maintained by Cortland County is of the utmost importance; AND

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WHEREAS, national safety standards for playgrounds, including those established by the Consumer Product Safety Commission (CPSC) and the American Society for Testing and Materials (ASTM), provide critical guidelines to ensure the design, installation, inspection, and maintenance of playgrounds meet the highest safety benchmarks; AND

WHEREAS, it is in the best interest of Cortland County to formally adopt these national safety standards, as may be amended in the future, to guide the development and oversight of playgrounds owned by Cortland County; AND

WHEREAS, any playground installed, owned, and maintained for or by Cortland County may also be subject to additional site-specific standards or requirements, which shall be maintained and upheld by Cortland County to ensure continued compliance and safety; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby adopts the national safety standards for playgrounds, including but not limited to those established by the CPSC and ASTM, as may be amended from time to time; AND BE IT FURTHER

RESOLVED, that any playground owned by Cortland County shall be subject to both these national safety standards and any site-specific standards that may be established, with the County responsible for ensuring compliance and enforcement of such standards; AND BE IT FURTHER

RESOLVED, that the appropriate County departments shall implement procedures to ensure ongoing adherence to these safety standards, including regular inspections, maintenance, and updates as necessary.

AGENDA ITEM NO. 7 – Resolution Urging the Enactment of the Packaging Reduction and Recycling Infrastructure Act (S.1464/A.1749)

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

ON MOTION OF NEWELL **RESOLUTION NO. 54-25**

Resolution Urging the Enactment of the Packaging Reduction and Recycling Infrastructure Act (S.1464/A.1749)

WHEREAS, New York State faces an imminent waste management crisis, with the state's largest landfill set to reach capacity in 2025, remaining landfills projected to have only 16 years of capacity, and municipalities struggling to maintain recycling programs due to increasing costs; AND

WHEREAS, over 860,000 tons of potentially recyclable materials are trashed annually in New York State due to confusion about what is recyclable and a lack of proper infrastructure; AND

WHEREAS, implementing comprehensive Extended Producer Responsibility (EPR) legislation for packaging and printed paper would provide multiple benefits to municipalities and residents, including:

- Providing approximately $300 million in annual cost relief to local governments and taxpayers
- Creating dedicated funding for recycling infrastructure investments

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- Establishing consistent statewide standards for recyclable materials to reduce consumer confusion
- Incentivizing producers to design packaging that is more recyclable and contains more recycled content
- Prohibiting toxic chemicals in packaging, including PFAS, phthalates, and heavy metals
- Boosting recycling rates from the current 18 percent to over 70 percent, as demonstrated in other jurisdictions with EPR
- Reducing contamination in recycling streams to improve material quality and marketability
- Creating green jobs in collection, processing, and manufacturing with recycled materials

; AND

WHEREAS, five (5) states have already enacted packaging EPR laws, and such programs have been successfully implemented for decades throughout Canada and Europe, achieving recycling rates as high as 78 percent; AND

WHEREAS, the Packaging Reduction and Recycling Infrastructure Act (PRRIA), S.1464 (Harckham)/A.1749 (Glick) establish an WPR program for packaging in New York State and should be expanded to include printed paper given its significant contribution to municipal recycling costs and material volume; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature commends Senator Pete Harckham and Assemblymember Deborah Glick for their steadfast leadership in sponsoring the Package Reduction and Recycling Infrastructure Act; AND BE IT FURTHER

RESOLVED, the Cortland County Legislature urges Senator Harckham and Assemblymember Glick to amend this legislation to include printed paper in recognition of its significant contribution to greenhouse gas emissions and municipal recycling costs; AND BE IT FURTHER

RESOLVED, the Cortland County Legislature calls on the Senate and Assembly to pass and the Governor to sign S.1464 (Harckham)/A.1749 (Glick) during the 2025 Legislative Session; AND BE IT FURTHER

RESOLVED, the Cortland County Legislature shall forward copies of this resolution to Governor Kathy Hochul, the New York State Legislature, the Commissioner of New York State Department of Environmental Conservation, and all others deemed necessary and proper.

AGENDA ITEM NO. 8 – Authorize Memorandum of Understanding with Centro of Cortland, Inc. for the Utilization of the Cortland County Highway Fuel Farm

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

ON MOTION OF NEWELL **RESOLUTION NO. 55-25**

Authorize Memorandum of Understanding with Centro of Cortland, Inc. for the Utilization of the Cortland County Highway Fuel Farm

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

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WHEREAS, in order for Centro of Cortland, Inc. to provide cost efficient public transportation services they wish to utilize the Cortland County fuel farm located at the Highway Department to refill vehicles and equipment used for the Centro of Cortland, Inc. public transportation; AND

WHEREAS Centro of Cortland Inc. will be billed and make payments in accordance with the agreement set forth; AND

WHEREAS, Centro of Cortland, Inc. will pay the price for fuel at the fuel farm including the $0.25 per gallon increase per Resolution No. 152-24; NOW THEREFORE BE IT

RESOLVED, that Centro of Cortland, Inc. shall utilize the Cortland County Highway Fuel Farm located at 4267 Traction Drive, Cortland, NY 13045 for the period of one year from the approval of this agreement; AND BE IT FURTHER

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

Referred from Government Operations Committee

AGENDA ITEM NO. 9 – Establishing a Formal Proclamation Policy for Cortland County

RESULT:	**REFER TO COMMITTEE-VOTE [16 TO 1]** **Next: 4/8/2025 11:00 AM**
MOVER:	Beau Harbin, Minority Leader
SECONDER:	Reed Cleland, Legislator
AYES:	Bentley, Cleland, Eccleston, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch
NAYS:	Cathy Bischoff

ON MOTION OF NAUSEEF **RESOLUTION NO.**

Establishing a Formal Proclamation Policy for Cortland County

WHEREAS, the Cortland County Legislature recognizes the importance of issuing proclamations to commemorate significant events, achievements, and contributions that positively impact the County and its residents; AND

WHEREAS, the issuance of proclamations should follow a uniform process to ensure fairness, transparency, and efficiency in granting such recognitions; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby establishes the following policy for the issuance of proclamations:

1. **Purpose:** Proclamations are honorary, non-legally binding documents issued by the Cortland County Legislature to recognize individuals, organizations, events, or causes of countywide significance. **Proclamations shall not be issued for divisive political issues, personal, business, or political endorsements.**

2. **Request Process:**

    a) Requests for proclamations must be submitted in writing to the Clerk of the Legislature at least 14 days prior to the intended issuance date.

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b) Requests should include the proposed text, the reason for recognition, and any supporting documentation.
c) Requests shall be reviewed by the Chair of the Legislature or their designee to determine eligibility.
d) Proclamations may only be requested by residents or organizations that have representation with Cortland County.

3. Approval Process:

a) Proclamations deemed appropriate will be scheduled for presentation at a legislative session or an appropriate public event.
b) The Chair of the Legislature retains the discretion to approve, modify, or deny any request.
c) Proclamations do not require a vote by the full Legislature but shall be noted in the legislative record.

4. Format and Presentation:

a) Proclamations shall follow a standard format as established by the Clerk of the Legislature.
b) The document shall be signed by the Chair of the Legislature and may be co-signed by other legislators if deemed appropriate.
c) Proclamations may be presented in person at an event held within Cortland County, in person at a legislative meeting, or picked up in the office of the Clerk of the Legislature.
d) Requests for legislative attendance at events for presentation of Proclamations must be included in the submission to the Clerk of the Legislature, but does not guarantee attendance.

5. Restrictions:

a) Proclamations shall not be issued for divisive political issues, personal, business, political endorsements, or personal milestones such as birthdays and weddings, except for those of exceptional public service.
b) Proclamations should be aligned with the values and mission of Cortland County.

6. Public Access:

a) Information about the proclamation policy and request procedures shall be made available to the public through the official Cortland County website and the Clerk of the Legislature's office.

; AND BE IT FURTHER

RESOLVED, that this policy shall take effect immediately upon adoption and shall be reviewed periodically for necessary amendments.

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 10 – Authorize HVAC Maintenance Contract - Emergency Response & Communications

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

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ON MOTION OF PRICE **RESOLUTION NO. 56-25**

Authorize HVAC Maintenance Contract - Emergency Response & Communications

WHEREAS, through competitive bidding Cortland County's Department of Emergency Response & Communications purchased an HVAC system for its 911 facility at 22 West Court Street; AND

WHEREAS, Cortland County's Department of Emergency Response & Communications is seeking to have preventative maintenance completed on the HVAC units twice a year in line with manufacturer recommendations, by a certified contractor and in keeping with the established warranty; AND

WHEREAS the Department has funding in account A30205.54015 for the 2025 budget year; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney or designee, is authorized to execute a purchase order and contract agreement with Modular Mechanical Service, 5860 Belle Isle Road, Syracuse, NY 13209 in the amount of $11,208.00.

AGENDA ITEM NO. 11 – A Resolution Calling on the Governor and State Legislature to Reconsider Executive Order 47.3, Repeal the HALT Act, and Support Fair Employment and Working Conditions for Corrections Officers

RESULT: NO ACTION

ON MOTION OF PRICE **RESOLUTION NO.**

A Resolution Calling on the Governor and State Legislature to Reconsider Executive Order 47.3, Repeal the HALT Act, and Support Fair Employment and Working Conditions for Corrections Officers

WHEREAS, corrections officers across New York State perform an essential and difficult job, maintaining safety and order in correctional facilities while facing increasing challenges in their work environment; AND

WHEREAS, the number of reported assaults on corrections officers has reached unprecedented levels, with over 1,700 incidents reported in 2023; more than double the number recorded a decade ago, while inmate-on-inmate violence has surged by 169% since 2021; AND

WHEREAS, the enactment of the Humane Alternatives to Long-Term Solitary Confinement (HALT) Act in 2022 has led to increased violence in state-run correctional facilities, restricting the ability of officers to discipline violent offenders and creating unsafe conditions for both staff and inmates; AND

WHEREAS, the chronic understaffing of correctional facilities has exacerbated these dangers, with some facilities reporting shortages of up to 30% of necessary staffing levels, forcing officers into mandatory overtime, extended shifts, and unsafe working conditions; AND

WHEREAS, the recent enactment of Executive Order No. 47.3 by the Governor of New York State imposes employment restrictions on former Department of Corrections and Community Supervision (DOCCS) employees, prohibiting them from being hired by county and local correctional facilities and other municipal agencies, further straining staffing shortages in correctional institutions; AND

WHEREAS, this executive order unfairly penalizes experienced corrections officers, preventing them from continuing their service in local facilities, while contradicting New York State's broader

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efforts to promote second chances through initiatives such as the Clean Slate Act; AND

WHEREAS, counties, including Cortland County, rely on the ability to recruit qualified and trained personnel to maintain safe and effective operations within their correctional facilities, and the combination of restrictive employment policies and understaffing poses significant risks to public safety; AND

WHEREAS, the cost of addressing staffing shortages through emergency measures, including the deployment of National Guard personnel, has imposed an unnecessary financial burden on taxpayers, with estimated costs reaching $3.5 million per day; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature stands in support of corrections officers and all public employees who deserve fair treatment, safe working conditions, and continued employment opportunities within the public sector; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature strongly urges Governor Kathy Hochul to reconsider and rescind Executive Order 47.3 to ensure that qualified and experienced individuals are not arbitrarily barred from employment with local and county governments; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature urges the New York State Legislature and Governor Hochul to repeal the HALT Act, recognizing the urgent need to restore discipline and security within state correctional facilities; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature calls upon the Governor and State Legislature to take immediate action to address correctional facility staffing shortages by ensuring adequate hiring, reasonable overtime policies, and improved workplace protections for corrections officers; AND BE IT FURTHER

RESOLVED, that copies of this resolution be sent to the Honorable Kathy Hochul, Governor of New York State; members of the New York State Legislature; the New York State Department of Corrections and Community Supervision; and all others deemed necessary and proper.

Referred from Agriculture/Planning/Environment Committee

AGENDA ITEM NO. 12 – Amend 2025 Budget/Accept New York State Operating Assistance (STOA) SFY 2024-25 Additional “Clean Up"

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

ON MOTION OF HARBIN **RESOLUTION NO. 57-25**

Amend 2025 Budget/Accept New York State Operating Assistance (STOA) SFY 2024-25 Additional “Clean Up"

WHEREAS, the Public Transportation Bureau has sent vouchers to the New York State Comptroller that distributes the SFY 2024-2025 State Wide Mass Transportation Operating Assistance (STOA) “Clean Up” payments to the upstate formula bus systems; AND

WHEREAS, these payments distribute the remaining 2024-2025 STOA appropriation balances for the upstate formula bus systems; AND

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WHEREAS, Resolution No. 245-24 authorized Cortland County to amend the 2024 budget to fund an agreement with First Transit, Inc., dba Transdev, to provide public transportation services during the County's transition to Centro; AND

WHEREAS, Cortland County has received SFY 2024-2025 STOA "Clean-Up" funds in the amount of $302,042.50 from the New York State Department of Transportation under the State Wide Mass Transportation Operating Assistance, which will go back into the fund balance; NOW THEREFORE BE IT

RESOLVED, the 2025 budget be amended as follows:

Increase:

A563044-43589	MISC STATE TRANSPORTATION	$302,042.50
A390900	FUND BALANCE	$302,042.50

AGENDA ITEM NO. 13 – Authorization to Apply for Empire State Development (ESD) County Infrastructure Grant – Cortlandville Water Infrastructure Project – Planning Department

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

ON MOTION OF HARBIN **RESOLUTION NO. 58-25**

Authorization to Apply for Empire State Development (ESD) County Infrastructure Grant – Cortlandville Water Infrastructure Project – Planning Department

WHEREAS, Empire State Development (ESD) is offering a County Infrastructure Grant Program which provides funding to support infrastructure improvements that promote economic development, housing, and community well-being; AND

WHEREAS, Cortland County recognizes the importance of investing in critical infrastructure to support economic growth, housing, and public health; AND

WHEREAS, Empire State Development requires that the County apply for said grant funding directly or on behalf of any other municipalities within the County; AND

WHEREAS, the Town of Cortlandville has identified the need to develop a new groundwater supply well to enhance its water system's capacity; AND

WHEREAS, the Town of Cortlandville has agreed to contribute all local match associated with the grant; AND

WHEREAS, Cortland County seeks to apply for $1,000,000 in funding through Empire State Development County Infrastructure Grant Program on the Town of Cortlandville's behalf to assist in financing the development of the proposed water infrastructure project; NOW THEREFORE BE IT

RESOLVED, that the Chair of the Legislature, County Administrator and/or appropriate Department Head is hereby authorized and directed to file an application for the County Infrastructure Grant Program from Empire State Development.

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Referred from Health & Human Services Committee

AGENDA ITEM NO. 14 – Local Law 3 of 2025 - a Local Law Establishing Term Limits and Appointment Procedures for the Cortland County Community Services Board

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

ON MOTION OF VAN DEE **RESOLUTION NO. 59-25**

Local Law 3 of 2025 - a Local Law Establishing Term Limits and Appointment Procedures for the Cortland County Community Services Board

WHEREAS, the Section 41 (11) of the New York State Mental Hygiene Law states that "No person may serve as a member of a board of a subcommittee for more than two terms consecutively unless otherwise provided by local law"; AND

WHEREAS, it is the recommendation of the Health and Human Services Committee of the Cortland County Legislature to enact a local law to allow for an additional one-year term for Community Services Board members and/or its subcommittees, if approved and recommended by unanimous vote of the Community Services Board, upon a finding by the Cortland County Legislature that an extension is necessary for the effective operation of the Community Services Board; NOW THEREFORE

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

SECTION 1. LEGISLATIVE INTENT
Pursuant to the authority granted under the New York State Mental Hygiene Law, the Cortland County Legislature hereby establishes term limits and appointment procedures for the Cortland County Community Services Board to ensure effective governance and continuity of service.

SECTION 2. APPOINTMENTS AND TERMS OF SERVICE
A. Following the initial staggered terms as provided by law, each member of the Cortland County Community Services Board shall be appointed for a four-year term.
B. All terms shall commence on the first day of the year of the appointment.
C. Any vacancies occurring on the Community Services Board shall be filled for the remainder of the unexpired term.

SECTION 3. TERM LIMITS
A. No person may serve as a member of the Community Services Board or any of its subcommittees for more than two consecutive terms.
B. A former member who has reached the term limit may be reappointed after a minimum one-year absence from the Board or subcommittee.
C. Exceptions to the term limit may be made for one additional one-year term, if approved and recommended by unanimous vote of the Community Services Board, upon a finding by the Cortland County Legislature that an extension is necessary for the effective operation of the Community Services Board.

SECTION 4. EFFECTIVE DATE
This Local Law shall take effect upon filing with the Secretary of State in accordance with the provisions of the Municipal Home Rule Law.

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SECTION 5. SEVERABILITY
If any clause, sentence, paragraph, subdivision, or part of this Local Law, or the application thereof to any person, firm, or corporation, or circumstance, shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part thereof directly involved in the controversy in which such order or judgment shall have been rendered.

AGENDA ITEM NO. 15 – Appoint/Reappoint Community Services Board and Subcommittee Members - Mental Health Department

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

ON MOTION OF VAN DEE **RESOLUTION NO. 60-25**

Appoint/Reappoint Community Services Board and Subcommittee Members - Mental Health Department

WHEREAS, the Bylaws of the Cortland County Community Services Board (CSB), Article 3, Section 1, states that membership of the organization shall consist of (15) fifteen members appointed by the Cortland County Legislature, and Article 7, Section 1 states that the membership of the Mental Health (MH), Developmental Disabilities (DD) and Substance Use Disorder (SUD) Subcommittees shall consist of nine (9) members each, appointed by the Cortland County Legislature; AND

WHEREAS, a typical full term of each member of the Board and Subcommittees shall be four years except when completing the term created by a member resignation or death; AND

WHEREAS, members may serve for a maximum of two consecutive terms unless no recruitment is available; AND

WHEREAS, individuals have been nominated to fill vacancies on the Community Services Board and all the Subcommittees; NOW THEREFORE BE IT

RESOLVED, that the following members be and hereby are appointed / reappointed to the Cortland County Community Services Board and three Subcommittees for terms beginning March 27, 2025, and ending as reflected below:

COMMUNITY SERVICES BOARD (CSB):

APPOINT:

Alaina Zapf, Psy.D.	9 Forrest Ave, Cortland NY, 13045	Medical - Psychologist	12/31/2028
Michele Gravel	16 Lora Lane, Homer NY, 13077	IDD Agency	12/31/2028

REAPPOINT:

Alexandra Mikowski	98 Owego St, Cortland NY, 13045	Advocacy Agency	12/31/2028
***Kathryn Reynolds	4385 Cosmos Hill Rd., Cortland NY, 13045	Ret. CSE/Therapy dog	12/31/2025

***Special Term - one year extension - 12/31/2025**

MENTAL HEALTH SUBCOMMITTEE (MH):

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APPOINT:

Alaina Zapf, Psy.D.	9 Forrest Ave, Cortland NY 13045	Medical - Psychologist	12/31/2028

REAPPOINT:

Christopher Bergene	795 Pheasant Run, Cortland NY, 13045	State Agency - Children	12/31/2028

SUBSTANCE USE DISORDER SUBCOMMITTEE (SUD)

REAPPOINT:

Amanda Howlett	2719 State Route 26, Cincinnatus NY 13040	Agency and Works with Homeless Population	12/31/2028

DEVELOPMENTAL DISABILITIES SUBCOMMITTEE (DD)

APPOINT:

Michele Gravel	16 Lora Lane, Homer NY, 13077	IDD Agency	12/31/2028

AGENDA ITEM NO. 16 – Abolish Sr. Case Aide/Create Social Welfare Examiner - Department of Social Services

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

ON MOTION OF VAN DEE **RESOLUTION NO. 61-25**

Abolish Sr. Case Aide/Create Social Welfare Examiner - Department of Social Services

WHEREAS, the needs of the Department of Social Services will be better served by abolishing one (1) position of Senior Case Aide, and creating one (1) position of Social Welfare Examiner; 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 Case Aide (Grade 10, CSEA, $20.1738-$25.5349/hr, competitive class, full time with benefits) be abolished effective March 27, 2025; AND BE IT FURTHER

RESOLVED, that one (1) position of Social Welfare Examiner (Grade 12, CSEA $21.4940-$27.2060/hr, competitive class, full time with benefits) be created with permission to fill effective March 28, 2025.

AGENDA ITEM NO. 17 – Create Part Time Public Health Educator - Health Department

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

ON MOTION OF VAN DEE **RESOLUTION NO. 62-25**

Create Part Time Public Health Educator - Health Department

WHEREAS, the needs of the agency will be better served by creating one part-time position of Public Health Educator; AND

WHEREAS, the Health and Human Services Committee recommends the creation of this position, which is 100% grant funded; NOW THEREFORE, BE IT

RESOLVED, that one part-time position of Public Health Educator (Grade 18, 26.3374-33.3363/hr, CSEA, non-competitive class, part-time, 17 hrs/week, no benefits), be created with approval to fill on March 27, 2025; AND BE IT FURTHER

RESOLVED, that the position shall be abolished upon termination of the grant funding for the position.

AGENDA ITEM NO. 18 – Authorize Agreement Hearing Officer Services - Health Department

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

ON MOTION OF VAN DEE **RESOLUTION NO. 63-25**

Authorize Agreement Hearing Officer Services - Health Department

WHEREAS, Cortland County requires a Hearing Officer to preside in cases for enforcement of the NYS Public Health Law, NYS Sanitary Code and the Cortland County Sanitary Code; AND

WHEREAS, Johnathan Wood, of 170 Myers Road, Lansing, New York, and Robert Spitzer, of 5333 Center St., Williamsburg, VA 23188 14882, will provide the services as necessary to meet the needs at a fee of $200 per hour; AND

WHEREAS, monies for the above services are budgeted in Contracted Agencies expenditure account A40125.54815.EH; AND

WHEREAS, the term for this agreement shall be from April 1, 2025 to March 31, 2027; AND

WHEREAS, this agreement shall include a ninety (90) day extension clause allowing the agreement to be extended until June 30, 2027 if a successor agreement is not executed by March 31, 2027; NOW THEREFORE BE IT

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RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, are hereby authorized to execute agreements for the provision of said services.

AGENDA ITEM NO. 19 – Accept Funds HUD Healthy Homes Production Grant - Health Department

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

ON MOTION OF VAN DEE **RESOLUTION NO. 64-25**

Accept Funds HUD Healthy Homes Production Grant - Health Department

WHEREAS, The U.S. Department of Housing and Urban Development (HUD has awarded $1,933,255.30 to the Cortland County Health Department; AND

WHEREAS, these funds will be used to address multiple childhood diseases and injuries in the home by focusing on housing-related hazards in a coordinated fashion. The program will expand the Health Department's efforts to address a variety of high-priority environmental health and safety hazards; AND

WHEREAS, the Cortland County Health Department will partner and contract with CAPCO and RHI to help facilitate the grant deliverables; NOW THEREFORE BE IT,

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute all documents related to the HUD Health Homes Production Grant; AND BE IT FURTHER

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

Increase Revenue:

A40115.44401.HUD	PUBLIC HEALTH - FEDERAL	$1,933,255.30

Increase Expenditure:

A40115.51005.HUD	PERSONAL SERV	$62,131.48
A40115.54815.HUD	CONTRACTED SERVICES	$1,843,148.77
A40115.58020.HUD	RETIREMENT	$8,698.41
A40115.58030.HUD	FICA	$4,753.06
A40115.58060.HUD	HEALTH INS	$14,523.58

AGENDA ITEM NO. 20 – Amend 2024 Budget Pre-K Tuition Costs - Health Department

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

ON MOTION OF VAN DEE **RESOLUTION NO. 65-25**

Amend 2024 Budget Pre-K Tuition Costs - Health Department

WHEREAS, Cortland County's Pre-K Program, a mandatory program in which the County is required to pay for preschool services to children ages 3-5 with developmental disabilities, requires a budget amendment to the 2024 County budget to cover the increased costs of these services; AND

WHEREAS, due to the increase in the NYS rate of tuition and an increase in children requiring higher needs and more services, our PREK budget accounts are short on funding in 2024 in the amount of $124,924; AND

WHEREAS, the Health Department can reallocate $36,505 of the required amount but will need an additional $88,419 to cover the 2024 expenses; NOW THEREFORE BE IT

RESOLVED, the 2024 adopted budget is hereby amended as follows:

Increase Expenditure:

A40465.54445.PREK	PREK TUITION	$124,924

Decrease Expenditure:

A40465.51010.PREK	PART TIME PAY	($6,712)
A40465.54015.PREK	MAINT AGRMT	($2,832)
A40465.58020.PREK	RETIREMENT	($1,723)
A40465.58030.PREK	FICA	($4,027)
A40595.51005.4052	PERS SERV	($10,017)
A40595.54045.4052	TRAVEL	($2,283)
A40595.58060.4052	HEALTH INS	($3,745)
A40595.58020.4055	RETIREMENT	($2,623)
A40595.58030.4055	FICA	($2,543)

AGENDA ITEM NO. 21 – Accept Funds Performance Incentive Initiative 2024-Health Department

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

ON MOTION OF VAN DEE **RESOLUTION NO. 66-25**

Accept Funds Performance Incentive Initiative 2024-Health Department

WHEREAS, the New York State Dept. of Health has awarded the Cortland County Health Dept.

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$20,286 for the 2024 Article Six Year 12 Performance Incentive; AND

WHEREAS, these funds will be used to support costs associated with chronic disease prevention focusing specifically on implementation of active community strategies for promoting physical activity; NOW THEREFORE BE IT

RESOLVED, the 2025 adopted budget is hereby amended as follows:

Increase Expenditure:

A40105.54060.4000	Advertising	$20,286

Increase Revenue:

A40105.43401.4000	Public Health State Aid	$20,286

Referred from Finance & Administration Committee

AGENDA ITEM NO. 22 – Amend 2025 Budget - Retiree Health Insurance

RESULT:	**ADOPTED [16 TO 1]**
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Ronald J. Van Dee, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch
NAYS:	Paul Heider

ON MOTION OF BISCHOFF **RESOLUTION NO. 67-25**

Amend 2025 Budget - Retiree Health Insurance

WHEREAS, in reviewing the 2025 Budget, it has been noted that the estimated County share of retiree health insurance is under budgeted; AND

WHEREAS, after reviewing the 2025 budget, it has been determined the County share of retiree health insurance needs to be increased; NOW THEREFORE BE IT

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

Increase:

A90605.58060	Health Ins	$2,300,000
A.359900	Appropriated Fund Balance	$2,300,000

AGENDA ITEM NO. 23 – Local Law 4 of 2025 - a Local Law to Repeal Local Law 7 of 2024, a Local Law Overriding Tax Levy Limit for Fiscal Year 2025

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 68-25**

Local Law 4 of 2025 - a Local Law to Repeal Local Law 7 of 2024, a Local Law Overriding Tax Levy Limit for Fiscal Year 2025

WHEREAS, the New York State Legislature enacted General Municipal Law §3-c, which establishes a limit upon real property tax levies by local governments; AND

WHEREAS, pursuant to General Municipal Law §3-c (5), a local government may adopt a budget in excess of the tax levy limit only if the governing body of such local government first enacts a local law to override the tax levy limit for the coming fiscal year only; AND

WHEREAS, the Cortland County legislature adopted the 2025 property tax cap override with Resolution No. 212-24 (Local Law No. 7 of 2024) on October 24, 2024; AND

WHEREAS, New York State law requires the repealing of said override if the County is under the property tax cap to assure that county residents receive a Property Tax Cap refund check; AND

WHEREAS, the proposed Local Law has sat on Legislator's desks for seven days, and a public hearing was held on March 27, 2025; NOW THEREFORE

BE IT ENACTED, by the Cortland County Legislature, Local Law 4 of 2025 - a Local Law to Repeal Local Law 7 of 2024, a Local Law Overriding Tax Levy Limit for Fiscal Year 2025, effective upon filing with the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.

AGENDA ITEM NO. 24 – Resolution Authorizing the County to Issue Notice of Termination of Sales Tax Agreement with the City of Cortland

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 69-25**

Resolution Authorizing the County to Issue Notice of Termination of Sales Tax Agreement with the City of Cortland

WHEREAS, the existing Sales Tax Agreement between Cortland County and the City of Cortland, entered into on August 9, 2018, is set to continue through December 31, 2028, with an allowance for either party to terminate the agreement after June 1, 2023, upon providing six (6) months' notice and obtaining a two-thirds (2/3) majority vote of its governing board, as stated in the agreement; AND

WHEREAS, the City of Cortland Common Council previously adopted Resolution No. 62 on

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May 21, 2024, issuing notice of intent to terminate the existing sales tax agreement effective November 21, 2024, for the purpose of renegotiating a new agreement with the County of Cortland, but later rescinded that notice through Resolution No. 125 of 2024, adopted on October 15, 2024; AND

WHEREAS, Cortland County bears the responsibility of providing numerous state-mandated services, placing a significant financial burden on the County, and seeks a more equitable distribution of sales tax revenue that better reflects the needs and obligations of the County government; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 37-24 authorizing the creation of and appointment of members to the Cortland County Sales Tax Review Sharing Committee; AND

WHEREAS, the Cortland County Sales Tax Sharing Review Committee has recommended that the County issue a formal six-month notice of termination of the existing Sales Tax Agreement in accordance with the contractual provisions, in order to facilitate meaningful negotiations with the City of Cortland regarding a new agreement; AND

WHEREAS, the Sales Tax Sharing Review Committee further recommends that two members of the Committee be designated to participate in discussions with the City of Cortland as part of the negotiation process; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the formal six-month notice of termination of the existing Sales Tax Agreement between Cortland County and the City of Cortland, as permitted under the contract, in order to facilitate meaningful negotiations with the City of Cortland regarding a new agreement; AND BE IT FURTHER

RESOLVED, that the following two members of the Cortland County Sales Tax Sharing Review Committee shall be designated and are hereby authorized to engage in discussions with the City of Cortland and take all necessary steps to facilitate these negotiations:

Paul Heider & Cathy Bischoff

; AND BE IT FURTHER

RESOLVED, that this Resolution be and hereby is effective March 28, 2025; AND BE IT FURTHER

RESOLVED, that a copy of this resolution be provided to the Mayor of the City of Cortland, the City Common Council, and all relevant County and municipal officials.

Referred from Buildings and Grounds Continued

Mr. Harbin MADE A MOTION TO SUSPEND THE RULES OF ORDER to entertain to resolutions referred from the Buildings and Grounds Committee, Mr. Nauseef SECONDED THE MOTION, and, upon unanimous voice vote of members present, MOTION CARRIED.

AGENDA ITEM NO. 25 – Authorize Execution of Agreements for the Remaining Projects Funded through the State And Municipal (SAM) Grant Award for Improvements at the Cortland County Courthouse

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

ON MOTION OF HEIDER **RESOLUTION NO. 70-25**

Authorize Execution of Agreements for the Remaining Projects Funded through the State And Municipal (SAM) Grant Award for Improvements at the Cortland County Courthouse

WHEREAS, Cortland County was awarded a State and Municipal Facilities Program (SAM) Grant in the amount of $2,396,000 through the advocacy of Assemblymember Anna Kelles to fund exterior improvements to the Cortland County Courthouse; AND

WHEREAS, most of the projects funded by this grant have been successfully completed, but some work remains to be finished to fully utilize the awarded funds and meet the grant's objectives; AND

WHEREAS, it is necessary to authorize the execution of all required agreements and documents to complete the remaining work and ensure compliance with the SAM Grant requirements; NOW THEREFORE BE IT

RESOLVED, that the County Administrator and/or the Chair of the Cortland County Legislature is hereby authorized to execute all necessary documents and enter into any and all agreements required to complete the remaining improvement projects at the Cortland County Courthouse funded through the SAM Grant.

AGENDA ITEM NO. 26 – Authorize Acceptance of Community Resiliency, Economic Sustainability, and Technology Program (CREST) Grant Award from Assemblymember Kelles for HVAC Upgrades at the Cortland County Courthouse

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

ON MOTION OF HEIDER **RESOLUTION NO. 71-25**

Authorize Acceptance of Community Resiliency, Economic Sustainability, and Technology Program (CREST) Grant Award from Assemblymember Kelles for HVAC Upgrades at the Cortland County Courthouse

WHEREAS, Cortland County has been awarded $2.2 million in funding through the Community Resiliency, Economic Sustainability, and Technology Program (CREST) Grant Program, administered by the New York State Assembly, to support projects that enhance community infrastructure and sustainability; AND

WHEREAS, this funding has been secured through the advocacy of Assemblymember Anna Kelles and is designated for HVAC system upgrades at the Cortland County Courthouse to improve energy efficiency, air quality, and climate control within the facility; AND

WHEREAS, it is necessary to authorize the execution of all required agreements and documents

Minutes Acceptance: Minutes of Mar 27, 2025 6:00 PM (Approval of Minutes)

to ensure the successful implementation of the HVAC upgrade project; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby accepts the CREST Grant Award from Assemblymember Anna Kelles for the HVAC upgrade project at the Cortland County Courthouse; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or the Chair of the Cortland County Legislature is hereby authorized to execute all necessary documents and enter into any and all agreements required to complete the HVAC upgrade project funded through the CREST Grant Program, in accordance with state guidelines; AND BE IT FURTHER

RESOLVED, that the 2025 Budget be amended as follows:

INCREASE:

HH16205.52320.CHINT	Building Improvements	$2,200,000
HH16205.43097.CHINT	State Aid Capital Projects	$2,200,000

; 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.

Executive Session

Mr. Nauseef MADE A MOTION to enter into executive session for matters leading to the appointment or removal of a particular person, Mr. Harbin SECONDED THE MOTION, and, upon unanimous voice vote of members present, MOTION CARRIED.

An executive session was held from 7:04 PM to 7:45 PM, at which time Mr. Harbin MADE A MOTION to exit executive session, Mr. Nauseef SECONDED THE MOTION, and, upon unanimous voice vote of members present, MOTION CARRIED.

Announcements

Adjournment

The meeting was closed at 7:46 PM

Minutes Acceptance: Minutes of Mar 27, 2025 6:00 PM (Approval of Minutes)

Cortland County Proclamation

Proclaiming May 2025 as Foster Parent Month in Cortland County

WHEREAS, foster parents provide a consistent and compassionate environment for children in need of interim homes in Cortland County; AND

WHEREAS, the love and sensitivity of foster parents assists numerous Cortland County children in feeling safe until permanent family life is established; AND

WHEREAS, certified foster parents have continued to open their hearts and homes to children experiencing increased levels of trauma whose families are unable to provide the care and supervision they need; AND

WHEREAS, the citizens of Cortland County express their appreciation for the faithful service of the forty-three families in our County; NOW THEREFORE BE IT

RESOLVED, that I, Kevin Fitch, Chair of the Cortland County Legislature on behalf of the Legislature, do hereby proclaim the month of May, 2025, as **FOSTER PARENT MONTH** in Cortland County. I urge every resident to recognize the need they fill and incredible service that Foster Parents provide in our community.

IN WITNESS WHEREOF, I have hereunto set my hand this 24th day of April, 2025.

Kevin Fitch, Chair
Cortland County Legislature

Attachment: Foster Parent Month 2025 (12988 : Foster Parent Month Proclamation)

THE GRACE SPACE & Social Determinants of Health

February 4 - April 16, 2025

Published by the Rural Health Institute
Updated April 22, 2025

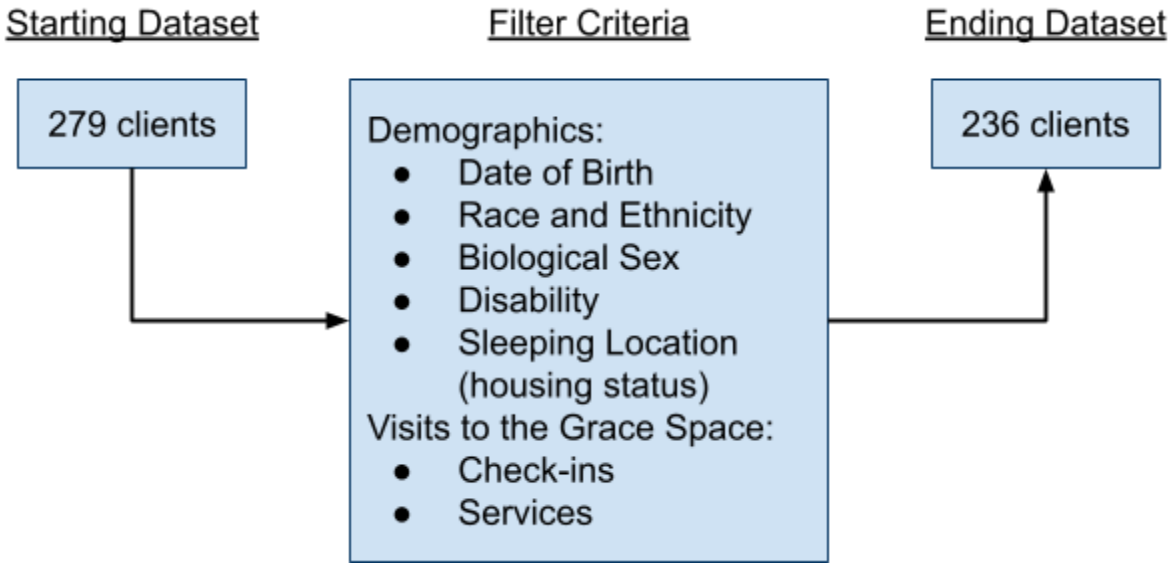
Data Overview:

The data discussed in this report are pulled from the intake form, completed by clients of the Grace Space. The data were pulled on April 16th, so no data more recent than then is included in this update. There were 279 total entries in this data set, but a number of them were removed during data cleaning, as they lacked key pieces of information that will be included in this analysis. The following analysis reviews client age, race and ethnicity, disability, and utilization of Grace Space. This data is supplemented with incident reports and referral data from Grace Space through April 16th, as reported by staff. The data also includes the results from a Social Determinants of Health (SDOH) survey, administered to 33 Grace Space clients from January 10th to February 14th, 2025.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

Data Cleaning

The following figure shows the elements by which the intake form data were sorted, as well as both the starting and ending number of clients in the dataset.



- Some of the names included in the starting dataset had no demographics or any documented visit to the Grace Space.
- In order to include as many clients as possible, client data was included if they had complete demographic information or if they had a documented visit to the Grace Space.
- For the incident reports, referrals, and SDOH survey, data cleaning was minimal; no entries were removed.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

Biological Sex of Clients

The following table shows the breakdown of the biological sex of clients, both the total number and each sex's percentage of the total.

Biological Sex	Number of Clients	Percentage of total
Female	52	34.67%
Male	98	65.33%

- Biological sex was used over gender because it was a more complete variable, meaning there were more clients who had chosen to respond to it.
- Since not all clients have shared their biological sex, this table does not include the full 236 clients in the dataset.
- Nationally, approximately 30% of unhoused people are female (National Alliance to End Homelessness, 2023).
- The SDOH survey did not collect information on biological sex.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

SDOH Survey: Other Demographics

The following table shows the breakdown of the time spent in Cortland County by respondents, followed by additional demographics of respondents.

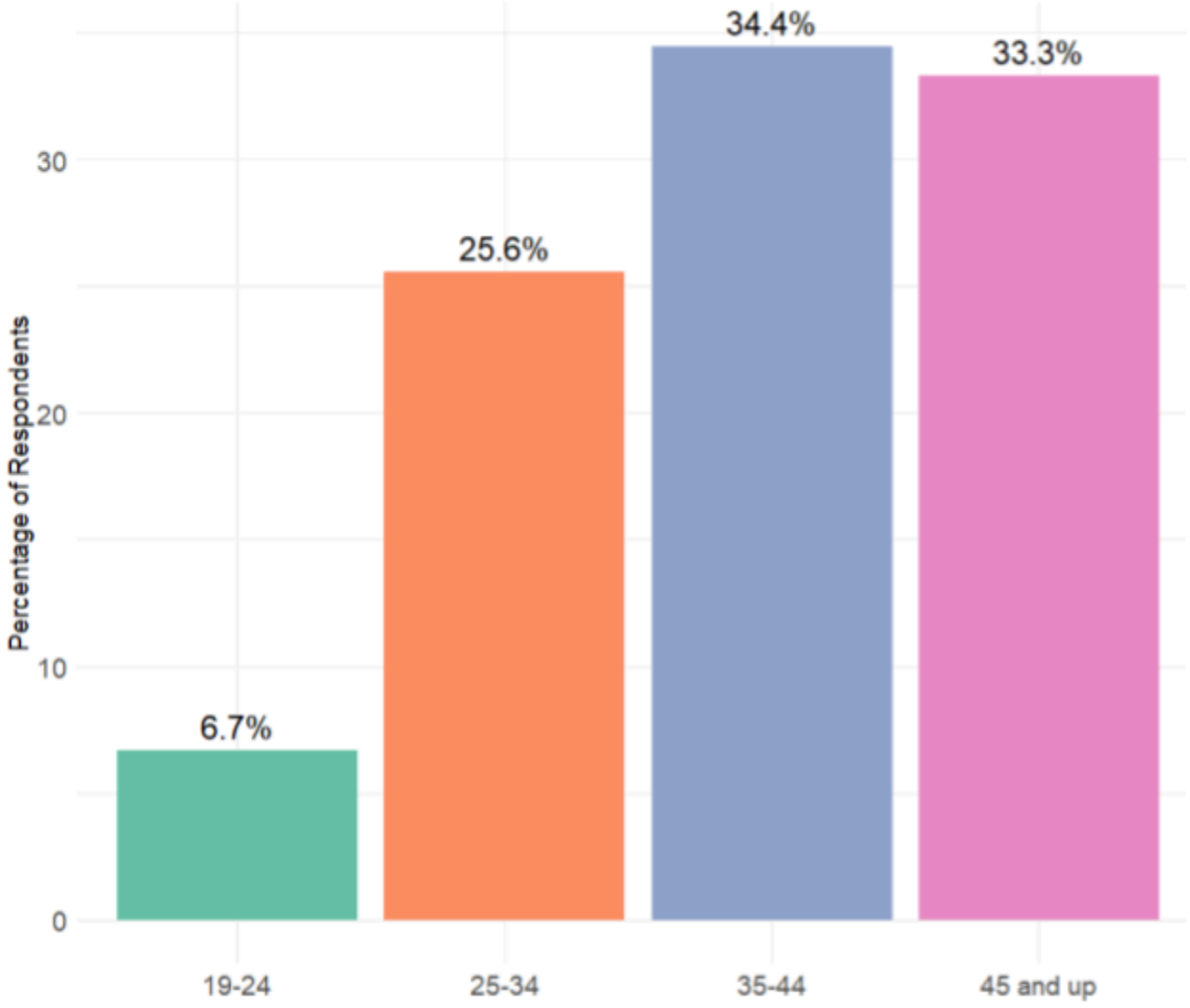
Time living in Cortland County	Percentage of total
More than 5 years	66.67%
Between 1 year and 5 years	27.27%
Less than 1 year	6.06%

- The majority of respondents, 69.70%, had no children, and of those who had children, the majority did not care for them day-to-day.
- The majority of respondents, 87.88%, are cisgender and heterosexual, while the remaining 12.12% are within the LGBTQ+ community.
- When asked what factors would most improve their quality of life, 51.51% of respondents selected “more stable housing”, followed by “access to education”, “more stable employment”, and “better support for substance use”.
- The majority of respondents, 48.48%, had no income, while 36.36% had government assistance as their primary income. The remaining 15.16% reported some form of employment.
- 39.39% reported actively seeking employment.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

Age Groups of Clients

The following figure shows the breakdown of the age groups clients, featuring the total count of clients within each age group.

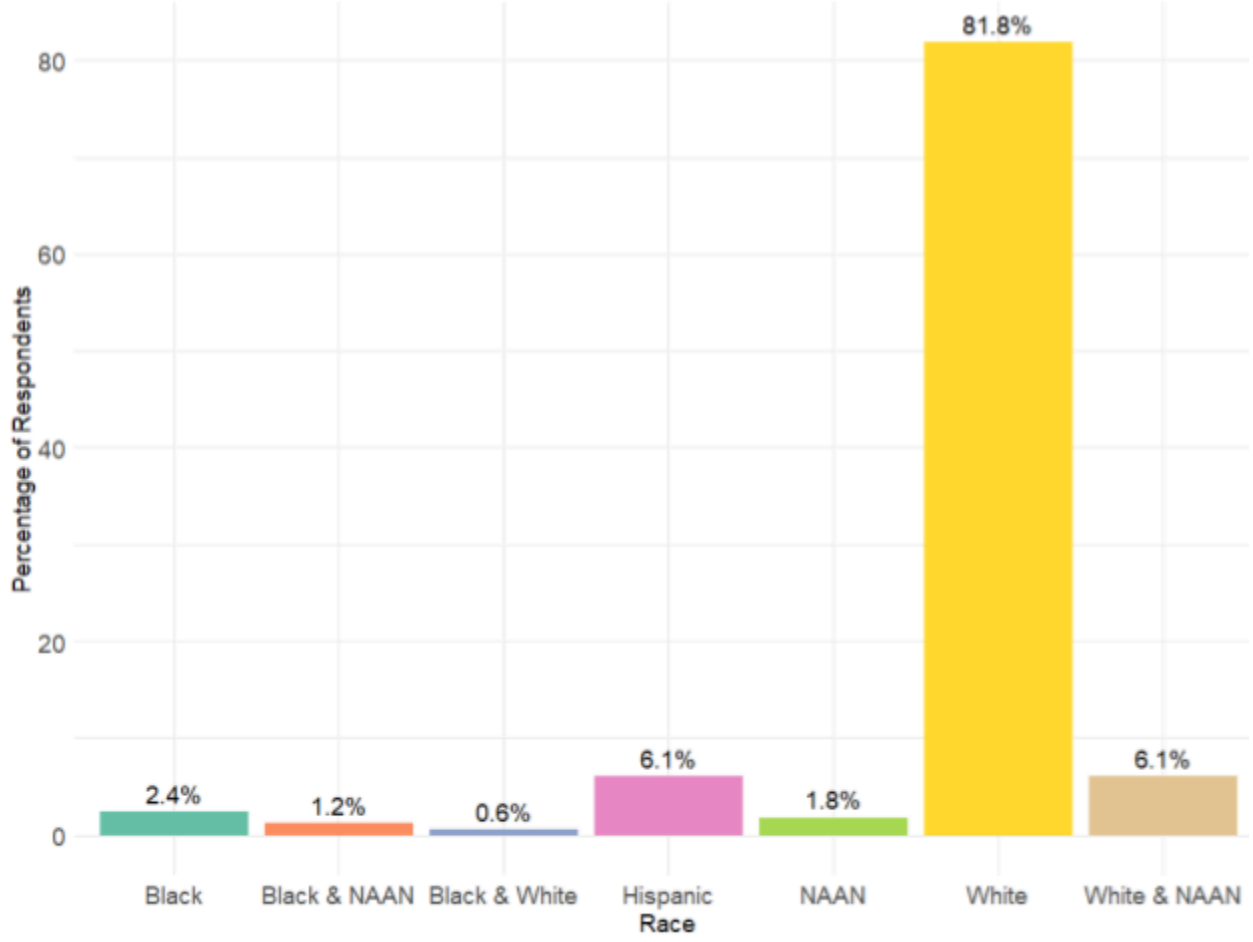


- The age group of each individual was calculated based on their provided day of birth.
- The most common age group was 35 - 44, while the least common was 19 - 24.
- This same trend was seen in the SDOH data.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

Race and Ethnicity of Clients

The following figure shows the breakdown of the race and ethnicity of clients.

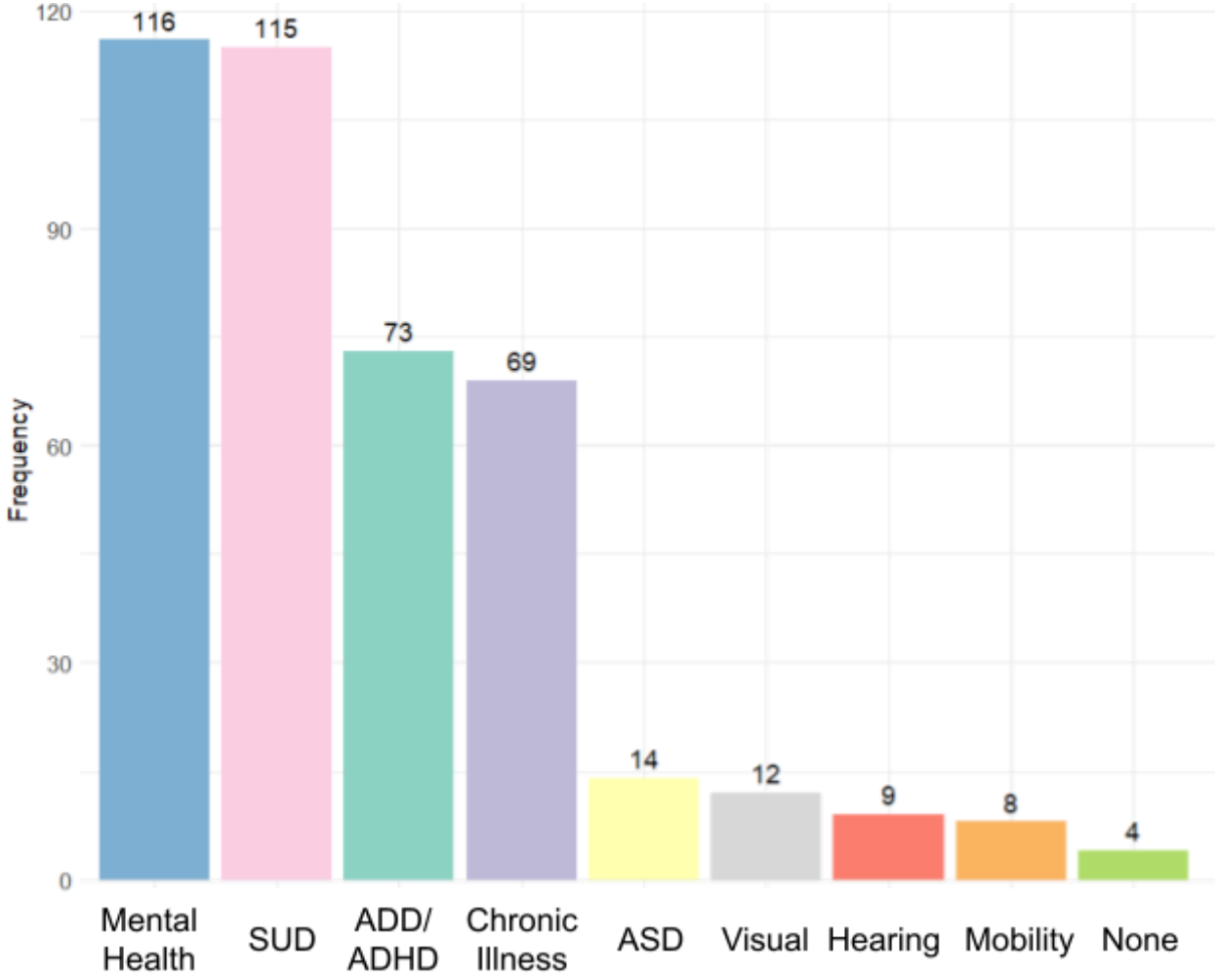


- In this figure, 'Native American and Alaskan Native' is shortened to NAAN.
- This data can also be rephrased to say that 18.2% of Grace Space's clients are not white-alone, while 81.8% are white-alone.
- In the SDOH data, 75.76% of respondents are white-alone, while 24.24% are not white-alone.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

Disabilities of Clients

The following figure shows the total number of clients who identified as having each of the listed disabilities or difficulties.

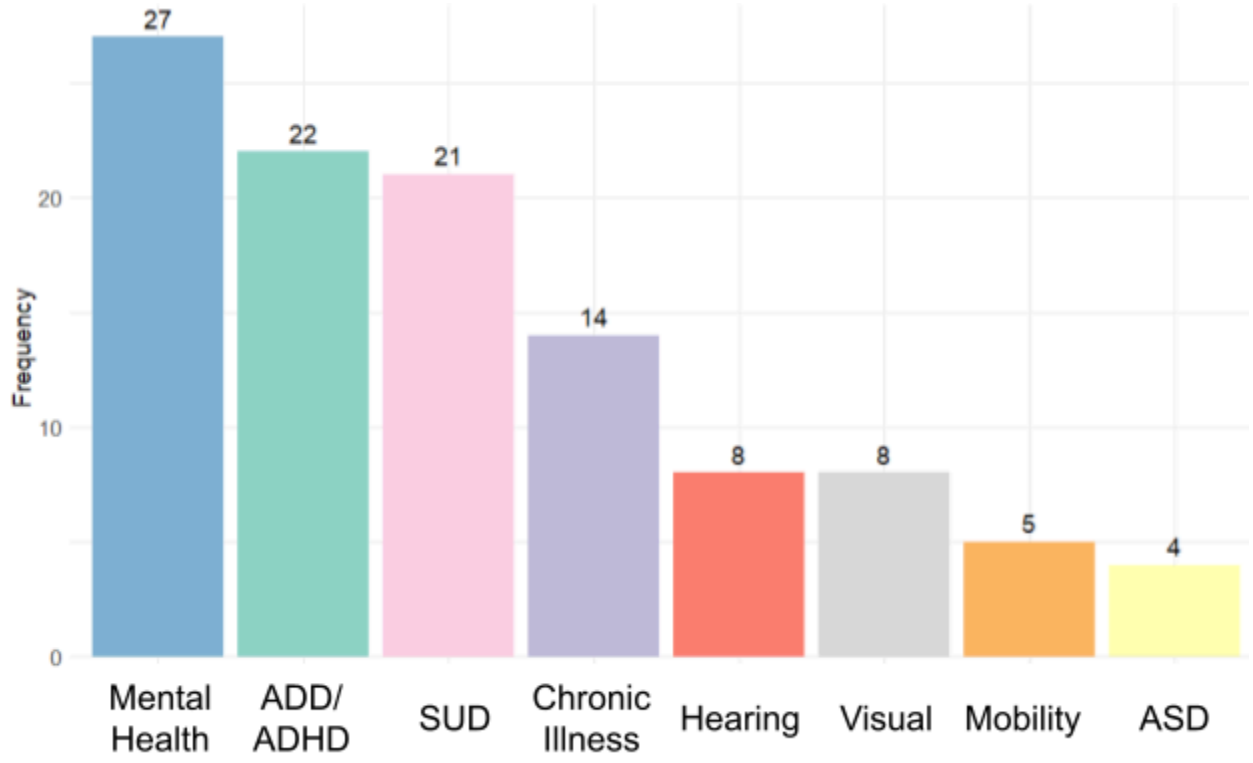


- The total number of disabilities is higher than the total number of clients, since clients were able to select all that applied.
- Only 4 clients indicated that they had no disability; the most common disabilities were mental health challenges and substance use disorder (SUD).

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

SDOH Survey: Disabilities

The following figure shows the total number of respondents who identified as having each of the listed disabilities or difficulties.

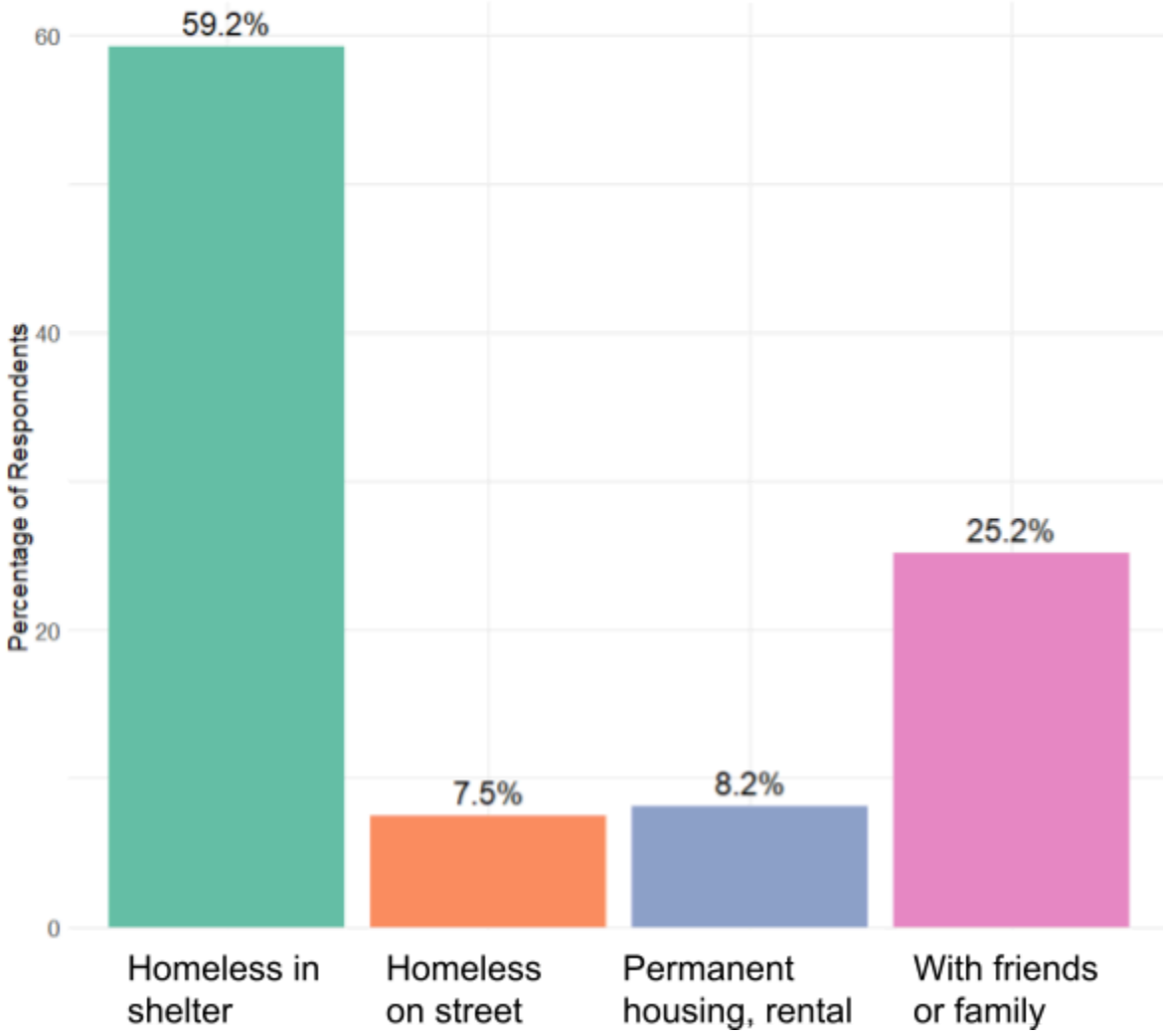


- The total number of disabilities is higher than the total number of clients, since clients were able to select all that applied.
- The most common disabilities were mental health challenges and ADD/ADHD, which does differ from the full Grace Space dataset.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

Housing Status

The following figure shows the breakdown of the housing status of clients.



- The majority of clients are homeless in shelters.
- Other housing statuses were suppressed due to low count, including transitional housing and residential substance use treatment.
- The SDOH predominately were homeless in shelter, with 24% in other housing situations.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

SDOH Survey: Housing Barriers

The following table shows the primary barriers to stable housing, according to respondents to the SDOH survey.

Housing Barriers	Number of Responses
Lack of appropriate housing	15
Cost of rent	13
Other	11
Criminal record	10
Sanctions	10
Mental health challenges	9
Substance use challenges	8
Discrimination	6
Missing documents	6
History of eviction	4

- The total number of barriers is higher than the total number of respondents, since respondents were able to select all that applied.
- Some of the responses to “other” included: domestic disputes and bureaucratic issues.
- 42% of respondents reported that this is their first time being homeless.
- 42% of respondents have been homeless for 1 to 3 years.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

Referrals to Services

The following table shows the number of referrals by type, including the total number of referrals.

Referral Type	Number of Referrals
Alcohol or Substance Use Services	29
Medical or Health Services	18
Housing Support	12
Case Management	3
Basic Living Needs	2
Financial or Entitlement Support	2
Mental Health or Psychosocial Support	1
Legal or Correctional Services	1
Total	72

- RHI staff made 72 referrals to 46 unique individuals. The highest category of referral is alcohol or substance use services. This data is from the same Feb 4 to April 16 timeframe as the rest of the data.
- Of these referrals, 41 resulted in the client receiving services, 22 are pending, and only 9 were closed without services being provided.
- There were 484 additional referrals made by visiting external service providers. The top categories of these referrals were focused on basic needs and substance use support. This data is from Nov 4 to April 16, as it's collected using a different tool than the rest of the data.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

Incidents by Type

The following table shows the number of incidents by type, including the total number of incidents.

Incident Type	Number of Incidents
Drug Use	32
Verbal Threat	20
Physical Fight/Conflict	14
Medical Emergency	14
Harassment	14
Non-responsive (non-emergency, non-overdose)	18
Theft	8
Sharps found	6
Mental Health Crisis	3
Overdose	2
Accidental Injury	1
Other	55
Total	164

- The incidents resulted in 2 narcan administrations, 33 calls to 911, and 26 first responder visits (7 EMS, 6 firefighters, 22 police). Of these visits, 6 involved multiple types of first responders. This data runs from November through April 16th.
- The sum of all incidents by type is not equal to the total number of incidents, because some incidents received more than one label.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

SDOH Survey: Healthcare Barriers

The following table shows the primary barriers to healthcare, according to respondents to the SDOH survey.

Healthcare Barriers	Number of Responses
Lack of transportation	13
Stress	13
Long wait times	7
Fear of inadequate care	7
Fear of discrimination	4
Other	4
Cost of services	3
Inability to get away from work	1
Lack of insurance	1
None	13

- The total number of barriers is higher than the total number of respondents, since respondents were able to select all that applied.
- There was no notable distribution in the reported frequency of healthcare visits. 30.30% said they rarely or never have a healthcare visit and 30.30% said they regularly (at least 4 times per year) have a healthcare visit.
- The majority, 78.79% said that they both wanted and received healthcare when necessary.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

SDOH Survey: Transportation Barriers

The following table shows the primary barriers to adequate transportation, according to respondents to the SDOH survey.

Transportation Barriers	Number of Responses
No access to a car	22
Cost of bus or gas	16
Bus routes/times don't match my needs	13
Environmental factors	7
Concerns about safety on buses	3
Disability	3
Other	1
None	1

- The total number of barriers is higher than the total number of respondents, since respondents were able to select all that applied.
- Walking alone was the most commonly reported mode of transportation at 39.39%, followed by walking and bus and walking and bicycle.
- Taxis and personal cars were uncommon.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

SDOH Survey: Internet Access

The following table shows the primary factors that would improve internet and cell phone access, according to respondents to the SDOH survey.

Internet Barriers	Number of Responses
Cellular service or data plan	18
Free public wifi	15
A device	10
An accessible device	1
Other	1
None	8

- The total number of barriers is higher than the total number of respondents, since respondents were able to select all that applied.
- The majority of respondents, 51.51%, have a smartphone with internet access through cell service, followed by 24.24% who have a smartphone with internet access only through wifi.
- 21.21% do not have a phone of any kind, while 3.03% have a basic cell phone.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

SDOH Survey: Food Security

The following tables show the primary sources of food and the primary barriers to food security, according to respondents to the SDOH survey.

Sources of Food	Number of Responses
Soup kitchen/meal service	29
Food pantry	24
Grocery store	12
Convenience or dollar store	5
Friends or family	2
Restaurant	1
Other	1
Don’t know where to get food	1

Barriers to Food Security	Number of Responses
No way to cook food	17
Lack of money	16
Lack of transportation	15
Hard to get healthy food near where they live	5
Other	5
None	4

- 63.64% said that they always or mostly have enough to eat, while, 9.09% said that they sometimes have enough to eat.
- 27.27% said that they rarely or never have enough to eat.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

SDOH Survey: Criminal Justice

The following table shows the primary causes for an unplanned law enforcement interaction, according to respondents to the SDOH survey.

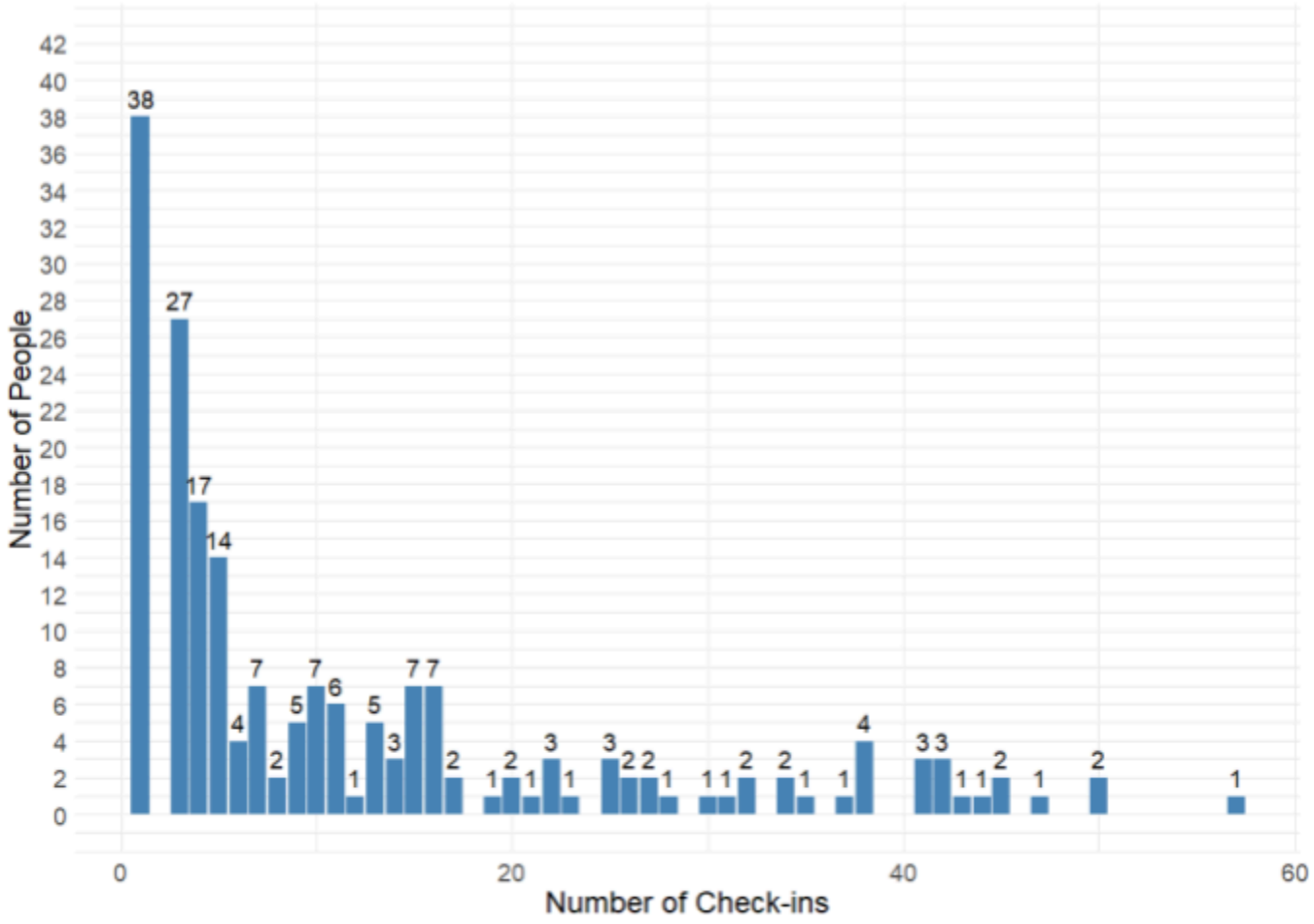
Cause for Law Enforcement Interaction	Number of Responses
Substance use or possession (including paraphernalia)	5
Loitering	3
Trespassing	3
Domestic violence	3
Assault	2
Other or unknown	10
None (no law enforcement interaction)	16

- The total number of causes is higher than the total number of respondents who had interactions, since respondents were able to select all that applied.
- 48.48% did not have any unplanned interaction with law enforcement in the past year, while 21.21% had an interaction between three months and a year ago, and 30.03% had had an interaction in the last three months.
- Of these interactions, 52.94% led to fines, citations, or tickets, while the remaining 47.06% led to no action being taken.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

Utilization of the Grace Space

The following figure shows the distribution of the number of times each client checked into the Grace Space.

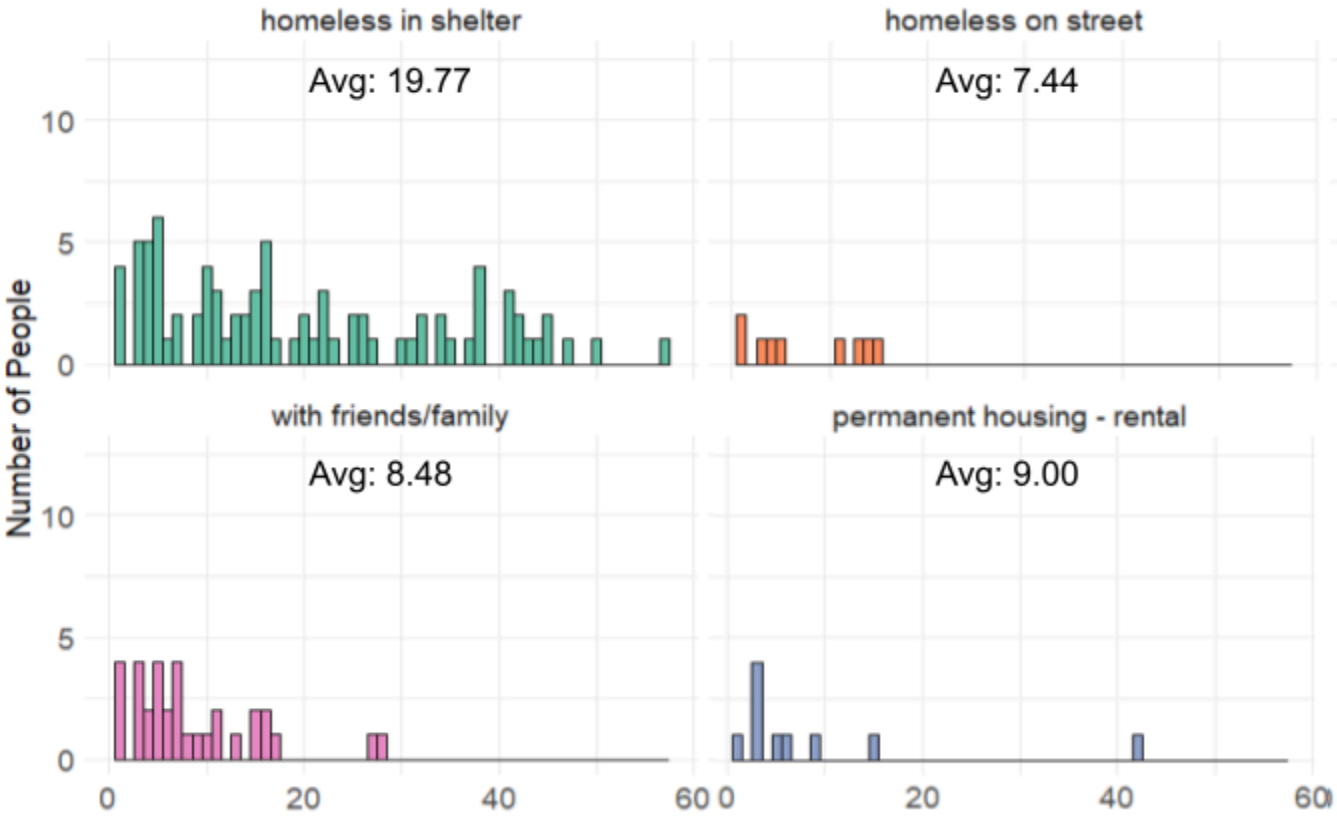


- The data collection began on February 4th and the Grace Space is open 5 days a week, meaning that there were 52 total days that clients could have checked into the Grace Space through April 16th.
- The average number of times for a client to visit the Grace Space was 11.96 and the highest number was 57; some clients checked in multiple times in a day.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

Utilization by Housing Status

The following figure shows the distribution of the number of times each client checked into the Grace Space, separated out by housing status.



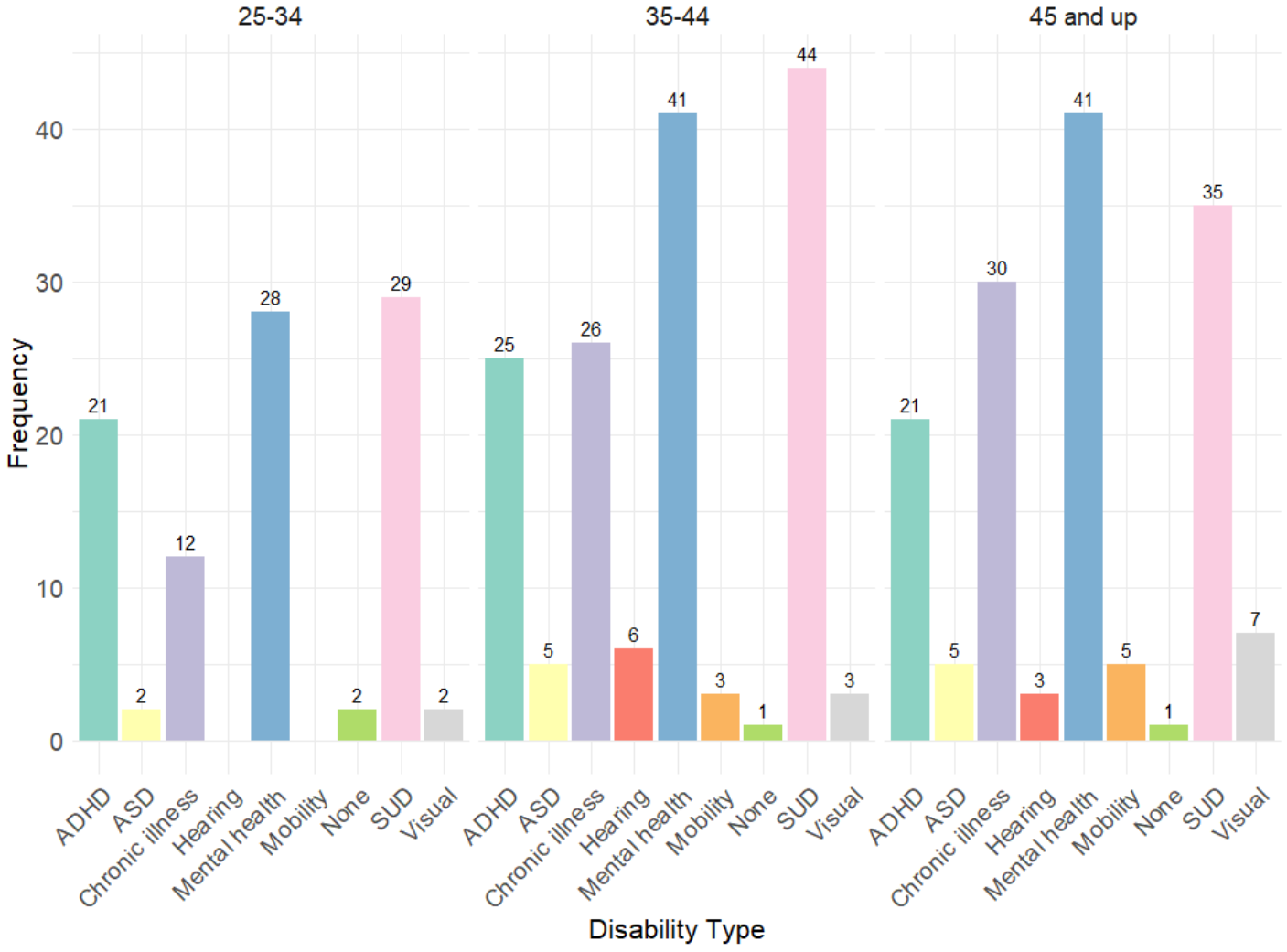
- Clients who did not provide their housing status or reported a status with few responses (i.e., transitional housing) were excluded.
- Clients living in shelters had the highest average number of visits to the Grace Space.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

Disabilities by Age Group

The following figure shows the total number of clients who identified as having each of the listed disabilities or difficulties, separated out by each age group.

Distribution of Reported Disabilities by Age Group



- The total number of disabilities is higher than the total number of clients, since clients were able to select all that applied. The 19 - 24 group is suppressed due to the low number of clients in that group.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

Number of Disabilities by Age

The following table shows both the number of clients in each age group and the average number of disabilities that the clients in that age group have.

Age Group	Number of Clients	Average Number of Disabilities
19 - 24	13	3.00
25 - 34	46	2.74
35 - 44	62	2.80
45 and up	56	2.90

- The average number of disabilities for each age group is above 1, indicating that individuals in all age groups experience multiple disabilities on average.
- While all age groups experience multiple disabilities on average, there is a slight upward trend in the average number of disabilities as age increases.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

Co-occurence of Disabilities

The following table shows the number of instances where someone who has one specific disability or difficulty also has another specific disability difficulty.

	SUD	Mental Health	ADD/ADHD	Chronic Illness
SUD	115			
Mental Health	93	116		
ADD/ ADHD	63	65	73	
Chronic Illness	54	63	35	69

- This table can be read by looking at the intersections of each condition, where the numbers represent how often two disabilities are reported together.
- The columns and rows for Visual, Hearing, ASD, and Mobility were suppressed, because those co-occurrences were potentially identifiable due to them having values below 10.
- Notable overlaps include the 93 instances of co-occurrence between Mental Health and SUD and the 65 instances between ADD/ADHD and Mental Health.

Attachment: Grace Space & SDOH - 4_16 (1) (12934 : Review of the Grace Space)

Public Health
Prevent. Promote. Protect.
Cortland County Health Department

Cortland County Health Department

ANNUAL REPORT 2024









Attachment: CCHD 2024 - Annual Report (12947 : CCHD 2024 Annual Report)

VISION

To promote health, prevent disease, injury, and disability while enhancing the quality of life within our community.

MISSION

Healthy People in a Healthy Community

VALUES

Leadership

We are recognized throughout the community for our integrity, advocacy, innovation and effective approach to public health.

Transparency

We maintain the highest levels of professionalism, accountability, honesty and fairness as responsible public health professionals.

Excellence

We have a strong commitment to quality and competency in order to provide optimal service to the community.

Collaboration

We develop, nurture, and leverage key partnerships throughout the community to improve health and support a strong public health system.

Inclusiveness

We promote a diverse culture that encourages inclusivity, collaboration, flexibility, and approachability.

Attachment: CCHD 2024 - Annual Report (12947 : CCHD 2024 Annual Report)

NOTE FROM THE PUBLIC HEALTH DIRECTOR

I am pleased to share the 2024 Cortland County Health Department's Annual Report with our community. As in previous years, the Annual Report continues to demonstrate the commitment of staff to ensure the people of Cortland County benefit from comprehensive, science and evidence-based public health practice, policy, services and programs.



In this report, we continue to share some of the essential work that we are doing to help support the health and wellness not only for Cortland County residents but also for those that visit our community. As we move through challenging and complex situations across the country, the Cortland County Health Department will remain constant and vigilant in our responsibility to protect the public's health and lead efforts to continue to improve the overall health and well-being of the community.

Collaboration with our community residents, stakeholders, and partners continues to be a crucial piece in helping the Health Department be successful and strengthen our ability to provide effective and efficient public health services and programs. I also want to express my gratitude and admiration to all of the Cortland County Health Department staff for their ongoing dedication to public health and the residents of Cortland County.

Sincerely,

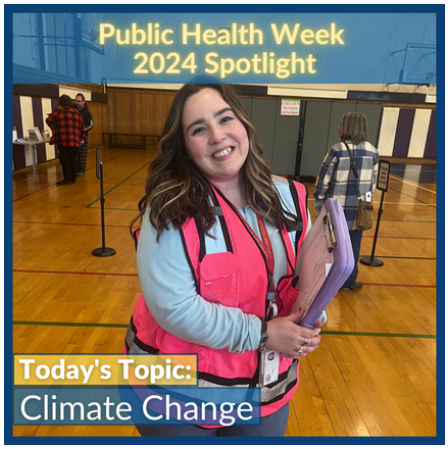
Nicole Anjeski, MS, MPH
Public Health Director

Attachment: CCHD 2024 - Annual Report (12947 : CCHD 2024 Annual Report)

PUBLIC HEALTH WEEK 2024

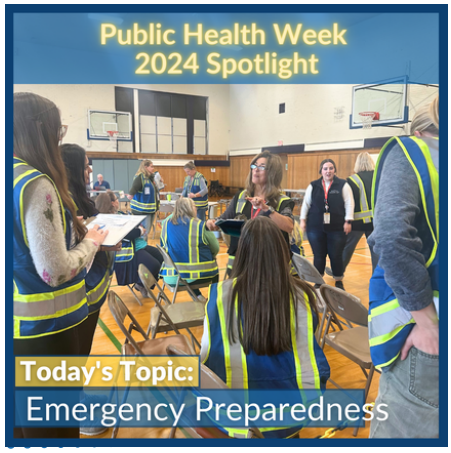
The American Public Health Association celebrates National Public Health Week the first week in April each year. National public health week recognizes the contributions public health makes globally, nationally, and locally the improve health.

The 2024 National Public Health week theme was *Protecting, Connecting and Thriving: We Are All Public Health.* Each day, CCHD highlighted our divisions, as well as a program that aligned with the daily theme. We highlighted: how climate change has impacted animal habitats and how ou Environmental Health Division responds to rabies control, our Healthy Neighborhoods Progra working to make our homes healthier, the innovative technology that has been implemented b our Children with Special Needs Division, the yearly drills implemented by our Emergency Preparedness Team, the education our Nursing Division provides related to STIs, and the work our Public Health Fellows have completed as the "future of public health."













Attachment: CCHD 2024 - Annual Report (12947 : CCHD 2024 Annual Report)

STAFF



Administration



Children with Special Needs



Environmental Health



Health Education



Nursing & Public Health Fellows

Nicki Anjeski, Marissa Archer, Missi Babcock, Anna Bennett, Margaret Broderick, Jhenelle Clark, Kelli Cobb, Nancy Colasurdo, Hannah Commins, Brooke D'Agostino, Maria DeRado, Rhonda Fitzpatrick, Derek Green, Beth Green, Paul Gugerty, Jenn Hamilton, Scarlett Head, Jennifer Hillman, Courtney Johnson, Kathleen Jorgensen, Nikki Koekebacker, ReBecca Main, Courtney Maxson, Maureen McDermott-Mulherin, Lisa McGee, Cheryl Mrozowski, Adrienne Nadge, Liz Nichols, Suzanne Osterhoudt, Katee Padbury, Hinal Patel, Lisa Perfetti, Laura Pforter, Chris Quinlan, Regina Reinschmidt, Jeannine Reyngoudt, Sandra Rivera, Mike Ryan, Lisa Schmitt-Bacani, Kathy Smith, Pam Stanton, Rose Walsh, Don Ware, and Ianthe Warner

BOARD OF HEALTH

Medical Consultant

Douglas MacQueen, MD, MS, FIDSA

Board of Health

Bonni C. Hodges PhD (President)
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Marisa Clifford, DMD
Matthew Noble, DO
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Mary Wright, RN
Ronald VanDee (Legislator)
Cheryl Mrozowski (Secretary)

Attachment: CCHD 2024 - Annual Report (12947 : CCHD 2024 Annual Report)

EMPLOYEE ENGAGEMENT

In 2023, CCHD staff established the 3Cheers! Committee with the goal of strengthening employee morale and workforce culture through appreciation, recognition, and engagement. 3Cheers! hosted a variety of employee engagement initiatives throughout 2024.

3Cheers!
Appreciate. Recognize. Engage.

Goals of the 3Cheers! Committee:

- Strategic Plan Priority #1; Goal 1.2: Build a Supportive Work Environment.
- Workforce Development Plan Goal #2: Build a Supportive Work Environment.

Funding:

- The 3Cheers! Committee is funded until 2027 through the CDC Public Health Infrastructure Grant.
- The PHIG grant has also funded furniture and break room upgrades.











Attachment: CCHD 2024 - Annual Report (12947 : CCHD 2024 Annual Report)

Cortland County Health Department Performance Management 2024

CCHD's Performance Management System (PMS) tracks if our community (Community Health Improvement Plan), organizational (CCHD Strategic Plan), and program level initiatives are being implemented as planned and producing measurable results. Additionally, the PMS will be used in 2025 to evaluate if what we did actually contributed to meeting departmental and community health objectives and goals (did what we do actually work?)

CCHD Strategic Plan

An organizational level plan for CCHD that outlines ways, as an organization, we will address the highest organizational priorities over the next three years. Priorities are selected based on an "environmental scan" of internal programmatic data, employee surveys, and input from partnering agencies. The Strategic Plan is closely related to the CHIP, as the priorities selected for the Strategic Plan, will ideally place the department in the best possible position to address the health problems outlined in the CHIP.

Community Health Improvement Plan

A collaborative community level plan between CCHD, Guthrie Cortland Medical Center, and many other partnering agencies that outlines the ways, as a community, the highest priority health problems will be addressed over the next three years. Priorities are selected based on the Community Health Assessment which included community feedback and partner prioritization. Many interventions for the CHIP are tracked via the Community Health Improvement Plan data processes, but not all. Additionally, many CCHD program are incorporated into the CHIP.

CCHD Programs

CCHD programmatic performance management data is tracked internally by each CCHD program. This data is reported monthly to the Board of Health and reports are available publicly on the CCHD website. If there is interest in specific data for a health department related program please contact Hinal Patel: hpatel@cortlandcountny.gov

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Cortland County Health Department Strategic Plan

Priority #1:

Public Health Workforce

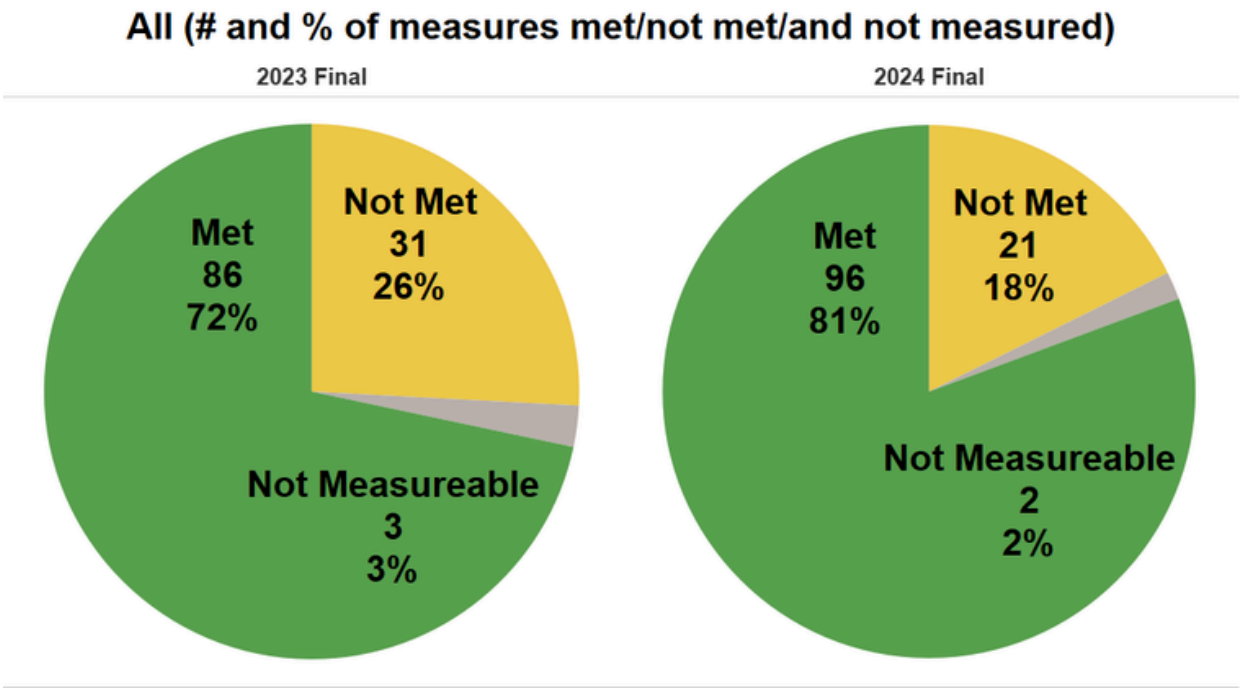
Priority #2:

Communication

Priority #3:

Collaboration

- 81% of year-end targets established by the Accreditation Team were met in 2024 compared to 72% in 2023.
- Not meeting a target can indicate lack of resources availability/staff time, staff/leadership buy-in, or other barriers.



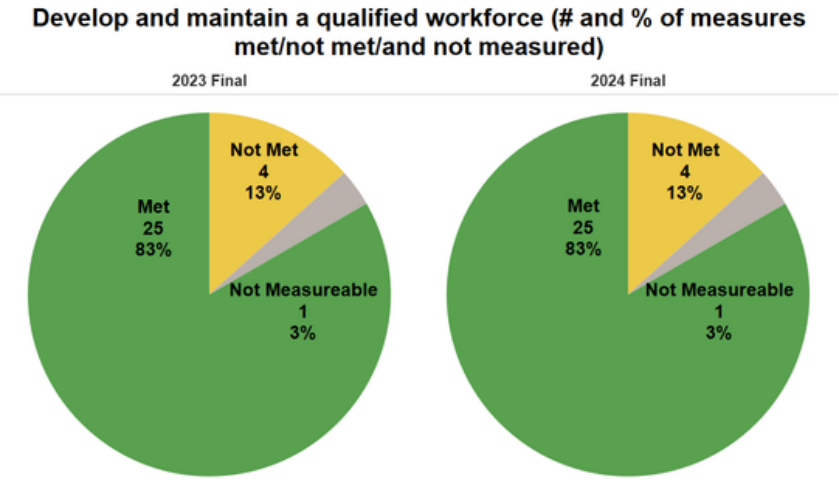
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Goal: Develop and Maintain a Qualified & Diverse Workforce

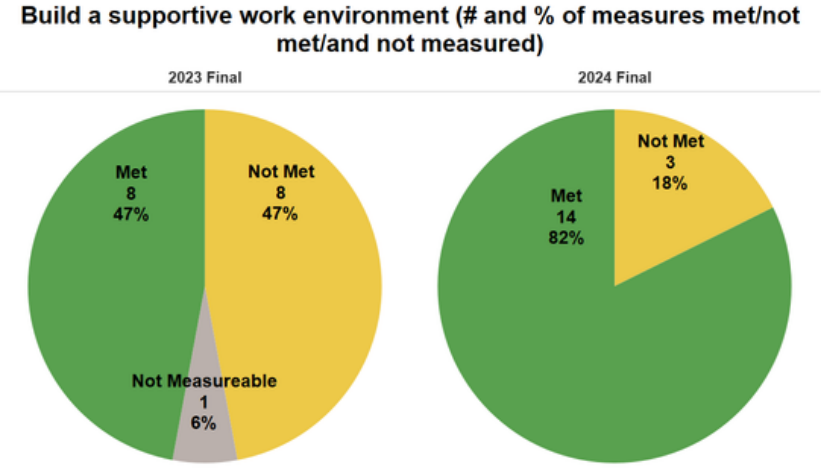




2024 HIGHLIGHTS

- **3** Interns or service learning students hosted.
- **5** Staff with, or working towards, a Master of Public Health degree
- **4** Professional Development Days offered
- **6** Expert guest speakers on Diversity, Equity, and Inclusion
- **16** Presentations/lectures provided on public health as a career
- **85** % of staff participated in a full day of professional development on at least one professional development day
- **85** % of fulltime staff completed training in Diversity, Equity, and Inclusion

Goal: Build a Supportive Work Environment



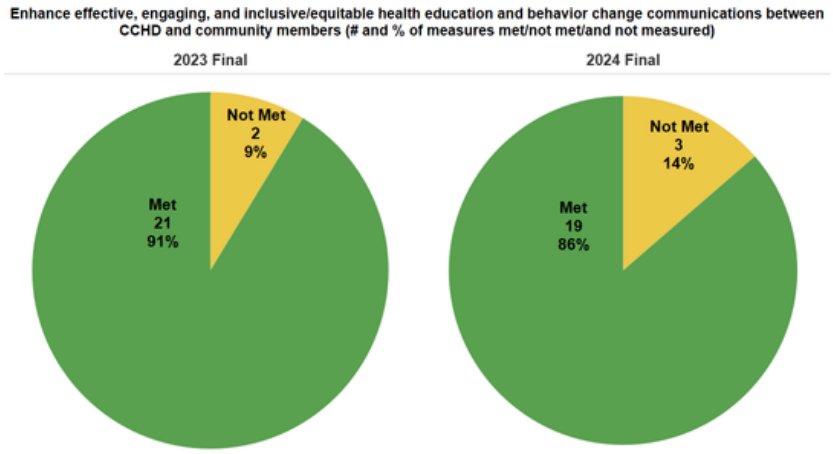


2024 HIGHLIGHTS

- **11** Months that an employee recognition program was implemented.
- **21** Employee appreciation events/lunches held
- **31** Break time activities provided to staff
- **74** % of staff report participating in mentorship informally
- **97** % of fulltime staff participated in employee appreciation days
- **100** % of supervisors completed training in inclusive leadership
- **100** % of staff participated in employee recognition program this year
- **100** % of supervisors completed training in inclusive leadership
- **100** % of interviews incorporated questions about experience with diversity and inclusion by the end of th

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Goal: Enhance effective, engaging, and inclusive health education/behavior change communications between CCHD & community members

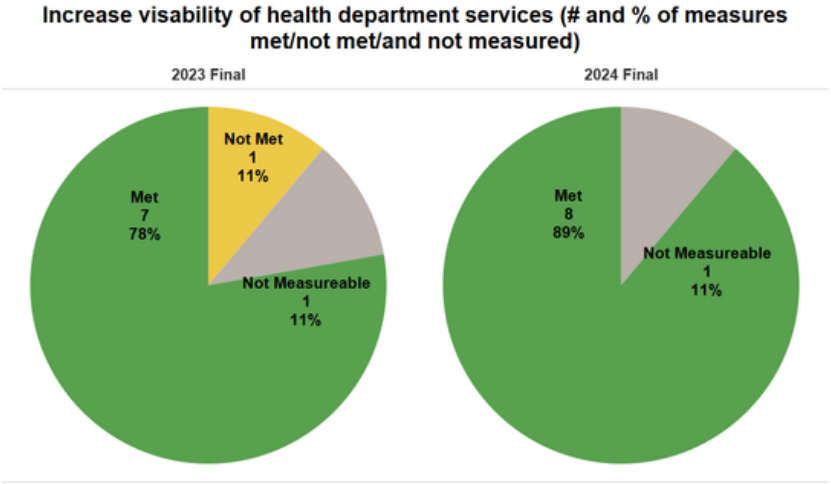




2024 HIGHLIGHTS

- **5** Programs did formative research for a marketing campaign
- **11** Press releases sent to media entities
- **20** Interviews or comments were provided to the media
- **26** Media spots were earned
- **57** % of social media posts included image descriptions
- **64** % of Facebook posts linked to a local resources page
- **83** % of social media posts aligned with branding
- **98** Posts were related to a CHIP focus area

Goal: Increase visibility of health department services



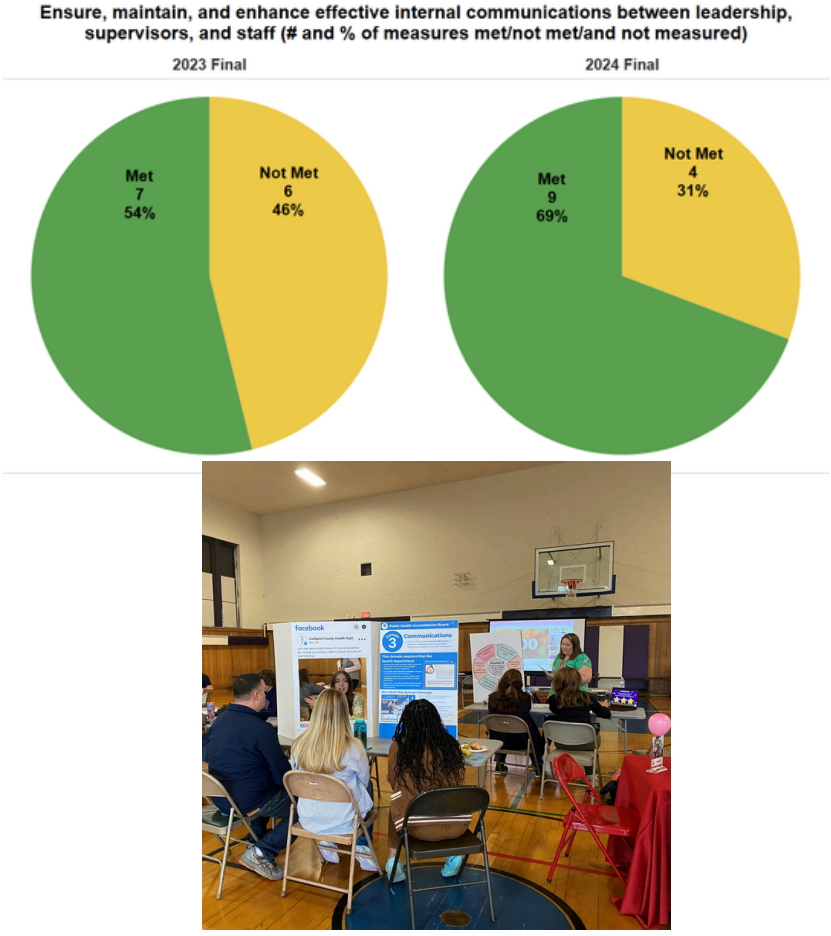


2024 HIGHLIGHTS

- **26** Department/division promotion posts on social media
- **21** Task force/coalition projects with CCHD participation
- **36** Task force/coalitions with CCHD representation on
- **82** Social media posts about events
- **97** % of taskforce/coalition minutes (if available) in shared location
- **139** Community events/outreach attended by CCHD staff

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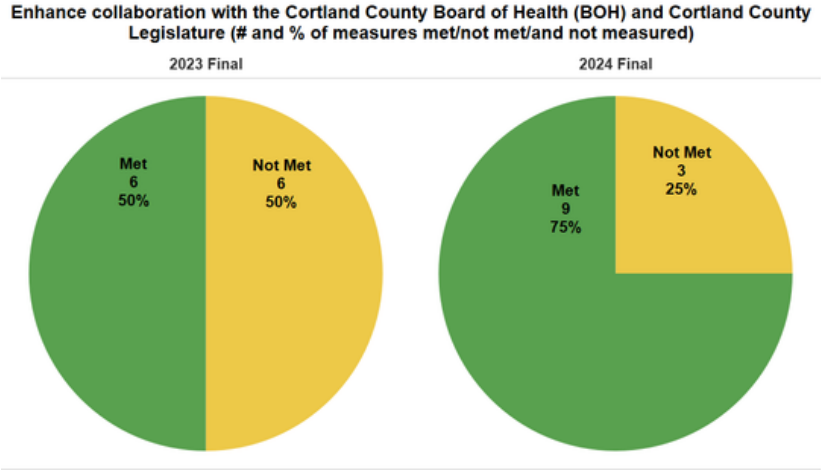
Goal: Ensure, maintain, and enhance effective internal communications between leadership, supervisors, and staff



2024 HIGHLIGHTS

- 1 Annual department meeting
- 10 Divisional and supervisory staff meetings occurred for most divisions within the department
- 3 Employee newsletters distributed
- 94 % staff report reading the employee newsletters
- 100 % staff had a one on one meeting with their supervisor

Goal: Enhance collaboration with the Board of Health and Legislature





CCHD Policy Review - November 2024

Department of Housing and Urban Development's Policy Change from Competitive Grant Funding to Formula Funding for the Lead Hazard Reduction Grant

Key Stakeholder Feedback

In October 2024, CCHD sent a survey to key stakeholders related to lead poisoning prevention and/or funding in Cortland County including; county administration, local and state government officials, board of health members, and partner organizations. The survey was completed by the following individuals:

- Public Health Director, **Cortland County Health Department**
- Executive Director, **Rural Health Institute of NY**
- Legislator, **Cortland County Legislature**
- President, **Cortland County Board of Health**
- Vice President/Member-At-Large, **Cortland County Board of Health**

60% think formula funding will increase health equity in rural areas

> Formula funding could have an impact on health equity, especially if the funding coming to the community is not enough actually make an movable impact on reducing lead poisoning. Although formula funding is often times a way for communities to know and expect a certain amount, it doesn't always match the demand for action.

80% think **high performing grantees should** be able to **renew** their grants

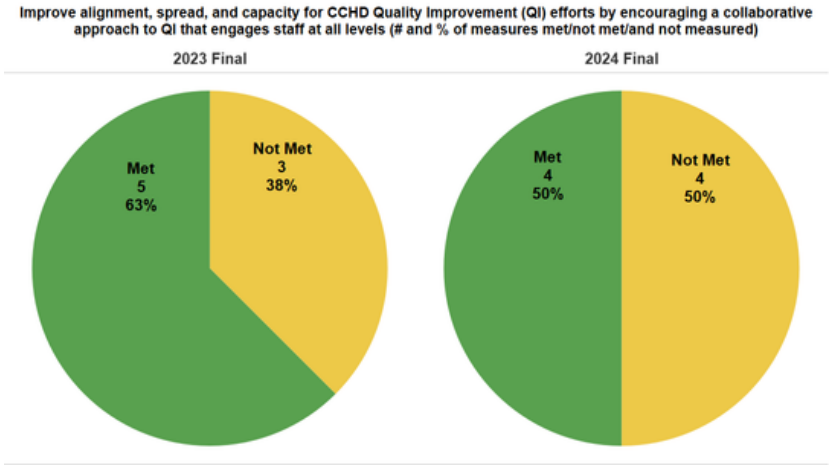
> I might say yes if there is enough funding to go around for every community who wants and needs it to receive it. If not this would put up a barrier to communities who weren't in on it originally.

2024 HIGHLIGHTS

- 1 Joint press release (COVID-19 vaccination)
- 1 Policy/laws reviewed with Board of Health input
- 4 BOH meetings were CHIP or Strategic Plan progress presented
- 100 % of BOH members completed Corporate Compliance training
- 100 % of CCHD programs BOH members were not aware of were presented on

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Goal: Improve alignment/spread, and capacity for CCHD Quality Improvement efforts by encouraging a collaborative approach that engages staff at all levels

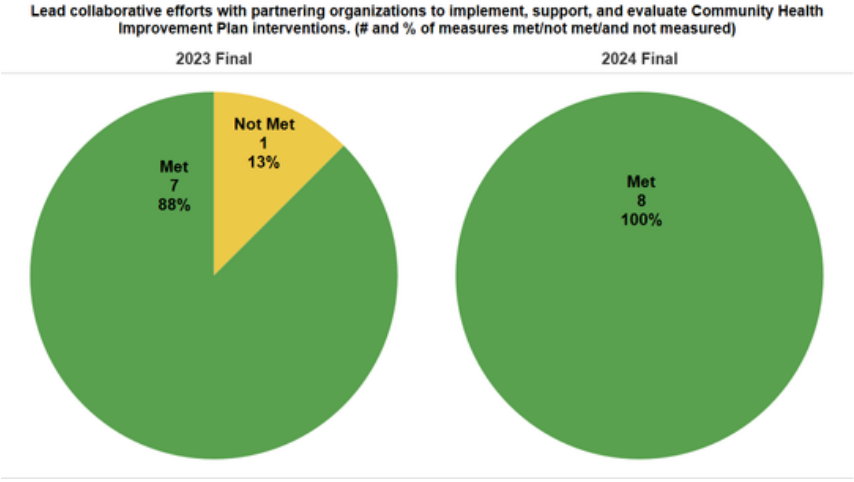


2024 HIGHLIGHTS

- **4** QI project updates reported in staff newsletter
- **5** Times QI projects were reported at supervisory meetings
- **100** % of QI projects include staff from all levels
- **100** % of QI projects include staff from at least two divisions



Goal: Lead collaborative efforts with partnering organizations to implement, support, and evaluate Community Health Improvement Plan interventions



2024 HIGHLIGHTS

- **1** Partner/coalition provided CHA survey data
- **3** CHIP newsletters sent out to partners
- **9** ESSS reports provided to partners
- **10** Meetings where CHIP interventions and data were reported
- **76** % of CHIP interventions with data dashboards for process measures
- **92** % of CHIP measures reported quarterly
- **279** individuals received the newsletter



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Cortland County Community Health Improvement Plan

Focus Area #1: Tobacco/Vaping

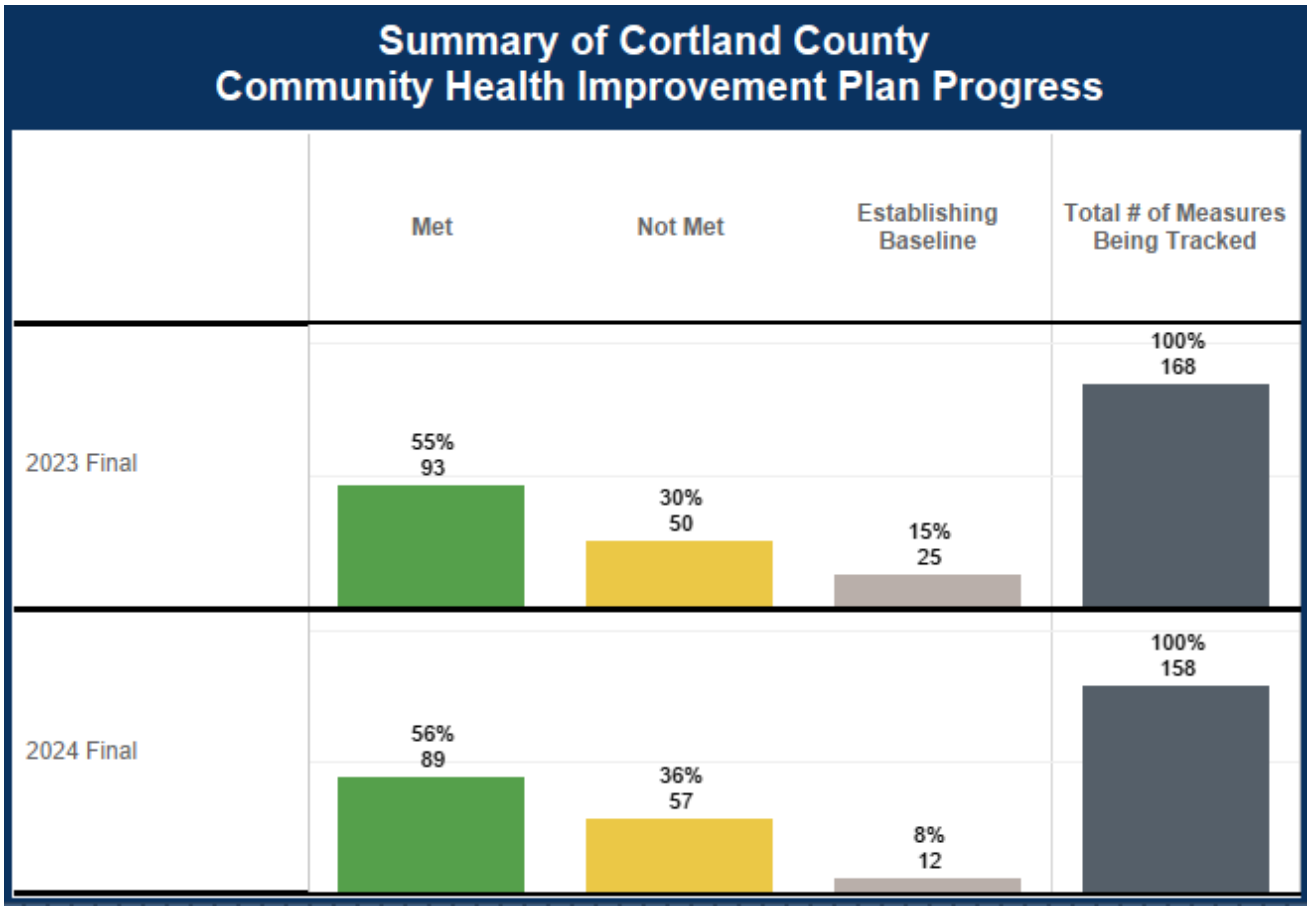
Focus Area #2: COVID-19/Flu Vaccination

Focus Area #3: Suicide Prevention

Focus Area #4: Opioid Overdose

There are 20+ partner organizations involved in implementation of the 2022-2024 Community Health Improvement Plan.

In 2024, there were 158 implementation measures tracked across four focus areas. In total, 56% of year-end targets were met in 2024 up from 55% in 2023.



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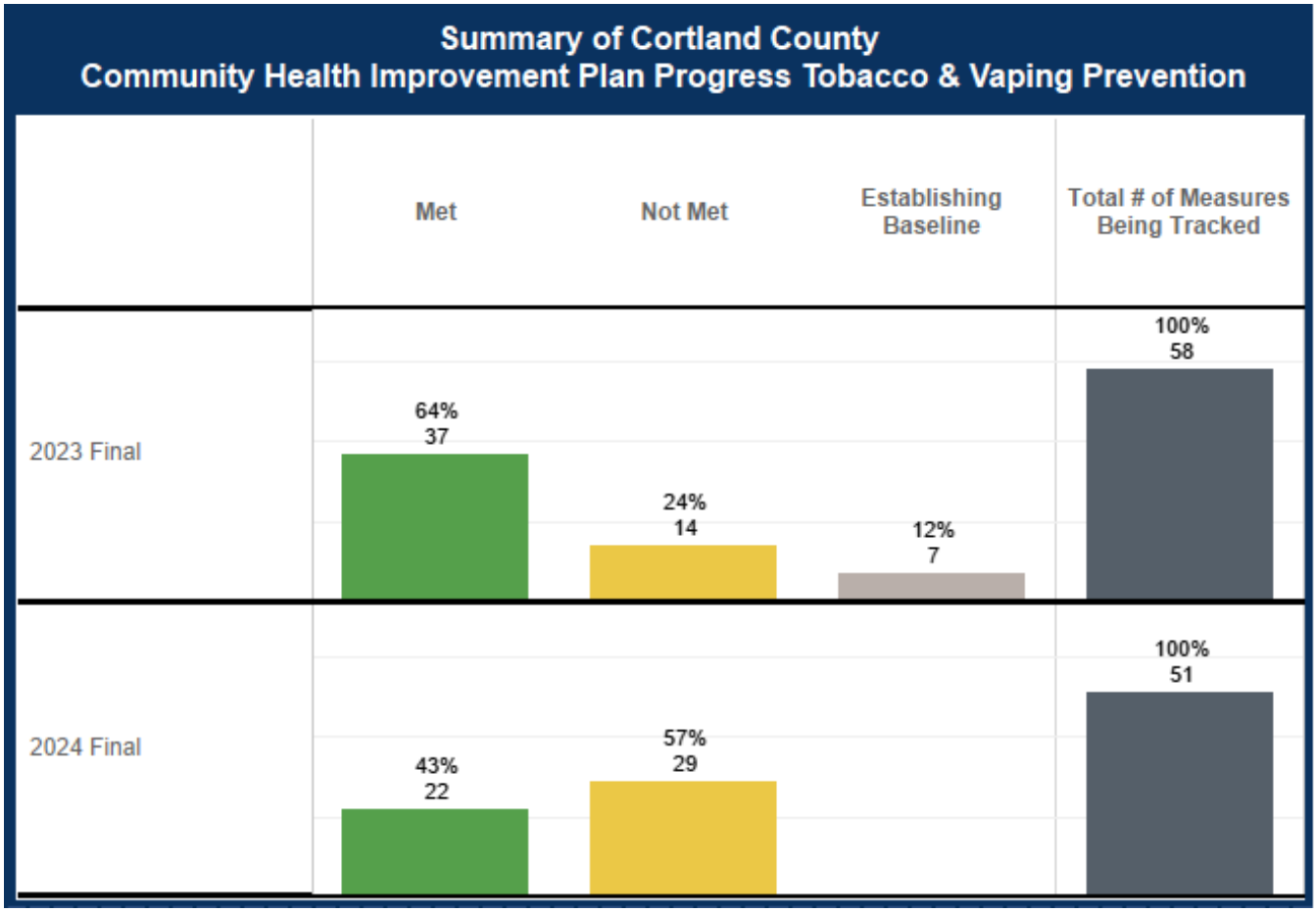
Focus Area: Tobacco/Vaping Prevention

Interventions Implemented 2023-2024:

- Youth Engagement
- Prevention Programming
- Compliance Checks
- Social Norming Campaign
- Environmental Changes: Retail
- Environmental Changes: Outdoor
- Environmental Changes: Housing
- Employee Tobacco Cessation Programs
- Integration of Tobacco Dependence Treatment
- Promote Evidence Based Quitting

Results:

- In 2024, there were 51 implementation measures tracked quarterly across 10 intervention strategies aimed to prevent tobacco/vaping in Cortland County.
- In 2024, 43% of implementation measure year-end targets were met compared to 64% of measures in 2023.



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Focus Area: Tobacco/Vaping Prevention



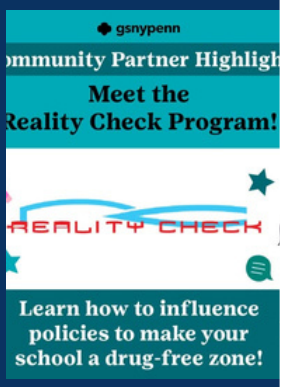


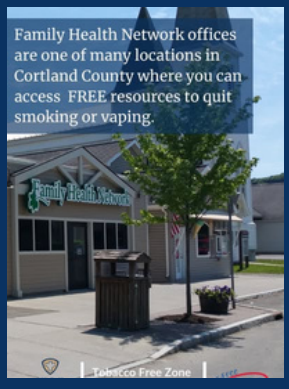


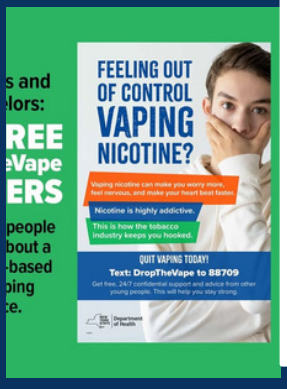












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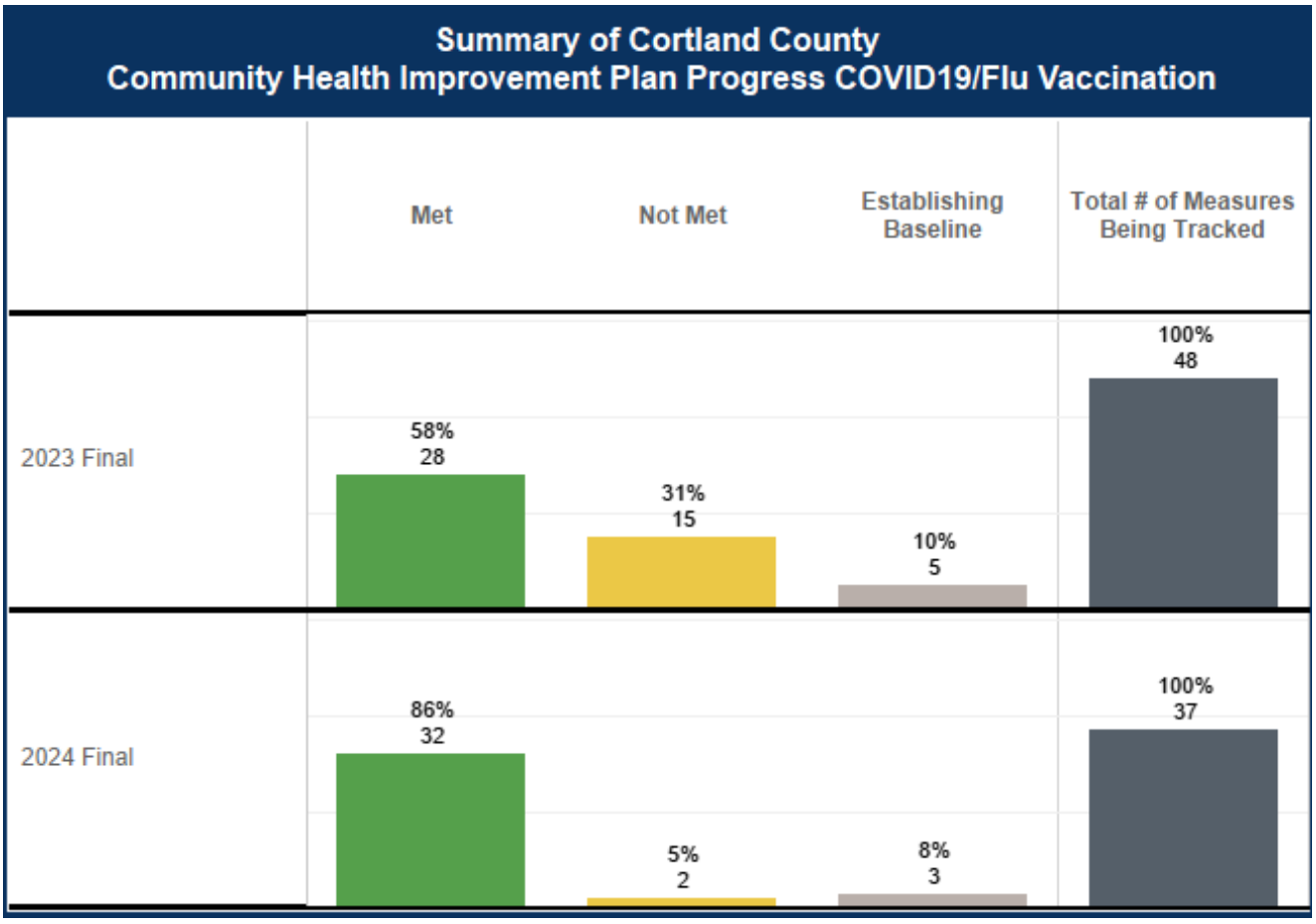
Focus Area: COVID-19 & Flu Vaccination

Interventions Implemented 2023-2024:

- Social Marekting Campaign
- Vaccine Ambassadors
- Public Health Detailing
- Workplace Vaccine Clinics
- Medical Provider Vaccine Standardization
- Medical Reminders

Results:

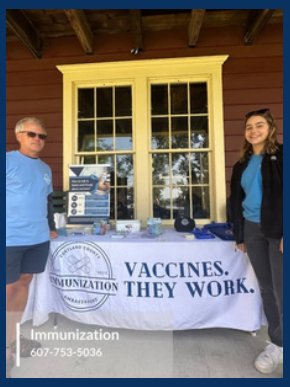
- In 2024, there were 37 implementation measures tracked quarterly across 5 intervention strategies aimed to prevent tobacco/vaping in Cortland County.
- In 2024, 86% of implementation measure year-end targets were met compared to 58% of measures in 2023.



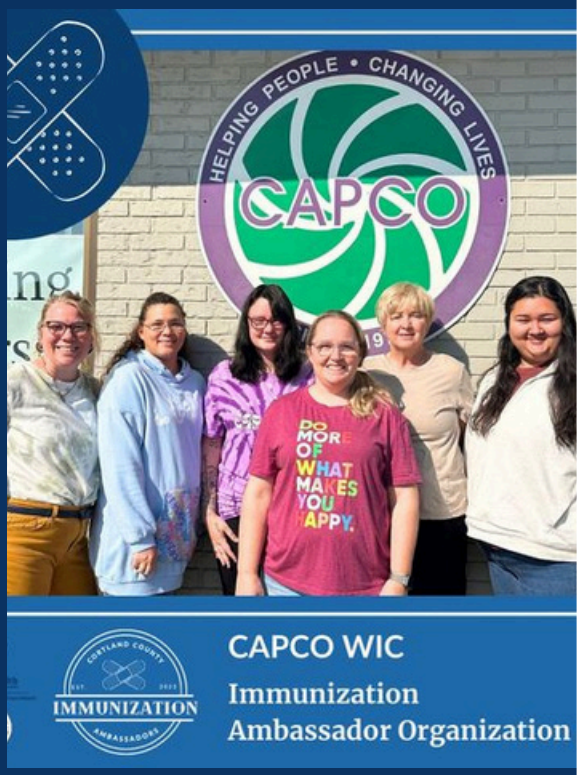
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Focus Area: COVID-19/Flu Vaccination





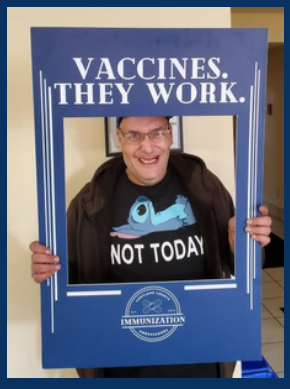














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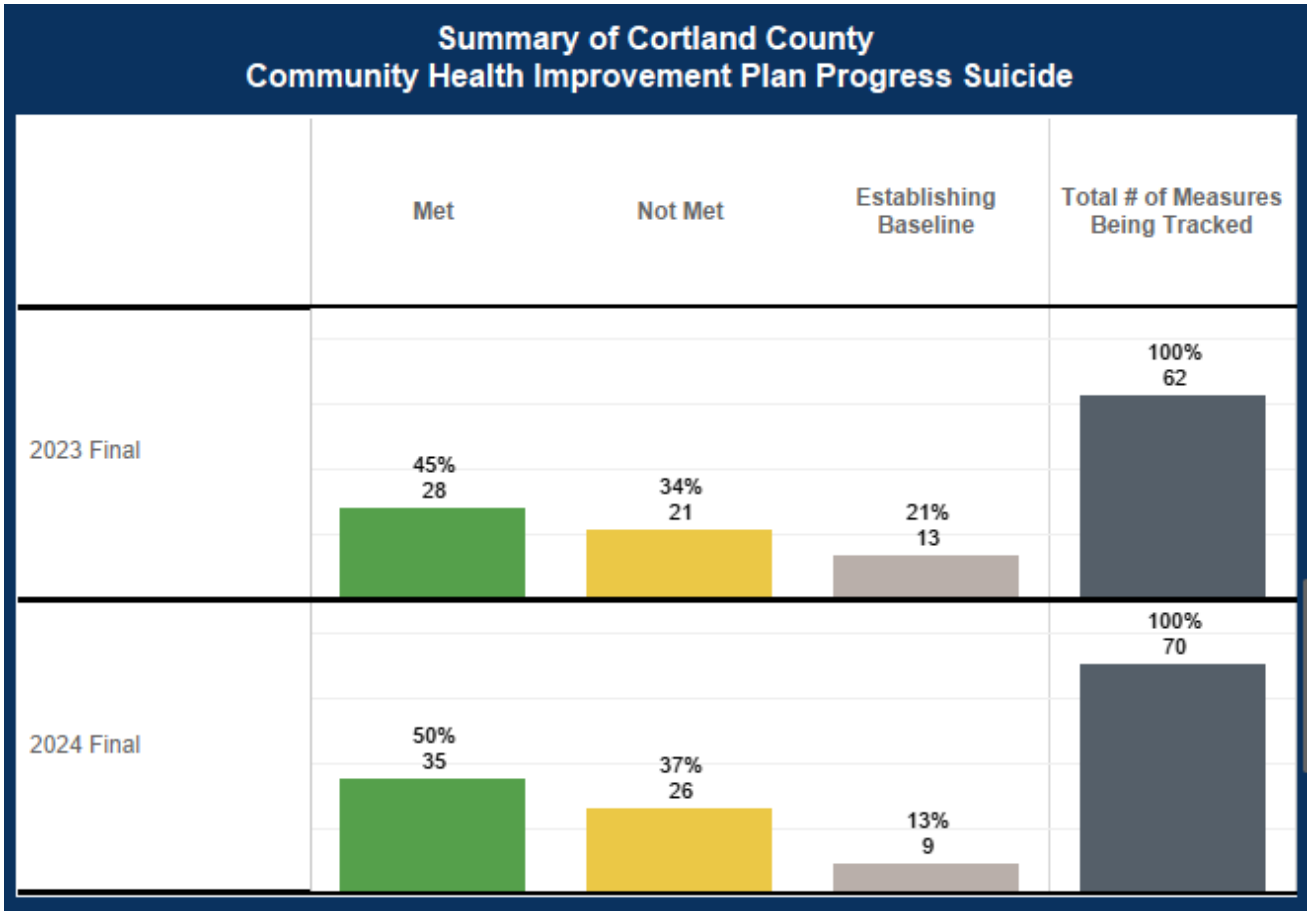
Focus Area: Prevent Suicide

Interventions Implemented 2023-2024:

- Gatekeeper Trainings
- Crisis Response
- Reduce Access to Lethal Means
- Promote Connectedness
- Safer Suicide Care
- Reduce Provider Shortages
- Screening and Safety Planning
- Integrated Primary and Behavioral Health
- Social Emotional Learning Programs
- Parenting Skills Programs
- Safe Suicide Reporting
- Postvention
- Strengthen Economic Supports and Promote Housing Stabilization

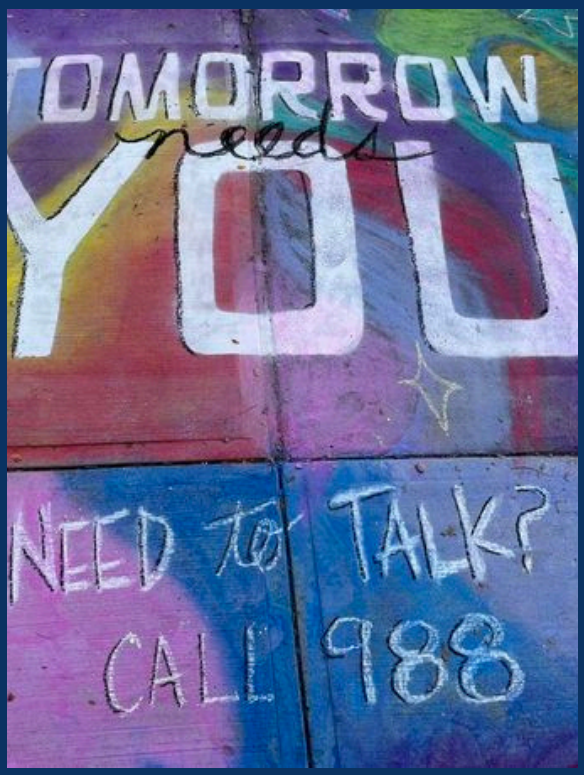
Results:

- In 2024, there were 70 implementation measures tracked quarterly across 13 intervention strategies aimed to prevent tobacco/vaping in Cortland County.
- In 2024, 50% of implementation measure year-end targets were met compared to 45% of measures in 2023.



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Focus Area: Prevent Suicide

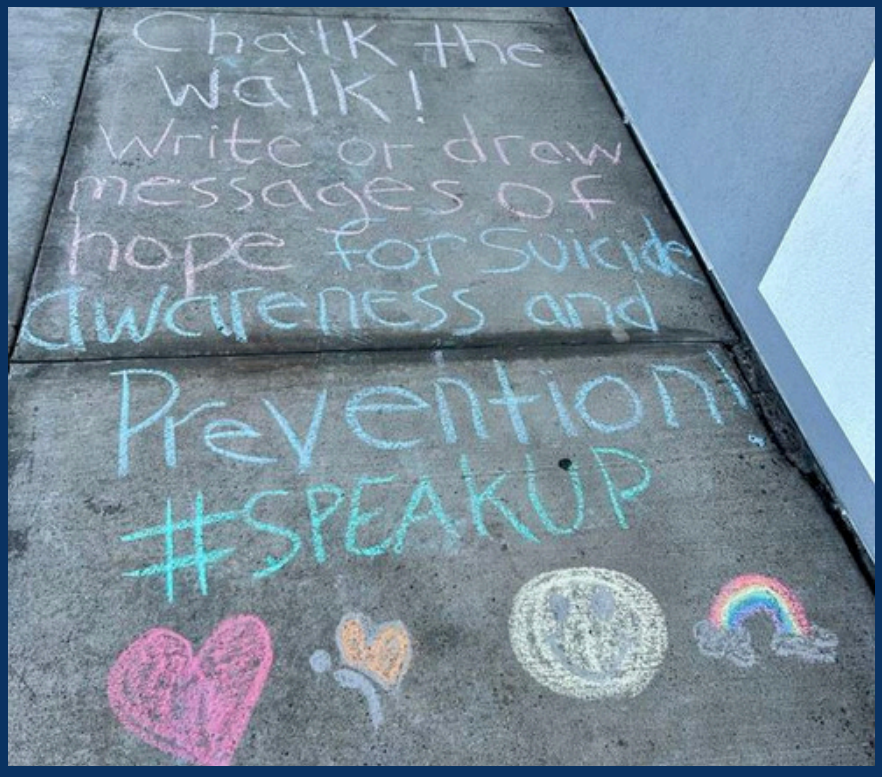


















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Focus Area: Opioid Overdose

Healing Cortland

Community Lead: Healing Cortland

The Opioid Overdose Focus area for the Community Health Improvement Plan is unique in that the **Healing Cortland Project** oversees all data collection efforts. The Cortland County Health Department participates in Opioid Task Force, and supports the work of the Task Force.

Interventions Implemented 2023-2024:

- Opioid Overdose education and naloxone distribution
- Medication for Opioid Use Disorder (MOUD) treatment
- Safer prescribing and dispensing
- Social marketing - Overdose Prevention
- Syringe services
- Screening, Brief Intervention, Referral to Treatment
- Support Systems/Peer Supports

Community members interested in the Opioid Task Force can contact Sara Watrous at swatrous@cortlandareactc.org



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Cortland County Health Department Programs

- Emergency Preparedness
- Early Intervention
- Children and Youth with Special Healthcare Needs
- Pre-K Special Education
- Child Find
- Cancer Services Program
- Healthy Neighborhoods Program
- Injury Prevention & Traffic Safety
- Tobacco Free Zone
- Radon
- Opioid Overdose Prevention
- Cortland County Youth Bureau
- STI Prevention
- Communicable Disease
- TB program
- Immunization
- Lead Poisoning Prevention
- Rabies Control & Response
- Public Health Nuisances
- Temporary Residence
- Vector Surveillance & Control
- Food Service Establishments
- Public Water Supplies
- Individual Water Supplies
- Well Head Protection & Aquifer Monitoring
- Mobile Home Parks
- Pools & Beaches
- Septic Systems
- Children's Camps
- Clean Indoor Act
- The Adolescent Tobacco Use Prevention Act (ATUPA)
- Environmental Assessment
- Cooling Towers
- Migrant Farmworker Housing
- Agricultural Fairgrounds

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2024 QUICK PROGRAMS SNAPSHOT

Early Intervention Referrals

2022	162
2023	153
2024	156

Children & Youth with Special Healthcare Needs Participants

2022	15
2023	41
2024	61

Childhood Lead Poisoning Cases

2022	18
2023	23
2024	24

Animal Bite Incidents

2022	189
2023	208
2024	250

Individual Sewage Permits Issued

2022	67
2023	105
2024	56

Radon Kits Distributed

2022	173
2023	228
2024	159

Child Safety Seats Distributed

2022	52
2023	94
2024	106

Breast & Cervical Cancer Screenings Through Cancer Services

2022	61
2023	48
2024	54

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2024 QUICK PROGRAMS SNAPSHOT



















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2024 PROGRAM HIGHLIGHTS



Hepatitis A Case Response

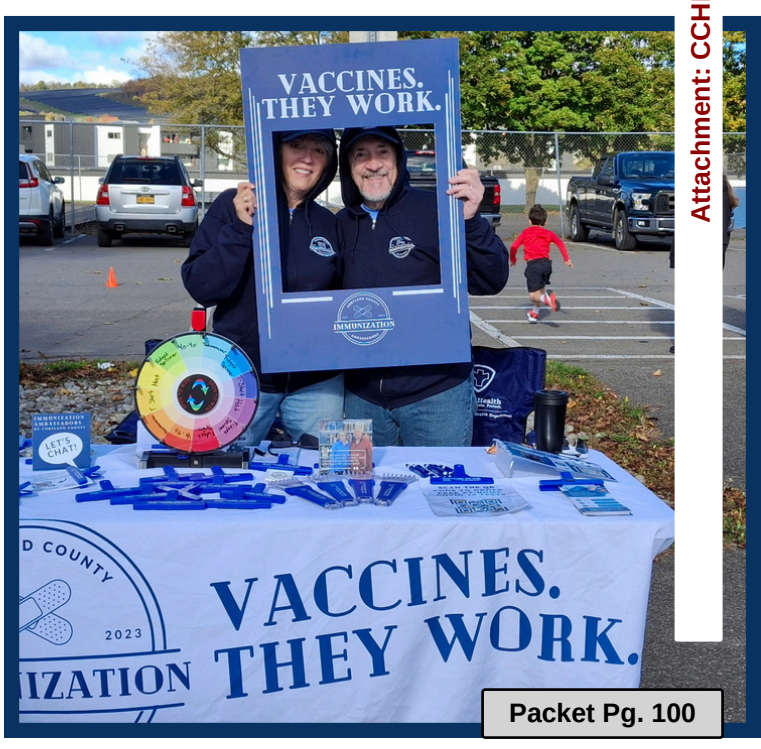
In July 2024, all divisions of CCHD effectively collaborated with the NYSDOH in response to a Hepatitis A case in a loca food service worker. The Environmental Health Division worked closely with the restaurant management and the Nursing Division lead vaccine clinic planning, implementation, and communications.

Key successes:

- Incident Command Team initiated to manage response.
- 2 vaccine clinics implemented.
- 51 potentially exposed community members received the Hepatitis A vaccine.
- 4 Facebook posts alerting community members and promoting clinics resulting in 30,044 impressions (message deliveries).

The Immunization Ambassador Program: NYSDOH Recognition and Sustained Funding

It was an eventful year for the Cortland County Immunization Ambassador Program! In May, program staff were asked to present about the program at the NYS Statewide Immunization Meeting. Additionally, the NYSDOH Division of Vaccine Excellence nominated the program for the Immunization Excellence Award at the National Adult and Influenza Immunization Summit. Program staff applied for, and received, a $10,000 Health & Wellness Grant from Excellus BCBS to sustain program activities once initial NYSDOH grant funding ended in July 2024. In August 2024, CCHD allocated a 0.5 FTE Public Health Fellow to maintain staff support for the program until July 2026.



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2024 PROGRAM HIGHLIGHTS



Successful Transition to Early Intervention HUB

The Children with Special Needs (CSN) division successfully managed the transition from the previous state data system, the New York State E y Intervention System (NYEIS), to the new Early Intervention HUB. This transition was complex a affected many aspects of our daily operations. Despite the initial challenges during the state's system rollout, our team was well prepared and efficiently adapted to the change, ensuring there was no disruption to the services provided to children in Cortland County.

Growth of the Children and Youth with Special Healthcare Needs (CYSHCN) Program

The CYSHCN program experienced significant growth and accomplished several key initiatives this year. Notable achievements include the development of an online Resource Guide, the distribution of newsletters to schools and daycare providers, and maintaining a weekly online calendar featuring local, family-friendly events and training opportunities for parents and youth. Additionally, the program continues to serve as a single point of entry for all Children with Special Needs (CSN) programs, facilitating appropriate referrals for families seeking support from CSN services.



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2024 PROGRAM HIGHLIGHTS



Safeguarded the Communit Against Rabies

One of our key achievements in 2024, was the successful execution of a rabies vaccination campaign held at the Cort d County Office Building Gymnasium, where we administere vaccinations to 690 animals across four (4) clinics. Our Department has continued our strategic partnership with Cornell University Animal Health Diagnostic Center. Throu this collaboration, we have streamlined the processing and submission of potentially rabid animals to the NYS Wadsw Laboratory for rabies testing.

Our Department observed a notable increase in rabies-rela incidents in 2024 compared to the previous year. In total, t Department received 250 incident reports, reflecting a 5-y high in the amount of reports received and marking a 22% increase from 2023. We also confirmed 5 positive rabies specimens collected in Cortland County, marking a 25% increase from 2023. The rise in reported incidents and posi rabies specimens highlights the ongoing importance of our rabies prevention initiatives.

Promoted Safe Driving Behaviors

In 2024, Cortland County prioritized Injury Prevention and Traffic Safety through initiatives promoting safe driving, protecting road users, and raising awareness. Efforts included outreach to seniors on driving accommodations, bike helmet events with Boy Scouts in Homer and Girl Scouts in Cortland promoting injury prevention and safe riding, car seat safety checks with CAPCO & Dr. Djafari's, and bike rodeos in McGraw, Marathon, Scott, Cincinnatus, and the City of Cortland to teach children safe riding skills.



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2024 PROGRAM HIGHLIGHTS



Cortland County Youth Bureau

In 2024, the Cortland County Health Department/Youth Bu u funded 15 organizations to support youth development. Th programs help young people build life skills, engage in thei communities, and reach their full potential at home, schoo and beyond.

- $68,687 Youth Development – 11 agencies funded
- $23,440 Youth Sports and Education- Six agencies func
- $21,231 Youth Team Sports – Seven agencies funded
- $10,344 Youth Sports and Recreation Infrastructure- O agency funded
- Twenty-five youth programs were funded in 2024 thro Youth Bureau (OCFS) funding.

Fostered environments supportive of policies that reinforce the tobacco-free norm

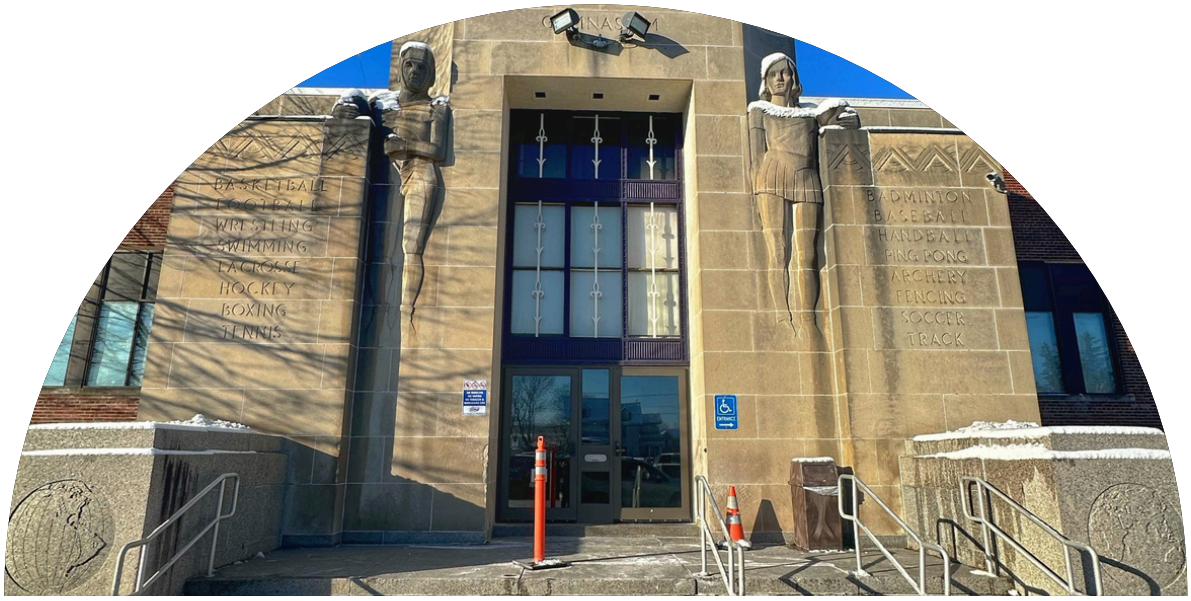
The Tobacco Free Zone program of Cortland, Tompkins & Chenango Counties uses evidence-based, policy-driven, and community-level strategies to alleviate inequities caused by commercial tobacco use. Through community engagement and youth action (Reality Check), we promote local changes within the retail setting, outdoor environments, multi-unit housing, and youth-rated media. In 2024 we worked with Cortland lawmakers to adopt a tobacco retail license law, limiting sales near youth venues and other retailers to reduce youth use. Partnered with local organizations to support Reality Check teens in advocating against tobacco marketing. Expanded tobacco-free policies at workplaces like Purity Ice Cream and Downtown Bainbridge businesses, while TCAT reinforced its smoke-free bus stop policy. Launched the Keep Your Focus, Not Your Fix anti-vape campaign in Tompkins County, generating over 700 Instagram hits and new followers.



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Cortland County Health Department



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Contact: 607-753-5036

Attachment: CCHD 2024 - Annual Report (12947 : CCHD 2024 Annual Report)

CORTLAND COUNTY DEPARTMENT OF SOCIAL SERVICES

2024

ANNUAL REPORT

Attachment: DSS Annual report (12955 : Department of Social Services Annual Report)

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This report serves as the 2024 Cortland County Department of Social Services Annual Report as required by Section 81 of Title 5 of the Social Services Law.

VISION, MISSION, AND GUIDING VALUES

Vision

To eliminate poverty and family violence in Cortland County

Mission

Our mission is to accurately and efficiently provide benefits and services to the people of Cortland County in a respectful and responsive manner that protects the vulnerable, encourages self-sufficiency, and promotes dignity.

Values

- Strength-based partnerships
- Teamwork
- Self-sufficiency and individual responsibility
- Safe and healthy environments
- Family preservation and permanency
- Respect for all people
- Outcome focused approach
- An energizing positive work environment

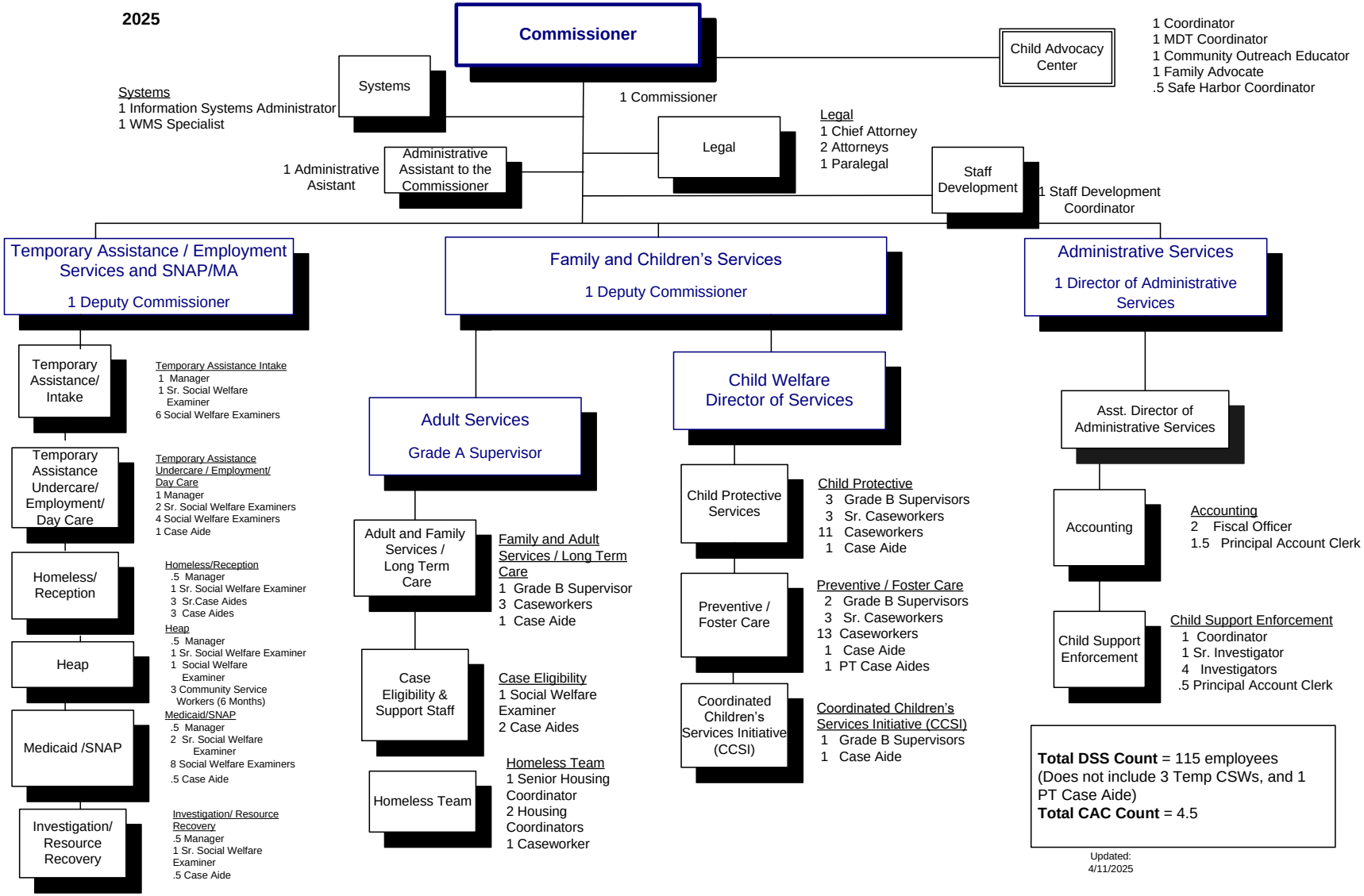
ORGANIZATIONAL CHART

- See next page for a January 2025 chart

Attachment: DSS Annual report (12955 : Department of Social Services Annual Report)

Cortland County Department of Social Services

2025



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Administrative and Supportive Services

ADMINISTRATION

Administration encompasses the work to administer programs and services, manage personnel, develop, and manage contracts, develop operational policies and procedures, implement state policy directives, comply with various audits and reviews, comply with various mandated state plans, coordinate with community partner agencies, develop efficient workflow processes, assess data and outcomes, resolve complaints and problems, and to manage a 35+ million-dollar budget. The work described in this section is performed by the Commissioner, two Deputy Commissioners, Director of Services, Director of Administrative Services, Assistant Director of Administrative Services, Administrative Assistant and Staff Development Coordinator.

Personnel management includes assessment and assignment of job duties, evaluating positions needed, requesting permissions to fill, civil service compliance and paperwork, interviewing, screening, offering positions, orientation, training coordination, monitoring, and approving leaves of absences, employee evaluations, employee skill development, and payroll processing. Additionally, employee injuries and threats require urgent responses, assessment, paperwork, and follow-up.

In 2024, we had 36 positions turnover or abolished. Of the 36 total positions, 21 required the hiring of a new person to the department, 8 involved the promotion of an internal candidate and 2 involved a voluntary demotion. There were 21 exits from the department: One was due to failing probation or a provisional employee being unreachable on a civil service list, 18 were resignations, 2 were retirements.

The department developed or renewed 61 contracts in 2024. Of them, 15 were for foster care placements, 12 were with day care centers, 6 were for work site placements for the Work Experience Program. The rest were for various administrative and program services. In 2024, the department held 11 contracts with other county departments for a total of $675,300.

In 2024, we received 108 state policy directives from the Office of Children and Family Services (OCFS), the Office of Temporary and Disability Assistance (OTDA) and the State Department of Health. Many of these required changes and updates to our policies and procedures.

There were many state plan documents required in 2024. Plans required included:

- OTDA Homeless Services Plan and quarterly reporting requirements
- OTDA Temporary Housing Budget Report
- OTDA Code Blue housing and funding plan
- OCFS Raise the Age Funding Plan
- OTDA Flexible Fund for Family Services (FFFS) funding plan and monthly reporting requirements
- Federal Tax Information Protection Plan
- OCFS Supervision and Treatment Services for Juveniles Plan (STSJP) funding plan and quarterly reporting requirements.
- OCFS Child and Family Services Plan
- OCFS Child Care Plan

Attachment: DSS Annual report (12955 : Department of Social Services Annual Report)

- OTDA Rent Supplement Program Plan

Additionally, in 2024 we managed formal case and program reviews/audits. These included:

- OCFS Child Welfare Practice Case Review Program Improvement Plan
- OCFS Child Care case audits
- OCFS Full Child Care Case Review
- OCFS Program Quality Improvement Plan
- SDOH Long Term Care agency Medicaid audits
- OCFS Preventive Services IV-E candidacy case reviews
- OCFS Foster Care and Adoption IV-E case review
- OTDA 2022 Federal Single Audit Review submission
- OCFS Title XX Sub-Recipient Monitoring Review
- Social Security Representative Payee Case Review
- Cortland County Auditor case review

Our Staff Development Coordinator led 2 process improvement groups with staff across the department in 2024. One was on homeless case processing and service delivery and the other was on Child Welfare referrals to Child Support for children in foster care.

SUPPORTIVE SERVICES

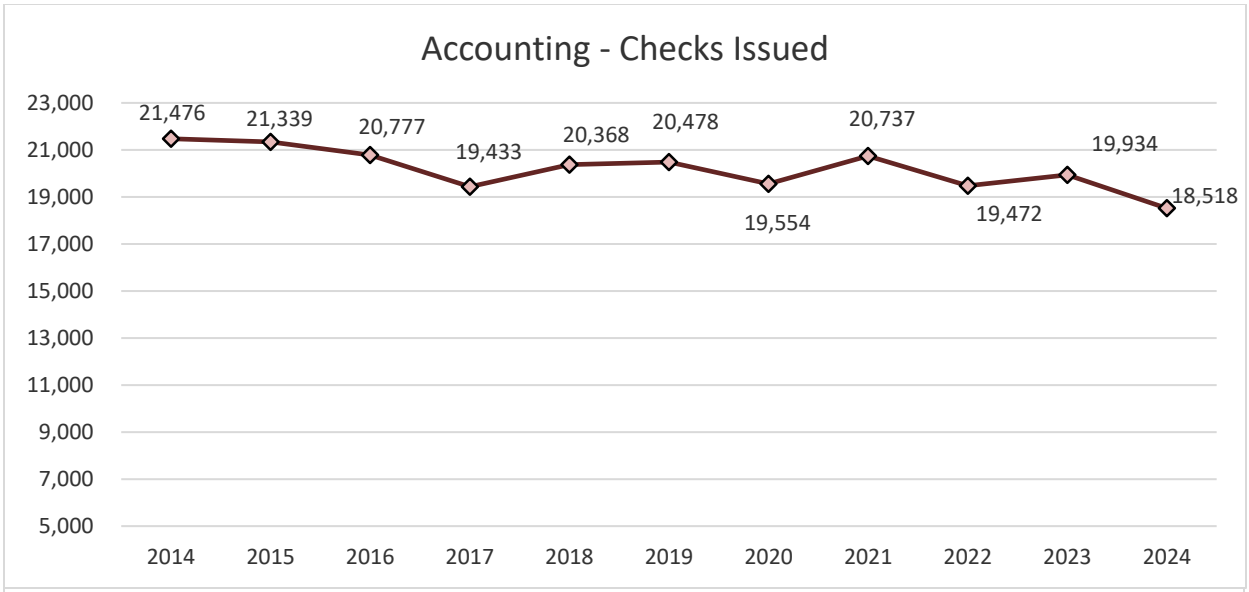
Accounting Unit

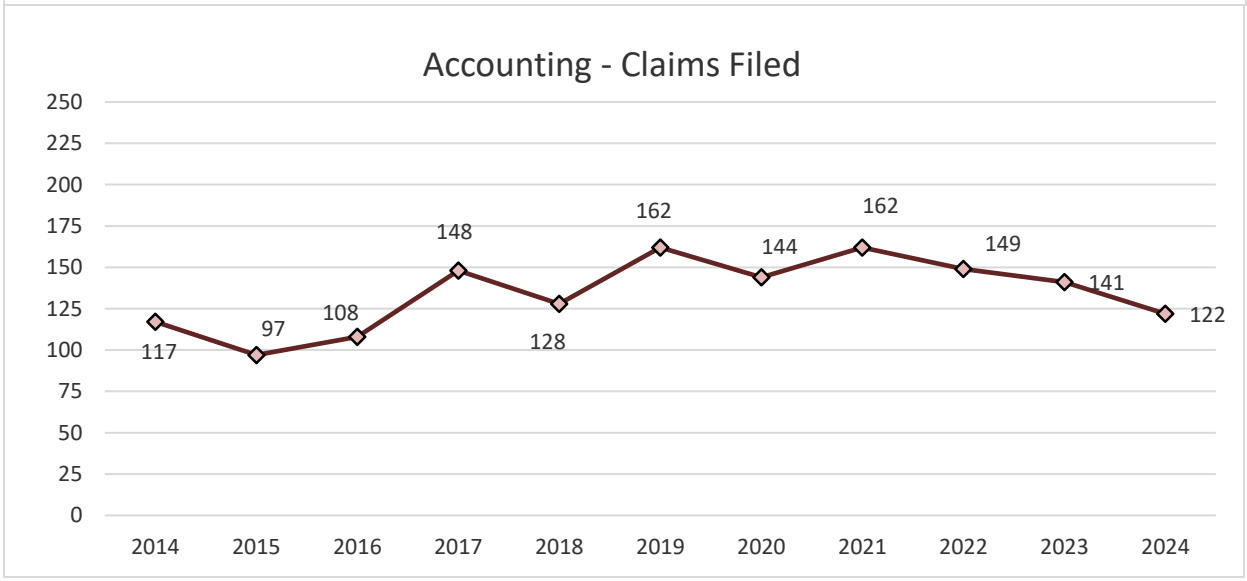
This unit is responsible to audit and code various original source documents to ensure correct payment and claiming. Payments are produced using three different computer systems; a state system for client benefits, a county system for administrative payments, and a locally created system for representative payee accounts. In 2024, there were 546 administrative payments, 3,010 program payments, and 14,962 trust account payments generated.

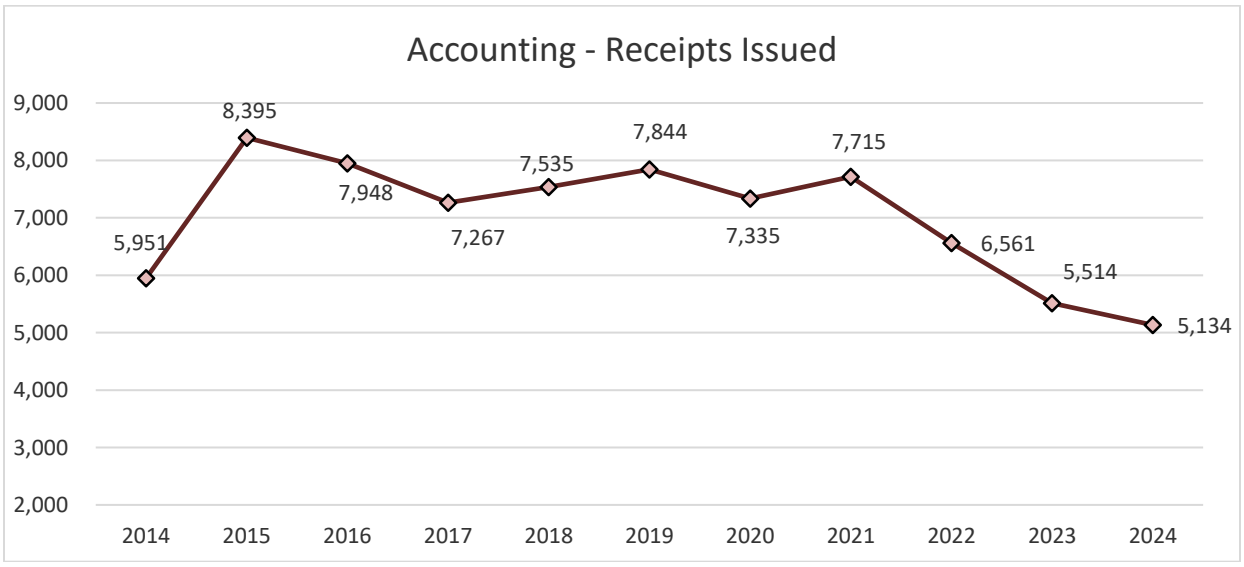
There are different program and administrative expenditures and claims processes. Both require staff to calculate, code and record expenditures for monthly claiming of state and federal reimbursement utilizing the Automated Claiming System (ACS).

The department budget involves the management of 76 appropriation accounts, 41 revenue accounts, and 7 trust accounts.

Attachment: DSS Annual report (12955 : Department of Social Services Annual Report)







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Legal Unit

This unit handles an array of legal matters involving the department, including the following things:

- Family and Children's Services - Litigation and preparation of petitions, answers, motions, discovery, orders, memoranda of law, appellate briefs, and other legal documents for Family Court, and offering legal advice in child welfare law. There were 108 petitions, 284 orders and 175 permanency reports filed in 2024. These numbers were only slightly lower due to the pandemic.
- Support Collection Unit - Litigation and preparation of petitions, orders, motions, objections and other legal documents for Support Magistrate and Family Court Judge. Also appear as counsel on behalf of the Support Collection Unit for Child Support Services (CSS) recipients who request such service.
- Adult Services – Assist with legal matters involving the elderly and incapacitated. Preparation of petitions, orders and other legal documents/reports for proceedings in Surrogate's and Supreme Court.
- Investigation Unit and Chronic Care – Provide legal advice and representation for recovery of agency funds through the Resource Recovery Unit, and advise Chronic Care on such issues as Medicaid eligibility, trusts, and spousal resources.
- Bankruptcy – Provide clearinghouse for all bankruptcy notices received by the agency and render legal advice with respect to proper procedures upon notification of filing.
- Fair Hearings – Provides representation for the department on income maintenance fair hearings with opposing legal representation. For Family and Children's Fair Hearings, the legal office is responsible for preparing the record that will be used during the hearings. In 2024 there were 18 fair hearings requiring attorney representation.

Attachment: DSS Annual report (12955 : Department of Social Services Annual Report)

Reception

There are two separate Reception areas, each with a very different focus. The COVID pandemic forced us to dramatically change our processes regarding how we receive and provide service to our visitors.

In our former reception area on the second floor, there is a three-person unit performing various office coordination activities. This is where the mail is processed, the main phone lines are answered, applications are registered, and records are managed. Additionally, this unit coordinates fair hearing requests with appropriate units including obtaining summaries form workers and coordinating the fair hearing schedule on hearing days.

The public reception area is located at the main building entrance in the basement. In 2024, there were 17,961 people logged in at the DSS desk in the back of the room. Our focus has been how to best manage increased traffic in the area from dramatic increases in the number of homeless individuals in our community, and in ensuring that staff there are kept safe.

Systems

In 2024, the Systems Administrator and Welfare Management Specialist deployed and/or maintained all hardware including 130 network computers,12 Virtual Desktop Infrastructure (VDI) terminals, 48 iPad, 23 printers, 8 copiers, 15 label makers, 45 Cell Phones and 156 phone lines. They also manage numerous programs requiring set-up and user rights configurations. There are approximately 40 software and data programs required by our employees to do their jobs. Every month, they generate approximately 1,459 data report needed for staff from the state Benefits Issuance Control System (BICS).

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Income Maintenance Division

TEMPORARY ASSISTANCE

Description of programs:

- Family Assistance (FA) provides temporary cash assistance to eligible needy families that include a minor child. FA is a federal Temporary Assistance for Needy Families (TANF) funded assistance program. Eligible adults are limited to receiving benefits for a total of 60 months.
- Safety Net Assistance (SN) provides temporary cash assistance to eligible single adults, childless couples, and families who have exhausted their 60-months of eligibility for FA. SN is a state assistance program.
- Emergency Assistance: People with urgent needs, such as shelter and utilities, may be eligible for Emergency Assistance for Families (EAF), Emergency Assistance for Adults (EAA), or Emergency Safety Net (ESN) assistance, depending on their household income and resources.
- Employment Services- Within a week of an application, the employment unit becomes involved with TA applicants who are determined employable. They are required to attend a Job Search Workshop. Individuals who do not obtain employment are required to work with the employment unit to undergo an assessment and participate in assigned programs. Supportive services, including daycare and transportation assistance, are provided to clients to enable them to move forward to self-sufficiency. Work activities can include, but are not limited to, job search, Work Experience assignments, volunteer activities, vocational training, community service, therapy, counseling, etc. Individuals who do not comply with employment assignments are subject to sanctions that decrease or discontinue their benefits for certain time frames. Many individuals are exempt from work activities due to mental health, substance abuse or physical medical exemptions.
- Work Experience Program - The work experience program introduces the value of work by having participants develop work habits and job skills from participation in work assignments. Individuals are assigned to work sites at government or non-profit agencies with whom agreements are established.
- Disability Analyst – This position is provided via a contractual agreement with the J.M. Murray Center, Inc. and is located at the Department. The Disability Analyst establishes disability determinations for TANF and SN individuals presenting medical issues. This involves meeting with individuals and working with their doctors to obtain medical documentation that results in an exemption from employment activities and/or the pursuit of social security benefits.

Attachment: DSS Annual report (12955 : Department of Social Services Annual Report)

Annual Update:

Temporary Assistance (TA) application numbers have increased to pre-pandemic levels. There is a change in the chart below in the average days from application to determination for FA and SN cases due to the fact that New York State eliminated the 45-day wait for SN applications in 2023. Those cases must now be opened within 30 days, which is the same as FA cases. This is reflected below as just TA average number of days from application to determination.

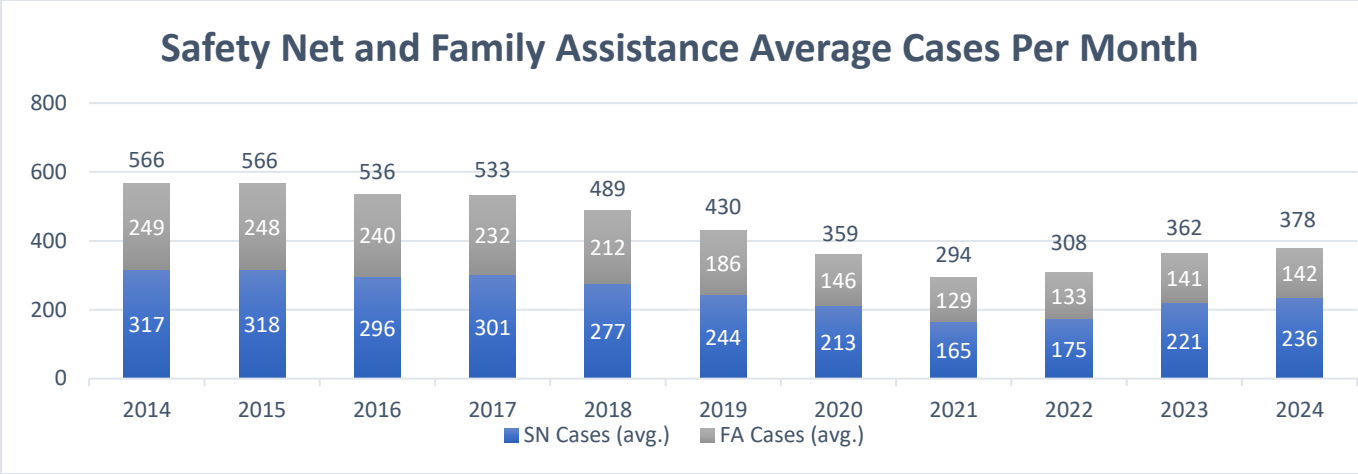
	2020	2021	2022	2023	2024
New TA apps registered per year (Total of FA, SN, EAA, EAF, ESN)	1,225	1,211	1,455	1,519	1,816
FA apps registered	361	478	427	381	417
SN apps registered	822	718	1,004	1,079	1,288
Average number of days from FA application to determination	19	20	22	n/a	n/a
Average number of days from SN application to determination	38	30	33	n/a	n/a
Average number of days from TA application to determination	-	-	-	22	24

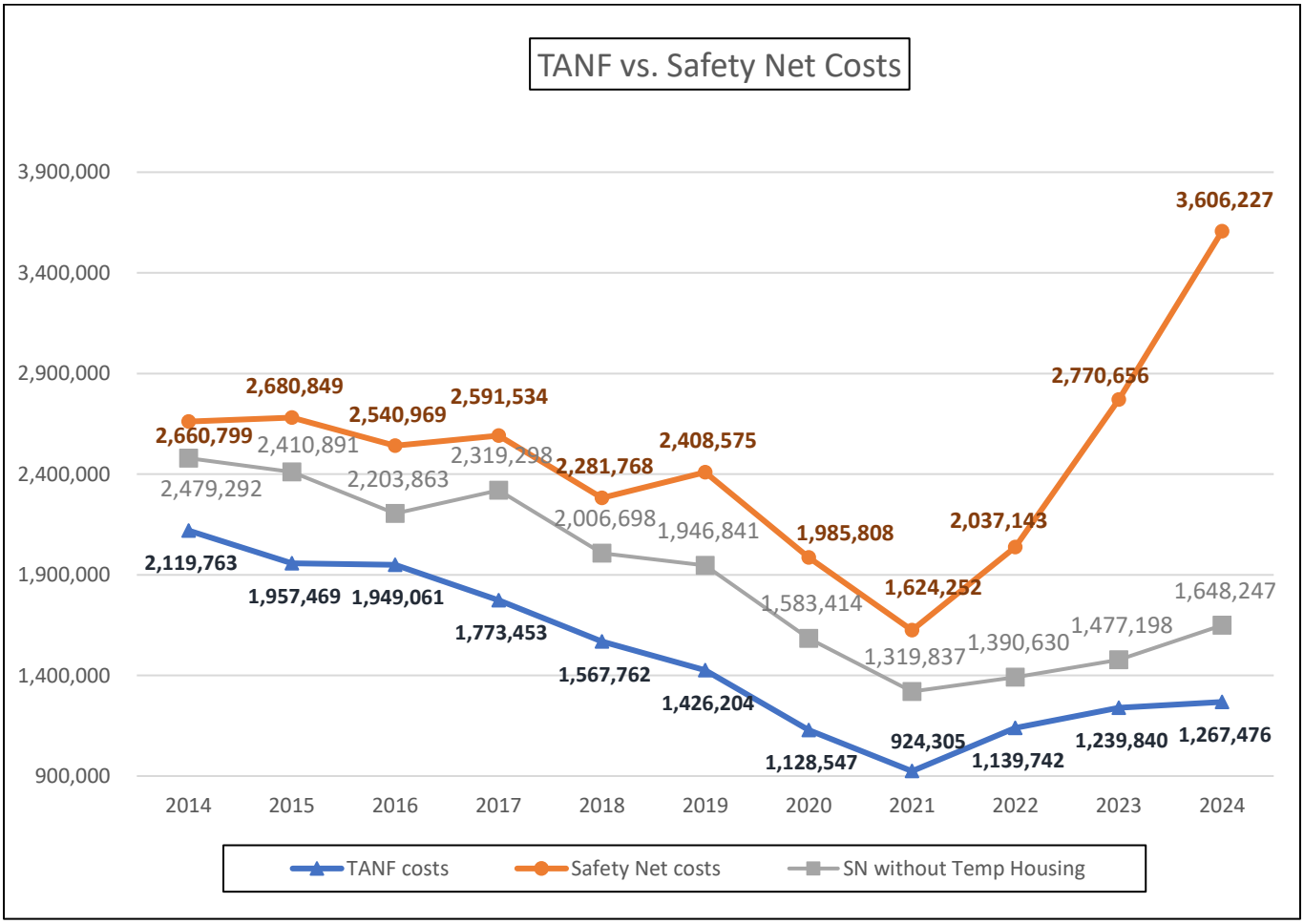
While everyone has the right to complete a Temporary Assistance application, not all applications are opened. Case situations change, applicants may not comply with eligibility requirements, they may become employed, or they may be determined programmatically ineligible. We open a relatively low percentage of applications received.

	2020	2021	2022	2023	2024
Percentage of TA applications opened for ongoing assistance	24%	21%	23%	27%	25%

The Temporary Assistance caseload is impacted by several factors, including changes in the labor market, the number of individuals unable to work due to a disability or substance use disorder, and employment opportunities available in the community. Since 2011, the county cost share of SN cases has been 71%, while it is 0% for FA. The charts below outline historical costs and caseloads. While TA caseloads decreased dramatically during the pandemic due to factors such as increased SNAP and HEAP benefits, as well as eviction and utility shut-off moratoriums, there have been gradual increases since 2021 as these pandemic benefits ended. The number of cases and costs of providing Temporary Housing Assistance (THA) have increased significantly since 2022.

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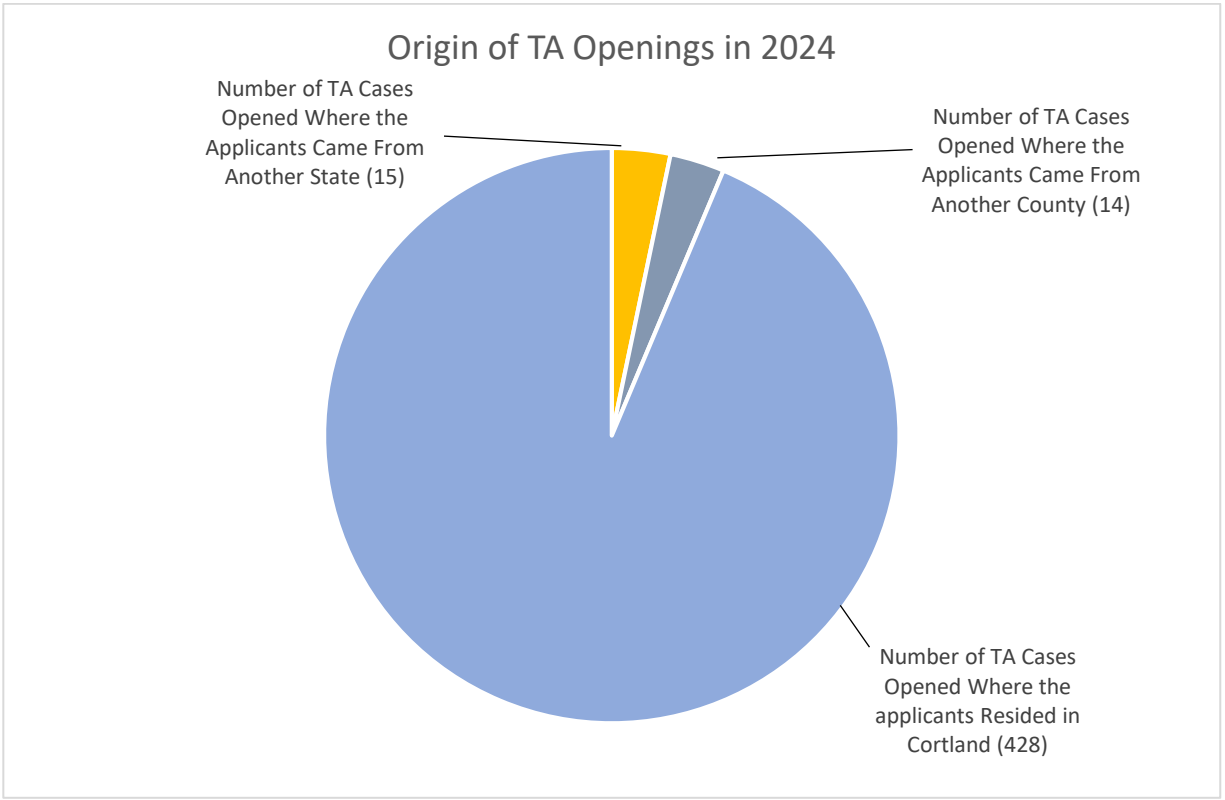
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Our indigent burial numbers do fluctuate but increased in 2024 after having dropped in 2023.

	2020	2021	2022	2023	2024
Number of indigent burials	67	85	88	52	71
Burial expenditures	$175,948	$204,724	$212,960	$139,018	$203,812

Because New York State requires counties to accept applications from anyone who applies in a county without any residency restrictions, we track the number of TA applicants from other counties and states. Of those who do apply, a very low percentage of them open for TA, particularly those from another county, although the number of people applying from out of state has increased over the past year.

	Number from another state applying for TA	Number from another state who opened TA	Number from another county applying for TA	Number from another county who opened TA
2019	8	1 (12%)	88	7 (8%)
2020	No data due to pandemic	-	-	-
2021	36	5 (13%)	20	2 (10%)
2022	24	4 (16%)	88	15 (17%)
2023	35	6 (17%)	75	16 (21%)
2024	45	15 (33%)	81	14 (17%)



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One factor we analyze is the history of those who are applying for TA. Specifically, whether they have received TA in the past in our county. This is done to help analyze service needs and how to best assist applicants. A growing number of TA recipients have received TA in the past.

	2020	2021	2022	2023	2024
TA recipients who are open for the first time	121 (41%)	101 (40%)	140 (41%)	182 (44%)_	165 (36%)
TA recipients who have received TA in the past	173 (59%)	150 (60%)	198 (59%)	234 (56%)	292 (64%)

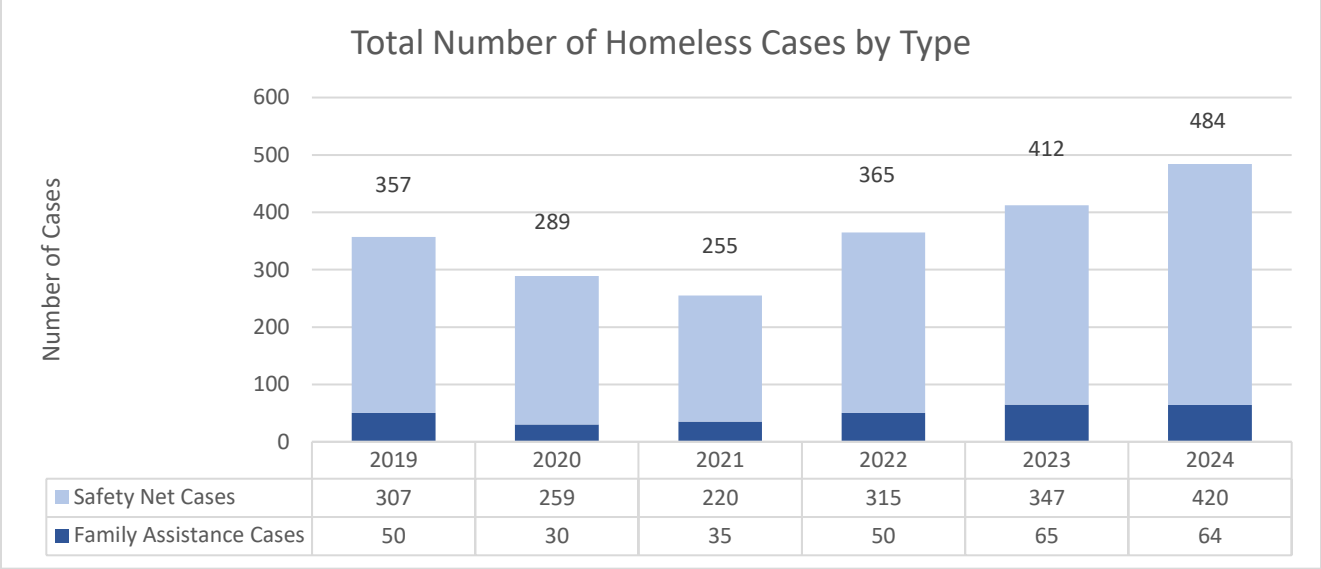
An ongoing challenge is the number of Temporary Assistance adult recipients who are exempt from work requirements due to a physical, mental health, or substance use disorder. In accordance with New York State regulations, individuals who are exempt cannot be required to work on their job skills or search for employment but can be required to follow treatment recommendations. Those who are expected to be permanently disabled are assisted in applying for disability benefits. There are regular meetings and communications with local treatment and medical providers to ensure that exemption determinations are accurate and necessary. Despite these attempts, a high number of individuals are work exempt and are not required to participate in work activities. Additionally, we are seeing a growing number of individuals who are working but who still qualify for Temporary Assistance.

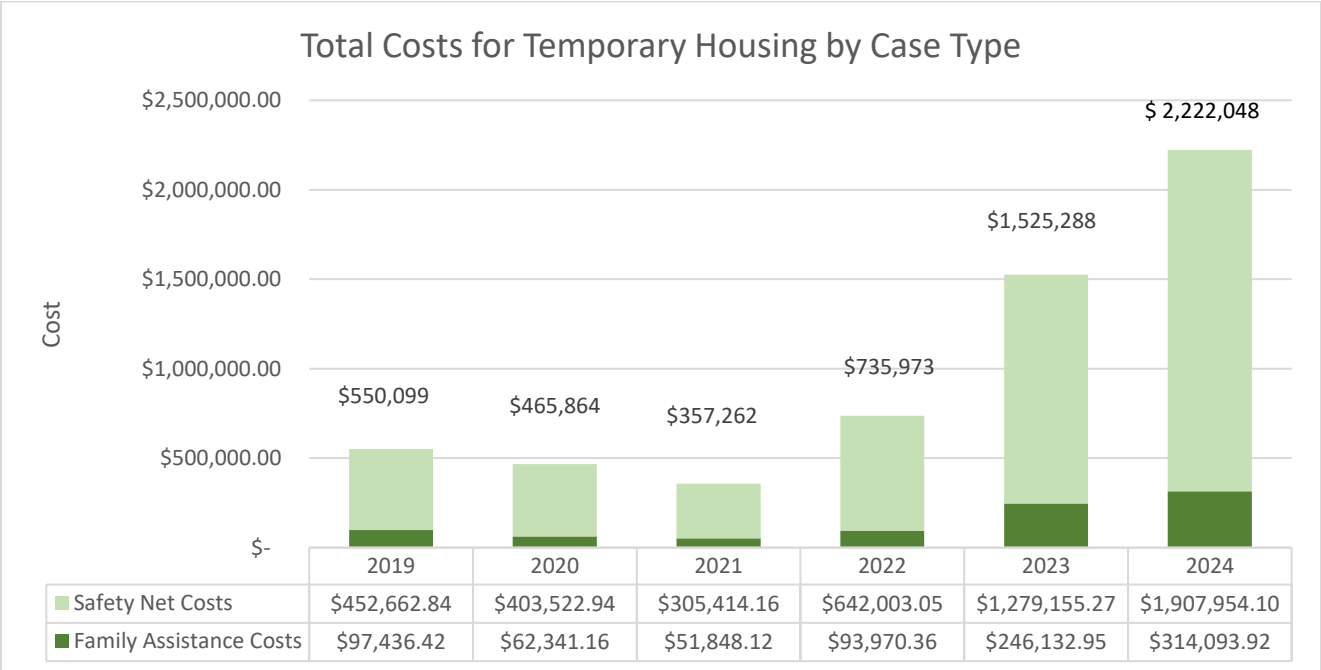
	2020	2021	2022	2023	2024
Number of adult TA recipients who are exempt and unemployable (monthly avg)	247 (79%)	166 (81%)	217 (84%)	251 (80%)	260 (76%)
Number of adult TA recipients who are nonexempt and employable (monthly avg)	51	38	40	61	83
Of the nonexempt TA recipients above, those who are currently working either full or part-time (monthly avg)	8	4	8	15	34

Homeless housing has been our biggest challenge and focus over the last 3 years because we have seen historic increases in this area. This seems to be impacted by a number of factors: a large number of these individuals face chronic mental illness and substance use disorders making it difficult to maintain housing, bail reform has led to a number of formerly incarcerated individuals becoming homeless, a lack of immediately available and effective mental health and substance abuse treatment services for those who do not easily engage in treatment, a dramatic decrease in the number of landlords and motels willing to provide low-income housing due to an increase in problematic behaviors, as well as increased financial risk due to eviction reform laws, a woefully inadequate shelter allowance which does not allow recipients to afford permanent housing, and regulatory changes which have led to an inability to hold individuals accountable for when they demonstrate dangerous behavior and noncompliance. As a result, we are struggling to provide emergency or permanent housing for our homeless individuals.

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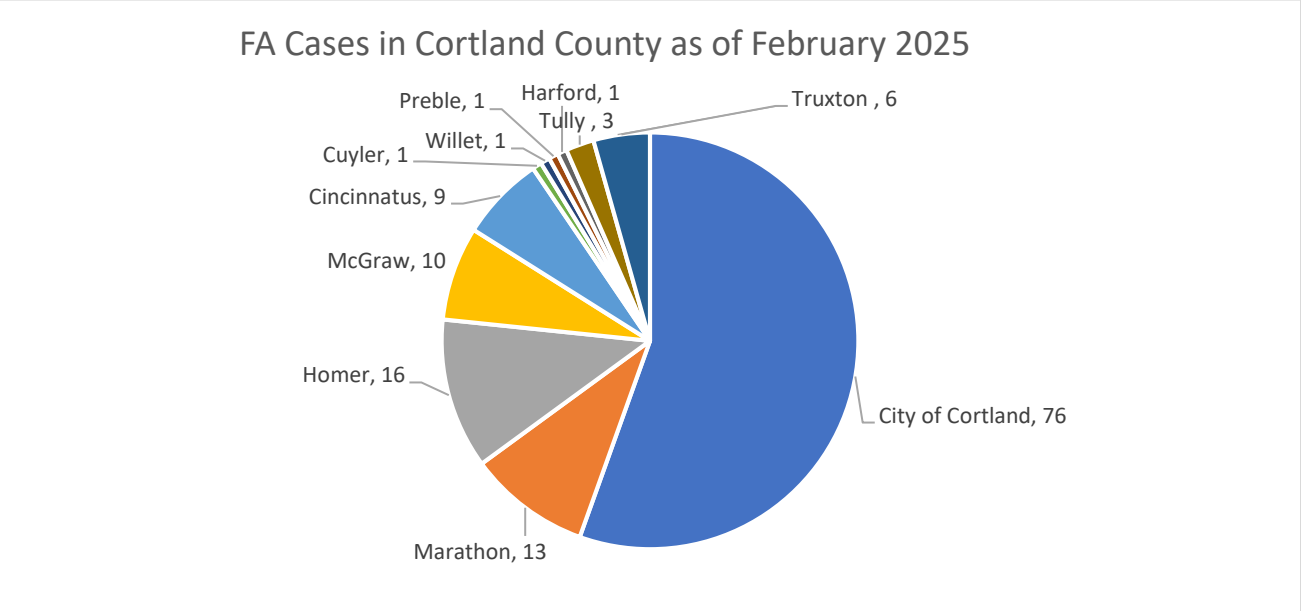
	2020	2021	2022	2023	2024
Number of instances cases (individuals or families) were housed as homeless	311 (226 separate households,45 housed more than once)	315 (249 separate households,34 housed more than once)	496 (357 separate households,107 housed more than once)	557 (403 separate households, 66 housed more than once)	648 (458 separate households, 110 housed more than once)
Of instances, number SN single males	187	183	282	315	310
Number of homeless parolees	58	21	39	20	22
Ave. days case housed	33 days	28days	31days	43 days	48 days
Ave. cases per night	29	25	42	72	92

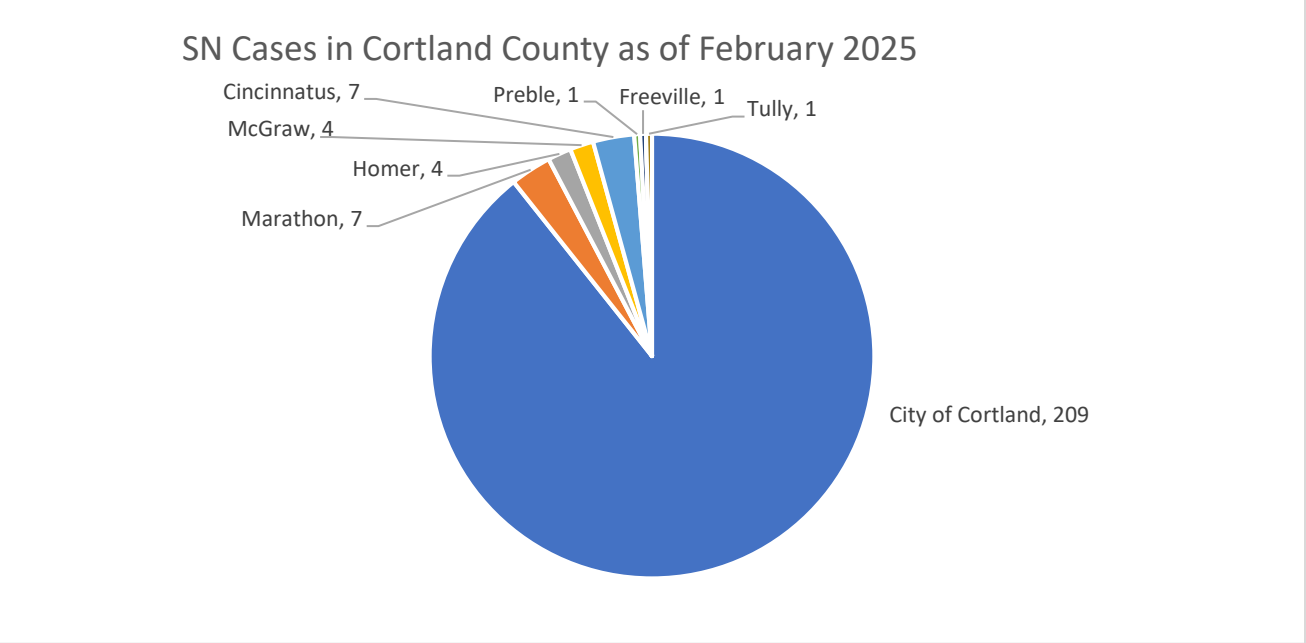




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As of February 2025, most of the Temporary Assistance cases are located within the city of Cortland. The charts below indicate that a higher percentage of Safety Net (SN) cases are concentrated within the City of Cortland than are Family Assistance (FA) cases. Not all current TA cases are represented here, as certain types of cases do not contain a local address, such as those in congregate care, rehab, shelter, or non-custodial caretaker cases outside of our county. We also carry cases for a specific amount of time when the recipient has moved out of county.





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INVESTIGATION

Description:

This is the work done to avert fraudulent applications, investigate fraud allegations and to complete various resource recovery actions.

Annual Updates:

There is a great deal of emphasis on fraud investigation work. Applications with factors which may indicate possible fraud are referred to the Investigation Unit as FEDS (Front End Detection System) referrals. A high percentage of our TA applications are reviewed as FEDS, helping us ensure new applications do not contain fraud. Open assistance cases may be referred to the Investigation Unit if staff suspect possible fraud. Outside referrals are also accepted from anyone. Due to the COVID pandemic, FEDS requirements were waived from March 2020 through May of 2021, resulting in lower numbers during that time. Case Investigations also decreased during this time, primarily due to the mandatory waiver of in-person interviews. These numbers increased since 2022 as interviews resumed and FEDS requirements were back in place. This has led to significant savings and loss prevention directly attributable to our Investigation Unit. One factor impacting our number of fraud arrests was that we were without our contracted Sergeant from the Sheriff's Department for the last 5 months of 2024 due to a retirement.

	2020	2021	2022	2023	2024
Number of TA FEDS investigations	95	145	318	370	299
% of TA applications referred for FEDS investigation	7%	12%	21%	20%	16%
Number of TA FEDS referrals found with case discrepancies	17	52	85	93	104
Number of TA applications denied or withdrawn due to FEDS investigation	8	44	77	69	89
FEDS Cost Avoidance/for one month	$12,492	$67,823	$117,119	$113,411	$142,670
Number of open case investigations (may be from any program area)	138	51	66	43	40
Number of individuals arrested for fraud	9	8	11	10	5
Fraud Investigation Recoveries	$86,807	$30,356	$36,556	$76,625	$79,310

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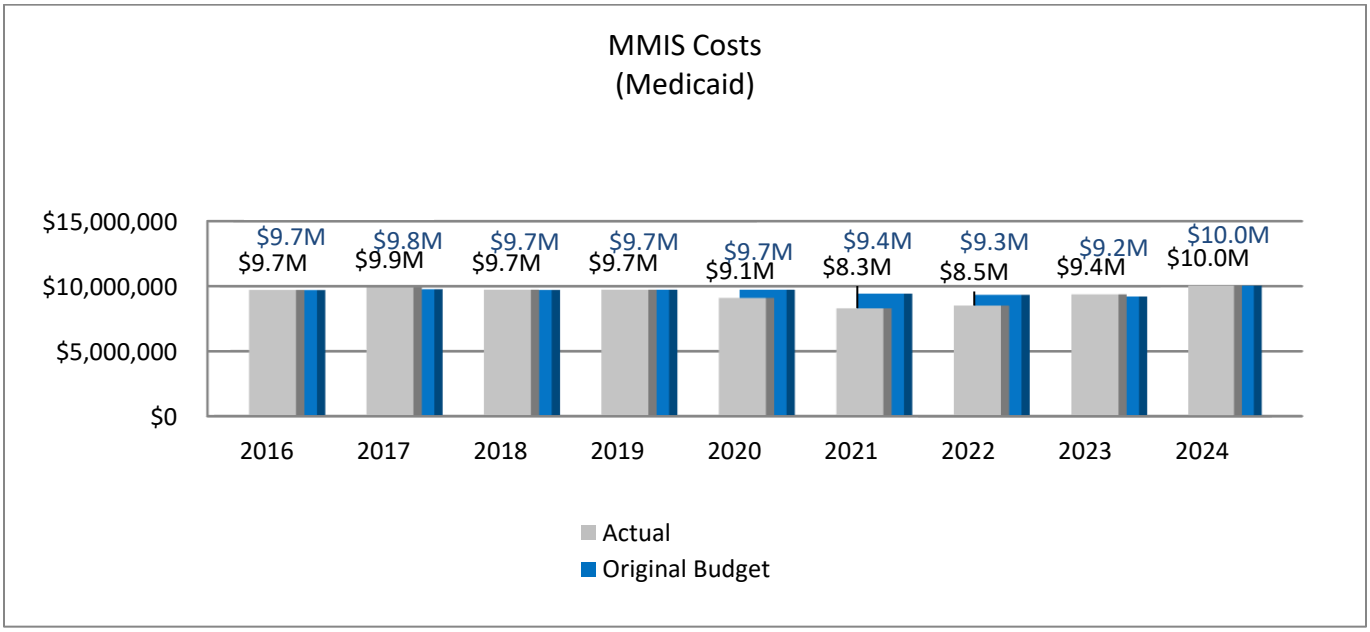
SNAP/MEDICAID/HEAP/DAYCARE

Descriptions:

- Supplemental Nutrition Assistance Program (SNAP) – This is a federally funded program that provides those who qualify with benefits to purchase food.
- Medicaid – This is a federal, state and locally funded health services program.
  - → Community Medicaid – These types of cases are being taken over by the NYS Exchange and are referred to as Maximum Adjusted Gross Income (MAGI) cases.
  - → Chronic Care Medicaid – Cases that qualify for Medicaid under the Medicare Savings Program, the Medicaid Buy-In Program, and for those who are in receipt of Supplemental Security Income (SSI) or are a nursing home resident.
- Home Energy Assistance Program (HEAP) - This is a federally funded energy assistance program that helps with heating bills, furnace repairs, summer cooling benefits and furnace maintenance.
- Daycare – The Low-Income Daycare Program (LIDC) is for working parents who earn less than 85% of the State Median Income (SMI) and/or for parents transitioning from Temporary Assistance. Daycare is also provided to Temporary Assistance recipients when necessary.

Annual Updates:

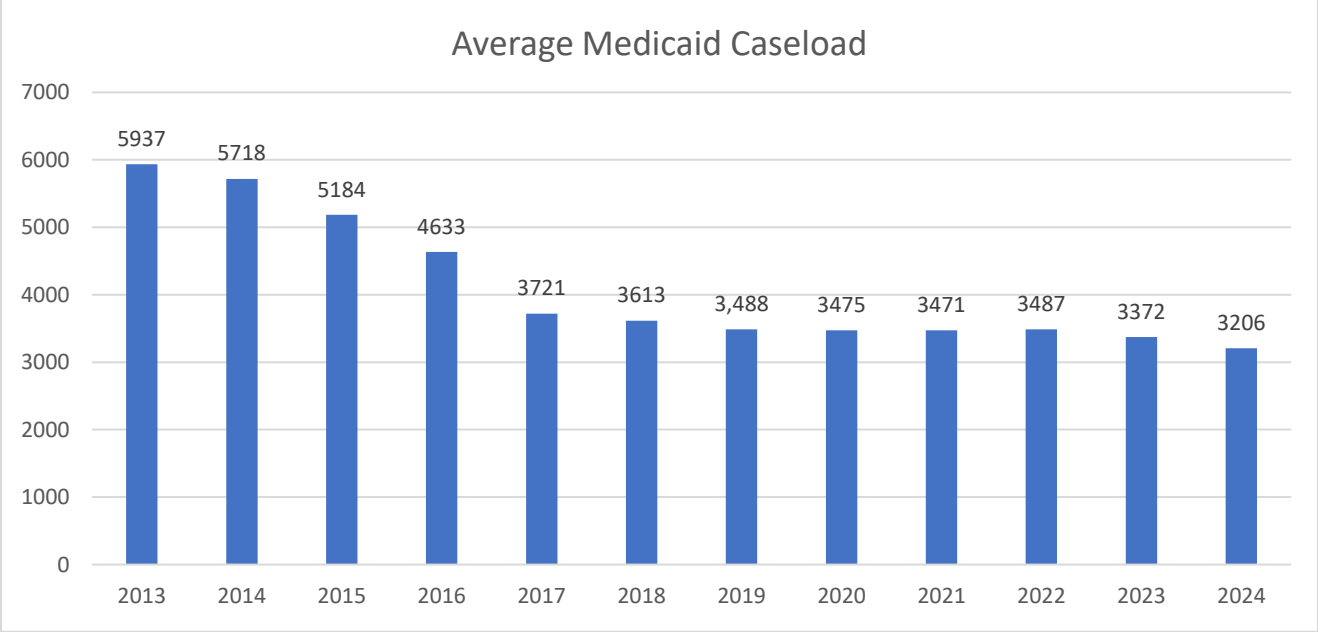
Medicaid costs are the largest driver of our DSS budget. They accounted for 55% of the county funds in our 2024 DSS budget. This account is all local share and COMPLETELY OUT OF OUR CONTROL. Annual weekly share increases were to go to 0% after 2014 but decreased due to the Affordable Care Act (ACA). In 2023, NYS decided not to pay counties for money owed from reconciliations of the estimated weekly shares from 2016 to 2022. Instead, the weekly share was increased due to the elimination of federal pandemic funding and a phase out of the ACA sharing.



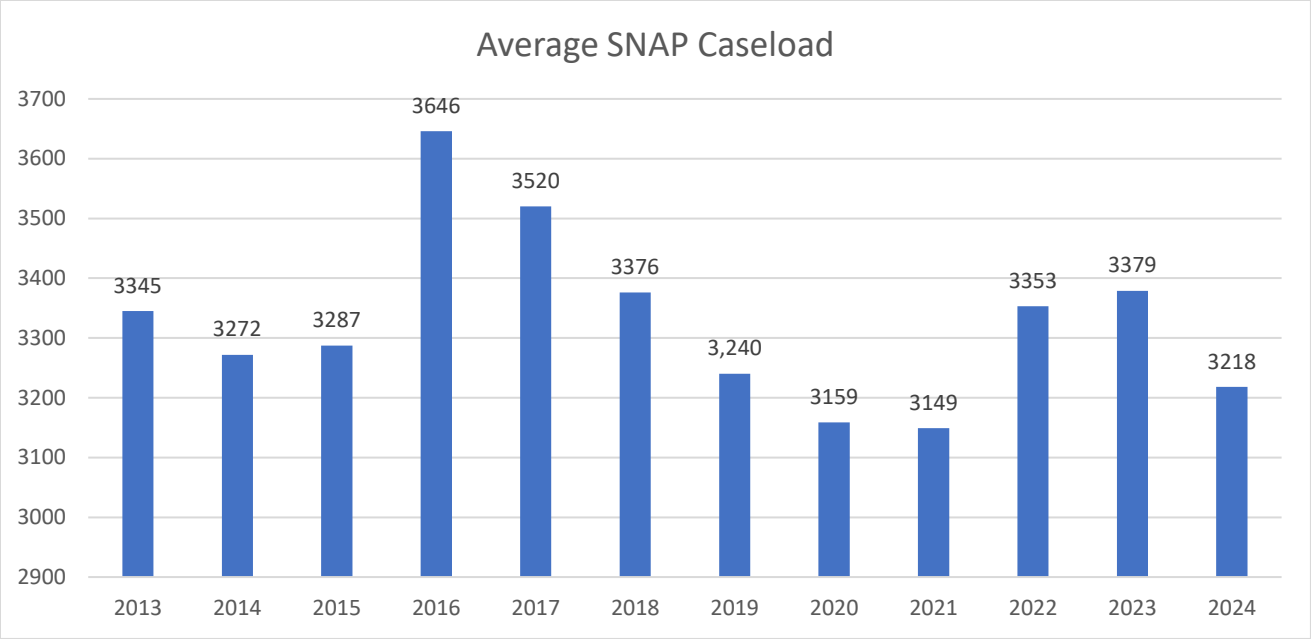
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Medicaid cases handled locally began to decrease after 2016, as New York State continued to transition some cases away from local districts, but this process has been stagnant. The number of SNAP cases has remained relatively consistent over the past few years. HEAP cases tend to fluctuate depending upon the severity of the winter season and the amount of funding provided. There have been dramatic increases to the Daycare caseload since 2023 due to significant expansion to the eligibility guidelines and program rules including a mandated 12-month case opening rule and a large increase in income guidlines. At the end of 2024 we had over 200 open Daycare cases.

	2020	2021	2022	2023	2024
Number of open SNAP cases (monthly avg.)	3,159	3,149	3,353	3,379	3,218
Average number of days from SNAP application to determination	12	15	18	18	17
Number of open local MA cases (monthly avg.)	3,475	3,471	3,487	3,372	3,206
Average number of days from MA application to determination	17	24	20	18	28
Total number of HEAP benefits (regular/emergency/furnace)	4,813 (2020-2021)	4,800 (2021-2022)	4,683 (2022-2023)	3,997 (2023-2024)	4,300 (2024-2025)
Average number of days from HEAP application to determination	27	30	21	25	28
Number of Low-Income Daycare cases (monthly avg.)	71	60	78	136	178



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SNAP, HEAP, and most Medicaid payments on behalf of recipients are paid outside of our county budget but represent significant federal and state spending.

Expenditures	2022	2023	2024
SNAP benefits authorized	$18,877,344	$14,130,616	$12,743,170
HEAP benefits paid by OSC (FFY)	$3,470,467	$2,725,845	$2,320,358
HEAP benefits paid locally	$6,227	$27,386	$29,318
Medicaid paid by County (MMIS Account)	$8,505,700	$9,375,085	$10,042,592
Total Medicaid for Cortland Residents	$115,025,542	$130,291,449	$126,345,594

CHILD SUPPORT SERVICES

Description:

Child Support Services include the establishment of paternity, obtainment and enforcement of support orders, and the disbursement of funds. There are two types of cases. The largest type is Child Support Services (CSS) cases. These are private cases that are sought by one parent from another. Anyone in the County can receive assistance from the department in filing for paternity, support, or

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enforcement of an existing order. The other type of case is called Department of Social Services (DSS) cases. These are initiated by the department when money is owed for reimbursement of cash assistance or foster care placement. They can be considered either open or closed cases. Closed cases are those that have arrears owed to the department and a percentage of money goes to the department towards arrears while the rest goes to a custodial parent.

Annual Updates:

The amount of money collected and distributed is as follows:

Collections	2022	2023	2024
Reimbursement to DSS	$232,266	$212,031	$262,439
Distributed to a Custodian	$3,685,729	$3,906,627	$4,385,160

Performance measures are monitored by the NYS Office of Temporary and Disability Assistance (OTDA). These measures are a percentage of the amount possible based on our active caseload each year.

Measures	2022	2023	2024
Paternity Established	97.79%	98.09%	97.50%
Support Established	95.05%	93.69%	93.44%
Support Collected	72.5%	73.02%	79.46%
Active Caseload (monthly average)	2,728	2,250	2,223

Our Child Support Investigators file petitions for CSS and DSS cases and our Child Support Attorney represents us on the DSS petition cases in court. The 2024 data demonstrates increased productivity because the unit was finally fully staffed for most of the year.

Petitions	2022	2023	2024
Total Petitions	618	453	577
DSS Petitions	265	293	315
CSS Petitions	353	160	262
Paternity Petitions	17	17	23
Support Petitions	208	183	202
Violation Petitions	124	96	175
Modification Petitions	216	88	102
Genetic Petitions	1	6	6
Uniform Interstate Family Support Act Petitions	52	30	50
Other (confinement, health ins., employment)	0	33	2

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Services Division

PREVENTIVE and FOSTER CARE

Description and Annual Updates:

Preventive services are provided on a voluntary or court ordered basis to work with families to identify needs and implement service plans. This is done by providing case management with contacts at least twice a month. The services provided meet mandated preventive services regulations in that families must have a child at risk of out of home placement for a specific documented reason. Most of these services are provided by department caseworkers. We have a contract with Probation whereby two Sr. Probation Officers provide preventive services case management to families eligible through the Planning, Assessment, Skills, and Support (PASS) Program (formerly known as Persons in Need of Supervision (PINS) program). PASS works with targeted youth ages 10-18 years that are identified in accordance with the current PINS statute, and other youths who have challenging behaviors.

Ave. per Month	2022	2023	2024
Number of open Preventive cases/month	89	81	82
Number of PINS Preventive cases/month (Probation)	28	35	29
Number of cases court ordered	35	27	28

We began a new contract with Cayuga Centers for Functional Family Therapy (FFT) this year. However, due to current staffing challenges, a therapist was unable to fill this position until halfway through 2024. FFT is a nationally researched and evidence-based model of home-based therapy targeted to work with juvenile justice involved youth. Due to the ever-increasing needs of our youth in the community, we went with the program targeted for youth 0-18. We also continued our contract with Elmcrest Children's Services for parent education (parent aide) services and family support with visitation services. It is designed to protect children, reduce trauma, engage families, and provide a discharge/permanency plan that can be achieved in the shortest amount of time possible. The program is rooted in safety and security for the children, while recognizing that foster care should be as temporary as possible on the path to permanency, and families should always be supported in staying together whenever possible.

We continued to contract with Cayuga Centers to provide a preventive program called Safe Care. The decision to create this contract came out of work with our Families First consultant work. This program targets service to parents of children ages birth to 5 yrs at risk of child maltreatment, including young parents; parents with multiple children; parents with a history of depression or other mental health problems, substance abuse, or intellectual disabilities; parents being reunified with their children; parents recently released from incarceration; parents with a history of domestic violence or intimate partner violence; and parents of children with developmental physical disabilities. The program is evidence based and is a Families First Clearinghouse "supported" program. The Safe Care Coach works on three models with the families including a health module, home safety module and

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parent-child/parent-infant interactions module. The program is typically around 18-20 weeks per family.

Monthly Ave Cases Serviced	2022	2023	2024
CCMH (monthly average) FFT	14 -	15 -	- 6
Elmcrest Parent Education Program (monthly average)	32	30	29
Elmcrest Family Support Placement cases (monthly average)	11	11	10
Total Visitation hours provided by Elmcrest in year	2,801	2,333	2,665

Children who need to be placed out of their homes due to unsafe parent or child behaviors can be placed in DSS custody (foster care) unless there is another parent or relative with whom they can be placed. Reunification efforts need to be made with parents in most instances regardless of who a child is placed with. In the past several years, we have seen more children placed with relatives on an emergency basis. We have also seen more relative placements convert to foster care placements. The federal and state governments continue to mandate relative foster care through the Families First law requirements. To help with the recruitment and certification of new local and relative foster homes, we continued our home finding contract with Hillside Children's Services.

Monthly or Annual stats	2022	2023	2024
Children in foster care (monthly)	80	95	76
Children entering foster care (DSS custody) in year	72	36	44
- Child Protective Entries	38	24	30
- PINS/Voluntary /JD Entries	5	3	4
- Relative Placements moved to foster care	29	9	10
Emergency foster care and relative placement removals total (annual)	66	35	41
Children with a relative/other parent (monthly average) non-FC	48	27	27
Children entering relative placement in first instance (annual) non-FC	28	11	11
Children in relative foster care	21	24	22

Children placed in foster care must be placed in the least restrictive level of care. When the needs of children are too challenging to be met in family homes, children are placed in therapeutic

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foster homes, group homes or residential centers that are operated by private agencies. Youths can be placed in non-secure or secure detention by the Juvenile Justice System either in DSS or their parent's custody. In 2021, there was a significant law change in that Persons In Need of Supervision (PINS) youths can no longer be placed in non-secure detention, and if they are placed in foster care there is no reimbursement for any of the costs. We continue to struggle to find emergency respite care for youths exhibiting ungovernable or incorrigible behaviors or for parent/child disputes that cannot be resolved in the home. There are very limited residential placements beds and if we can place a youth into our local foster homes, they often require constant support due to unmanageable behaviors and placement disruptions. Unfortunately, we have had to have a few youths spend overnights in our building with staff this past year when we have been unable to locate an appropriate and safe placement.

Monthly or Annual stats	2022	2023	2024
Number of children in foster homes (monthly average)	73	85	67
Number of children in higher levels of care (monthly average)	7	10	9
Number of children and bed days in non-secure detention (annual)	0	1/1 night	0
Number of children and bed days in secure detention (annual)	0	0	0
Raise the Age Placements	0	0	0
OCFS Custody Placements	1	0	0

The amount paid in foster care costs can vary drastically from year to year based on the number of children in care and the numbers in costly higher levels of care.

Foster care and adoption rates were increased by a 4% Cost of Living Allowance (COLA) in April 2023 and increased again in July 2023 by a state mandated increase to the Maximum State Aid Rate (MSAR). This resulted in an increase anywhere between 32% and 51% of the daily rate depending on the level of care determined for each child placed in a foster home or receiving an adoption subsidy. The state also introduced a new "Extraordinary" rate in 2023. The following information outlines average cost rates based on types of placements.

Higher levels of care average rates:

- Therapeutic Foster Homes - $49,036/year
- Group Homes - $172,824/year
- Residential Treatment Centers - $386,440/year

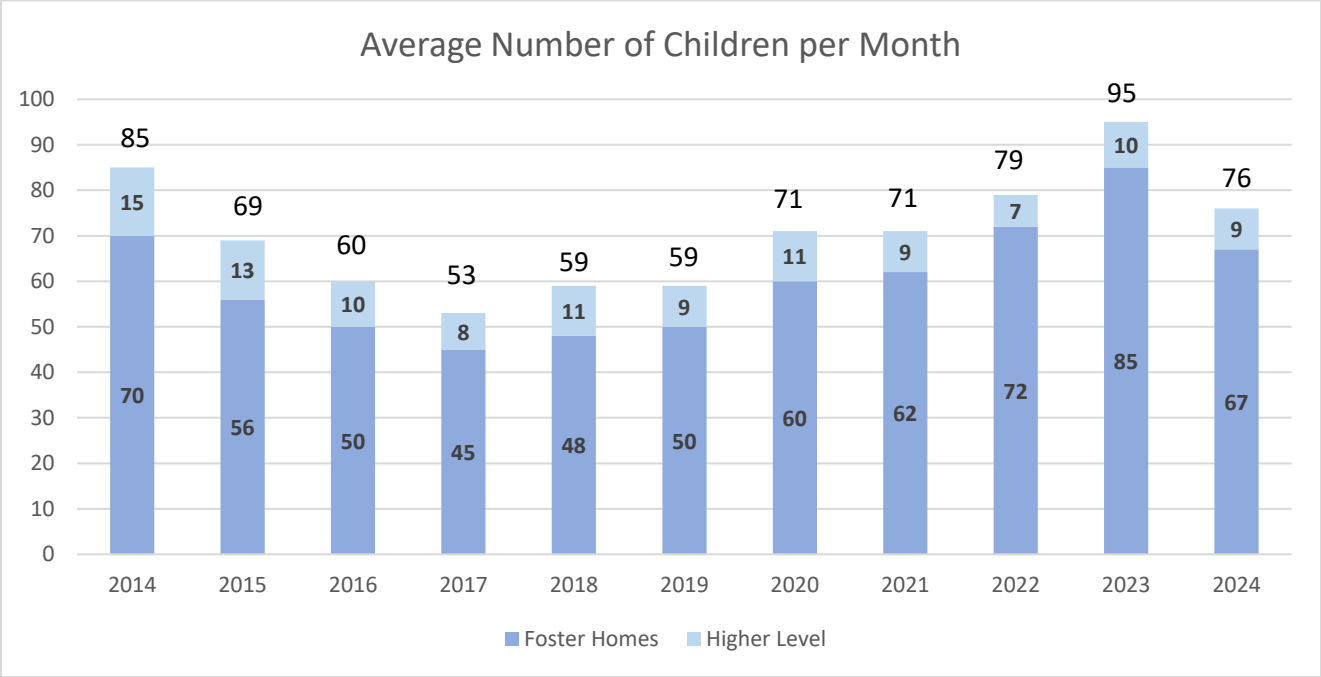
County foster home rates:

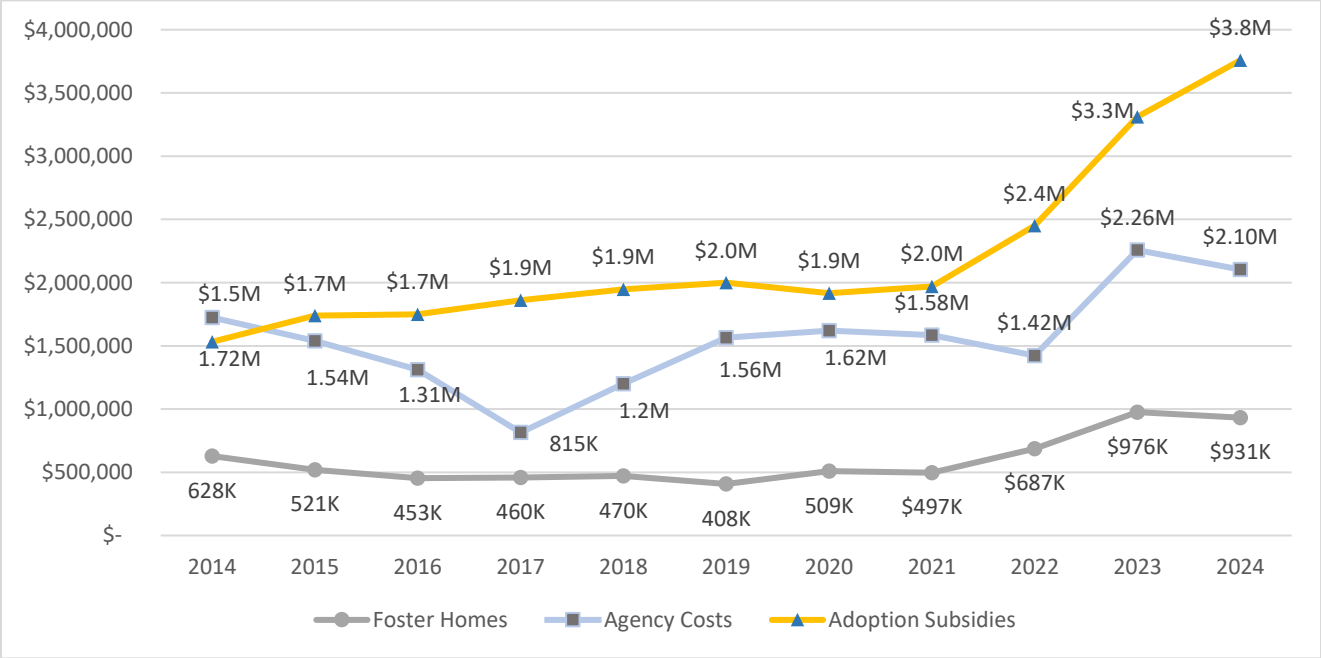
- 0-5 yrs. old - $11,508-$45,800/year
- 6-11 yrs. old - $13,713-$45,800/year
- 12-21 yrs. old - $13,859-$45,800/year

The charts below demonstrate the financial impact of higher levels of placement for children who cannot be safely cared for in our local county family foster homes. In 2024, 12% of our foster care

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placements that are in higher levels of care accounted for 72% of our total foster care costs as indicated in the charts below.





The costs above will be difficult to lower because the children in the highest cost programs are those who cannot be maintained in lower-level community foster homes. Many of these children would have been served in state operated programs for those with severe mental health needs or developmental disabilities in past years, but the State has closed and downsized those programs thereby forcing children into the foster care system when residential care is needed. In addition to the

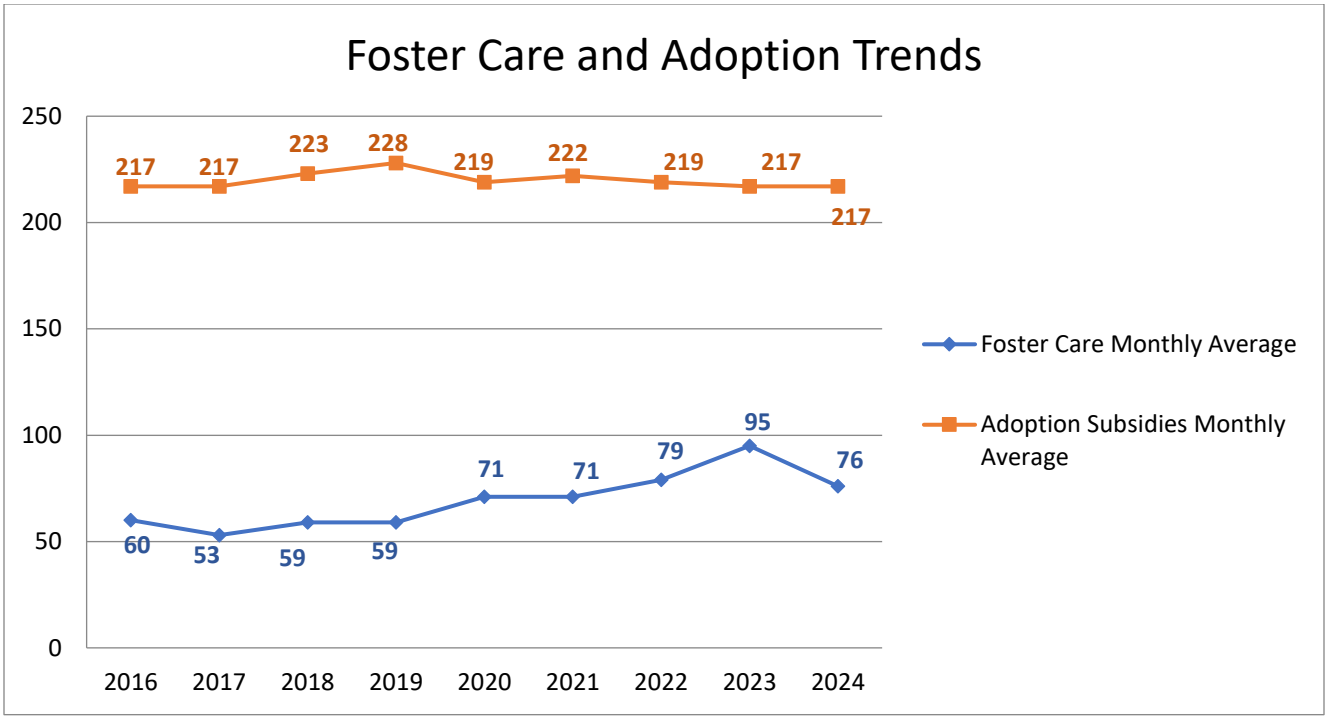
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foster care system being overloaded with children who need specialized placements, the Families First Law reduced the reimbursement we receive for these placements.

Whenever children are placed in DSS custody, efforts must be made to reunify them with their parents or other family members. If they cannot be reunified, efforts must be made to achieve another permanency option as soon as possible and after no longer than 15 out of 22 months in foster care. This can be achieved through the termination or surrender of parental rights and adoption, or through a permanent custody or guardianship arrangement with another related adult. When children are freed for adoption, the assigned caseworker facilitates the completion of adoption paperwork with the adoptive parents, their attorneys, and the Surrogate Court.

Annual stats	2022	2023	2024
Children Leaving Foster Care	41	60	39
Permanency Reports filed for children in out of home placement	224	206	175
Extension of Placement petitions (JD and PINS youths)	0	0	1
Termination of Parental Rights petitions	6	27	21
Surrenders accepted from parents	25	16	15
Children reunited with parent	17	12	13
Children placed permanently/released with another parent or relative	4	11	10
Children adopted	5	20	12
Children Aged Out to Independence	1	1	4
Adoption subsidies (annual cost)	$2,450,000	$3,310,530	$3,758,017

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CHILD PROTECTIVE SERVICES (CPS)

Description

CPS reports are received locally from the State Central Registry (SCR) through the Connections computer system. The Department is required to assess the safety of all children in the household within 24 hours, which typically requires a face-to-face contact and assessment of the home. This service needs to be provided 24 hours a day, 365 days a year, which necessitates on-call staffing. The Department has 60 days to complete an investigation. If there is a preponderance of the evidence found to support the allegations of the report, then it is indicated. An indicated report will stay on file in the system until the youngest child in the household is 28 years of age. If there is no credible evidence to support the allegations in a report, then the report is designated unfounded, sealed, and retained for 10 years. The Department must assess risk and safety of all children named in a report and provide the least intrusive intervention, when necessary. This could include referrals to community services, opening a preventive services case voluntarily, or court intervention that could order services and/or removal of children from their homes. The Child Advocacy Center is used by any caseworker assigned to investigate a case requiring the Multi-Disciplinary Team (MDT) joint investigation of potential abuse.

Annual Update

Cortland County has a history of being one of the highest counties for CPS reports per 1,000 children. In 2021, we were ranked 6th at 85.8/1,000, in 2022 we were ranked 3rd at 88.5/1,000, and in 2023 we were ranked 8th at 83.1/1,000 children. Due to the high number of reports and an on-going challenge with caseworker vacancies and leaves of absence, our workers received many more reports than recommended. The State recommended number of new reports assigned to a worker each month

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is 6, with no more than 15 cases open at any given time. With the continuous turnover of staff and training that takes 3-4 months, many caseworkers exceeded this recommended caseload for most of the year.

	2022	2023	2024
Total CPS Reports (annual)	1,130	1,065	980
Consolidated Subsequent Reports of total (annual)	179	169	192
Reports involving substance abuse	260	237	217
Overdue Reports (monthly average)	32%	43%	53%
Percentage of workers with more than 15 open reports each month	37%	41%	45%
New reports per worker (monthly average)	10	9	9

We have utilized a part-time on-site contractual Behavioral Health Specialist to work with our caseworkers for some of 2024. Unfortunately, the agency we contracted with struggled significantly with staffing, and as a result the contract ended at the end of the year. The support we did receive was instrumental in helping us offer substance abuse and mental health screening and service linkages to adults in their homes when we are trying to work with parents to reduce risk to children. Court intervention is always a last resort after referrals to community services and voluntary preventive services are ruled out when children are at high risk of harm. There are three main outcomes from neglect and abuse petitions. They are court ordered preventive services with or without orders of protection against an adult on behalf of children, placement of children in foster care, and placement of children with another parent or relative.

Annual Petition Totals	2022	2023	2024
New Petitions for Services	19	13	17
New Petitions for Out of Home Placement (foster care or relative)	48	31	34

COORDINATED CHILDREN'S SERVICES INITIATIVE (CCSI)

Description

The Coordinated Children's Services Initiative (CCSI) is intended to be a six to eight-month process of assessment, wraparound meetings, and evaluation that is used to assist families and youths in overcoming multiple system needs to prevent out of home placements. A parent partner is assigned and available to work alongside a family 24/7 to help them address immediate needs, offer support, provide a family voice, identify family strengths and concerns, and to help them navigate the various services available. CCSI has found much of their work to be targeted towards an ever-expanding population of children who are not attending school, dealing with complex trauma, and who have significant mental health concerns and substance use disorders. Wraparound meetings are held with

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the family, service providers and natural supports to develop action plans to keep youth safe and in the community.

Annual Updates

CCSI services were implemented in 2011 and have existed in partnership with Catholic Charities for contract parent partners since that time. The program served 31 families and held 9 wraparound meetings in 2024. Unfortunately, the contracted parent partner position through Catholic Charities was vacant most of the year due to a retirement. Catholic Charities has been unable to hire a new parent partner.

Outcomes	2022	2023	2024
Out of home placements diverted	11	8	9
Number of youths placed out of home	3	3	0
Successfully discharged youths	11	12	17

An important component of the CCSI program is the monthly community partner meetings, called Systems of Care that focus on collaboration and addressing service gaps.

ADULT PROTECTIVE SERVICES AND LONG-TERM CARE

Description

Reports for Adult Protective Service (APS) are received and accepted locally based on three criteria: reduced capacity for self-care, risk of harm/unmet essential needs, and no one else willing and able to assist. Cases are investigated for up to 60 days at which time they are closed or open for on-going monthly contacts. There are limited court interventions that can be taken in serious high-risk situations where an adult is in imminent danger, is unwilling or unable to accept essential services and competency is in question. These actions include court orders that grant DSS access to a home with law enforcement, orders to have an individual involuntarily taken for a medical evaluation, and orders that appoint a guardian for an adult's personal or property decisions. Additionally, APS works with individuals on a day-to-day basis to manage money and resolve situations such as homelessness and utility shut offs. They also assess and authorize various in-home Medicaid service supports for those with medical needs.

Annual Updates

There was a slight decline in the number of Adult Protective referrals received annually. In 2024, there were 90 referrals and 57, or 63%, were deemed to meet criteria for a full investigation. Of the APS cases opened, suspected financial exploitation and dementia were the most common concerns this year.

Community collaboration continues to be the most effective strategy for serving adults with complex needs. Regular monthly meetings with the local hospital, County Mental Health Clinic,

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Office for Aging, Access to Independence and others provide a platform to strategize how to best meet the needs of the most difficult to serve individuals.

Statistics	2022	2023	2024
Adult Protective Referrals in year	144	124	90
Adult Protective Investigations opened in year	92	68	57
On-going Protective Cases (monthly average)	9	3	7
Number of Court Interventions involving DSS in year	0	4	8
Guardianship cases in year	1	1	2

Adult Services work includes financial management services for clients who cannot manage their own finances. The Social Security Administration appoints our department as representative payee when an individual has no one else willing and able to do so. Caseworkers assist clients in becoming more financially independent when appropriate. This unit also provides homeless, utility shut-off, domestic violence, and general intake assessments. This year the unit worked more closely with the Temporary Assistance unit utilizing a caseworker in the Adult Services unit to make weekly contacts with individuals being housed in emergency housing at local motels. The goal is to support individuals with compliance and assist them with finding permanent housing.

Statistics	2022	2023	2024
Number of Financial Management Cases (mos. ave.)	192	174	166
Number homeless assessments (annual)	461	524	753
Number domestic violence waiver assessments	28	36	24
Utility shut offs addressed	1	0	2
Under 21 Referrals TA applicants	39	35	24

Long term care services involve various types of Medicaid funded in-home aide and supportive services that are authorized after a doctor verifies a need, and a caseworker and nurse assess the person's level of need for services. There are many complicated ways individuals qualify for these services involving both fee-for-service and managed care systems. The State Department of Health (DOH) created the New York Independent Assessor (NYIA) program in 2022. This program was established to conduct the Community Health Assessments (CHA) to determine eligibility for Community Based Long Term Support Services (CBLTSS) and Medicaid Long Term Care (MLTC) Plan enrollment options for Medicaid consumers.

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Average Cases per Month	2022	2023	2024
Number of Long-Term Care Cases	37	42	37
Number of Consumer Directed Cases	34	42	37
Number of PERS (personal response devices)	13	12	7

Attachment: DSS Annual report (12955 : Department of Social Services Annual Report)

FISCAL REPORT for 2024

EXPENDITURE ACCOUNT DESCRIPTIONS

Administration: Salaries, Fringe Benefits, Equipment, Contractual

Daycare: This category reflects subsidies for families eligible for low-income daycare, families in receipt of public assistance and families transitioning off public assistance.

Services for Recipients: This category reflects services purchased for recipients of child protective services, foster care, mandated preventive services, domestic violence services, and adult protective services.

Medical Assistance: This category reflects any Medicaid related costs paid directly by our department such as health insurance premiums paid on behalf of eligible Medicaid recipients.

MMIS: This stands for the Medicaid Management and Information System. Expenditures from this category are billed to us by the State and cover the various community services billable to Medicaid as defined by the State. Only the local share of Medicaid is reflected in this account. Beginning in 2006, expenditures from this category were capped at set weekly rates to cover the total local Medicaid costs for this MMIS account and the Medical Assistance account. The cap amount increased by approximately 3% each year until 2013 when the methodology changed, and the increase was only 2%. In 2014, the increase was 1% and thereafter the increase was set at 0%. The weekly share amounts were then reduced over years due to enhanced federal funding for certain single adult populations related to the Affordable Care Act (ACA) provisions, and more recently due to enhanced federal pandemic money. In 2023 the state ended reductions due to enhanced pandemic money and began a phase-out of the ACA federal reductions.

Family Assistance: This category reflects any expenditure made for families who are eligible for Family Assistance cash benefits including emergency benefits and employment services. It also reflects any expenditure made for families in receipt of mandated preventive services and/or foster care services that meet eligibility criteria for EAF (Emergency Aid to Families).

Child Care: This category reflects any expenditure made for children in foster care who qualify for federal Title IVE funding, and for those children who are placed due to neglect or a voluntary instrument who do not qualify for any federal Title IVE or EAF funding. The costs for all children receiving an adoption subsidy are included in this account. Also, in this category, are the room and board costs for any children placed in a residential facility by school districts through the CSE (Committee on Special Education) and the tuition costs of children placed in the Office of Mental Health Residential Treatment facilities.

Attachment: DSS Annual report (12955 : Department of Social Services Annual Report)

Juvenile Delinquent: This category reflects any expenditure made for children in foster care who are adjudicated a PINS or JD and who are not eligible for federal Title IVE or EAF funding. This category also contains the expenditures made for any child placed in a non-secure detention facility.

State Training: This category reflects the local share of costs for children placed in the custody of the New York State Office of Children and Family Services and placed at state operated facilities. These are children who have been adjudicated with serious JD offenses. It also reflects costs of youths placed in secure detention.

Safety Net: This category of cash assistance reflects any expenditure made for childless adults or families who have exhausted their 60-month time limit for Family Assistance who qualify for the state operated Safety Net cash assistance program. It includes emergency services for those who qualify.

HEAP: This is the Home Energy Assistance Program. It reflects any expenditure made for eligible applicants who qualify for a renter's benefit when heat is included in rent.

Emergency Aid to Adults: This category of assistance reflects expenditures made for those SSI recipients who qualify for an emergency benefit such as a utility shut-off or eviction.

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2024 REVENUE DISTRIBUTION

Federal Share	$8,616,347	23.9%
State Share	$8,016,453	22.2%
County Share	$18,330,044	50.8%
Local Revenue/Repayments	$1,120,458	3.1%
Total	**$36,083,302**	**100.0%**

2024 COSTS BY ACCOUNT

ADMINISTRATION		
Administrative Costs		$10,211,877
Special Allocations		
Non-Residential Domestic Violence		25,000
Behavioral Health		29,623
Rental Supplement Program		23,955
Family-Centered Case Management Svcs		29,086
Code Blue		262,060
Total special allocation Expenditures		$369,724
Total Administration		**$10,581,601**
PROGRAM ACCOUNTS		
Family Assistance		$2,739,606
Cash Assistance	$1,267,476	
Foster Care	$1,031,703	
Preventive Services	$440,427	
Safety Net		$3,606,227
Emergency Aid to Adults		$20,039
Juvenile Delinquent Care		$0
State Training Schools (OCFS)		$255,290
Child Care		$6,025,324
Foster Care	$2,004,068	
Adoption Subsidies	$3,758,017	
Raise the Age	$0	
CSE & RTF	$263,239	
Medical Assistance		$0
MMIS		$10,042,592
Services for Recipients		$872,214
Services for Recipients	$872,214	
Raise the Age	$0	
Home Energy Assistance Program		$29,318
Daycare		$1,911,091
Total Program		**$25,501,701**
TOTAL 2024 EXPENDITURES		**$36,083,302**

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2024 Annual Report
Financial Account Highlights

Summary of 2024 Budget

	Amended 2024 Budget	2024 Actual	Difference
Expenditures	$38,160,580	$36,083,302	($2,077,278)
Revenue	$18,660,726	$17,753,258	($907,468)
County Share	$19,499,854	$18,330,044	($1,169,810)

Summary of Expenditures

Administrative Accounts

	Amended Budget	Actual	Difference	Estimated Local Share	Significant Highlights
Salaries	$6,441,749	$6,345,059	($96,690)	$2,090,648 33%	• 3% raises
Fringe	$2,739,907	$2,677,750	($62,157)	$881,658 33%	• Most fringe costs were lower than budgeted
Equipment	$13,218	$12,280	($938)	$4,052 33%	• Desk, iPad, and laptop purchased with FCS grant • 10 new laptops purchased
Contractual	$1,635,849	$1,284,452	($351,397)	$422,869 33%	• Some expenses were much less than expected: Malpractice Insurance, Car repairs, RSP, Contractual Agreements
Code Blue	$320,000	$262,060	($57,940)	$0	• We continue to receive 100% reimbursement • Other costs are in within salary expenditures.

Raise the Age (Not included in Program Accounts)

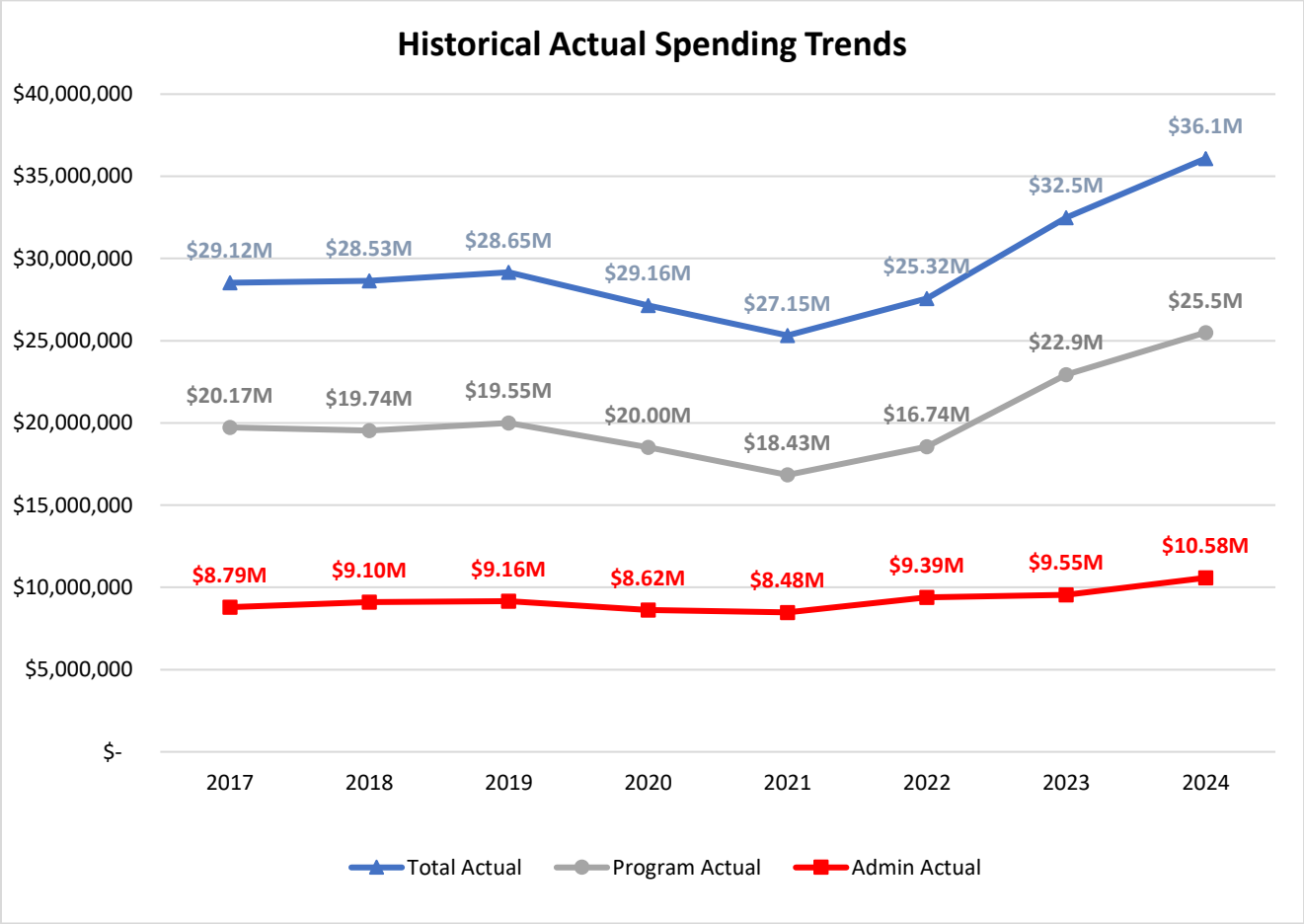
	Amended Budget	Actual	Difference	Estimated Local Share	Significant Highlights
Raise the Age	$792,000	$0	($792,000)	$0	• We did not have any RtA youth in 2024

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Program Accounts

	Amended Budget	Actual	Difference	Estimated Local Share	Significant Highlights
Daycare	$1,840,000	$1,911,091	$71,091	$53,422 3%	• Caseload growth • 12 mo guarantee
Services for Recipients	$1,079,420 w/o RtA	$872,214	($207,206)	$226,604 26%	• Slight shift in case eligibility to EAF • Many contracts ran vacancies
MMIS Medicaid	$10,042,592	$10,042,592	$0	$10,042,592 100%	• This is all local share. • Federal enhanced money taken away
Medical Assistance	$0	$0	($0)	($71,765) 0%	• Local share shows as negative due to recoveries that we receive and return to State/Federal
Family Assistance	$3,056,534	$2,739,606	($316,928)	$630,571 23%	• Foster Care costs shifted to Child Care • Preventive costs shifting back to this account from Services for Recipients • TA caseload stayed level
Child Care	$6,334,635 w/o RTA	$6,025,324	($309,311)	$1,484,063 25%	• Foster care costs for higher level care facilities increased • 1 RTF placement, 2 kids in CSE • Shift in foster care eligibility from FA
Juvenile Delinquent Care	$62,000	$0	($62,000)	$0	• No detention placements occurred.
State Training	$255,290	$255,290	($0)	$255,290 100%	• We paid for 1 youth placed in secure detention for 176 days(in 2021 & 2022) and in OCFS custody for 250 days (2022)
Safety Net	$3,488,386	$3,606,227	$117,841	$2,300,008 64%	• Local share was reduced due to SSI Repayments • Caseload continues to rise • Temporary housing costs continue to rise
HEAP	$35,000	$29,318	($5,682)	$0	• No local share (Prior yr. rev makes up difference)
Emergency Aid to Adults	$24,000	$20,039	($3,961)	$10,015 50%	• SSI emergencies fluctuate every year

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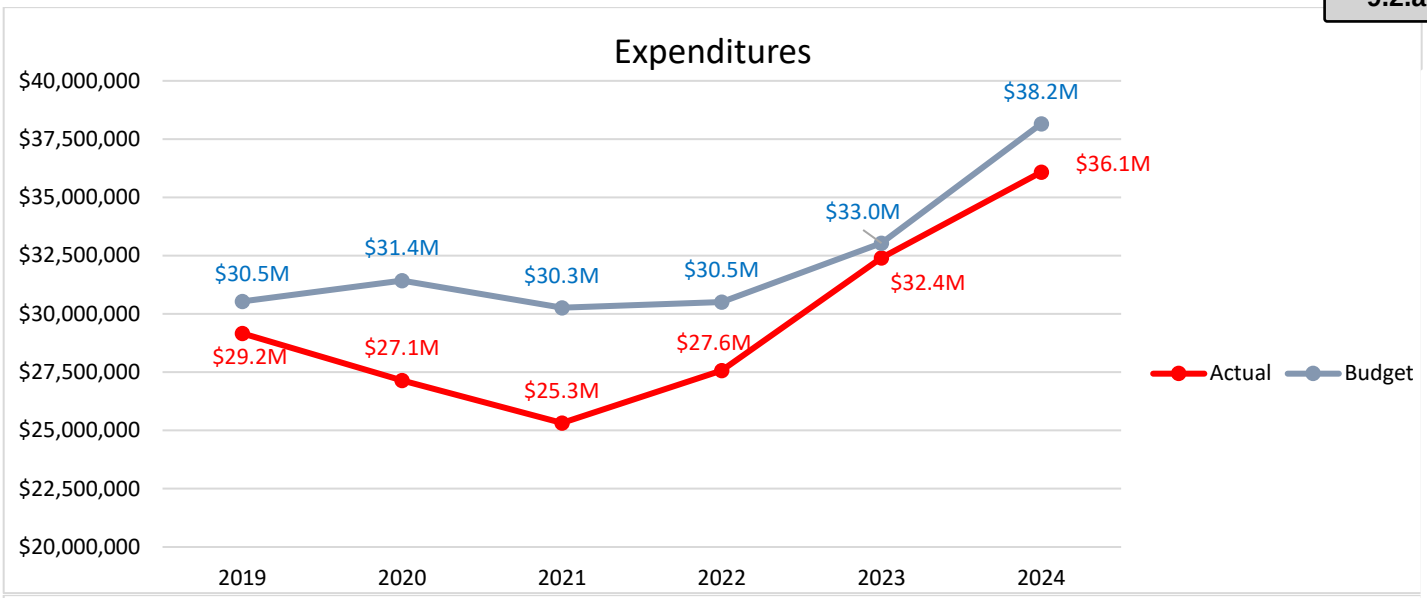
2024 Budget Summary Notes

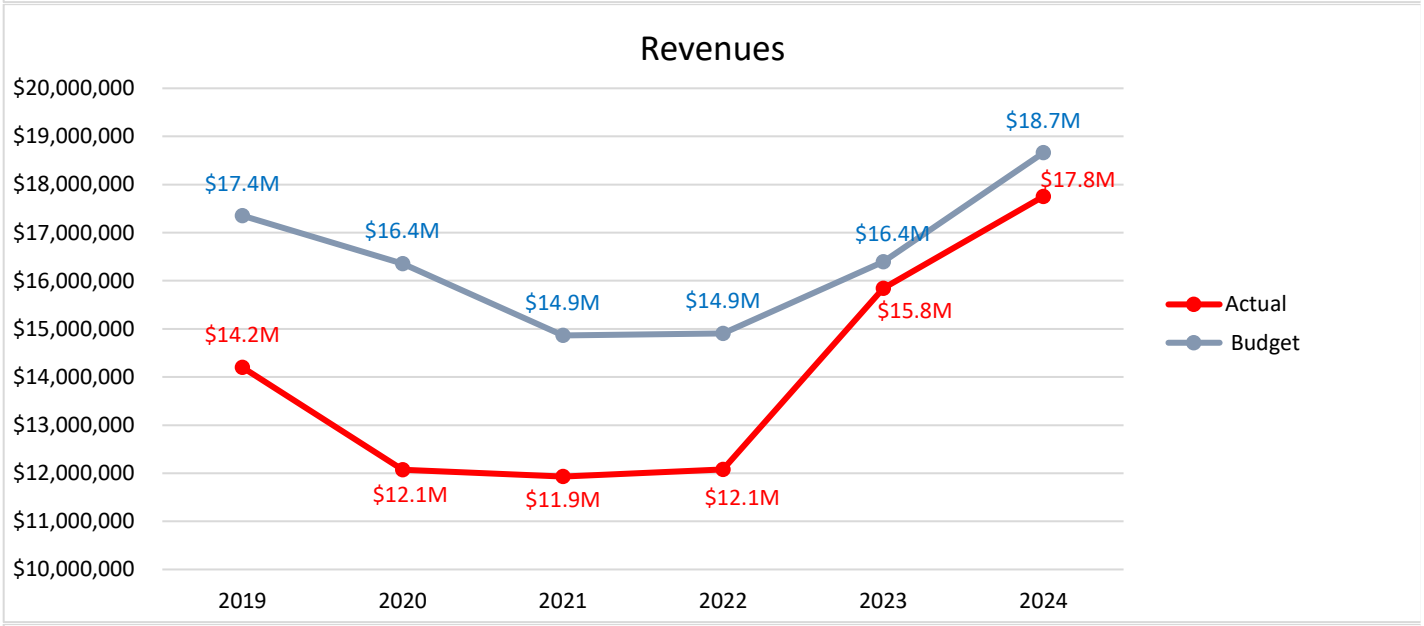
- Expenditures were up, but still under budget in 2024. This is primarily due to lower than anticipated administrative costs, Committee on Special Education placements, preventive services costs and no Raise the Age costs. These under budget expenses offset increases in Safety Net, Daycare, State Training, Medicaid and adoption/foster care costs.

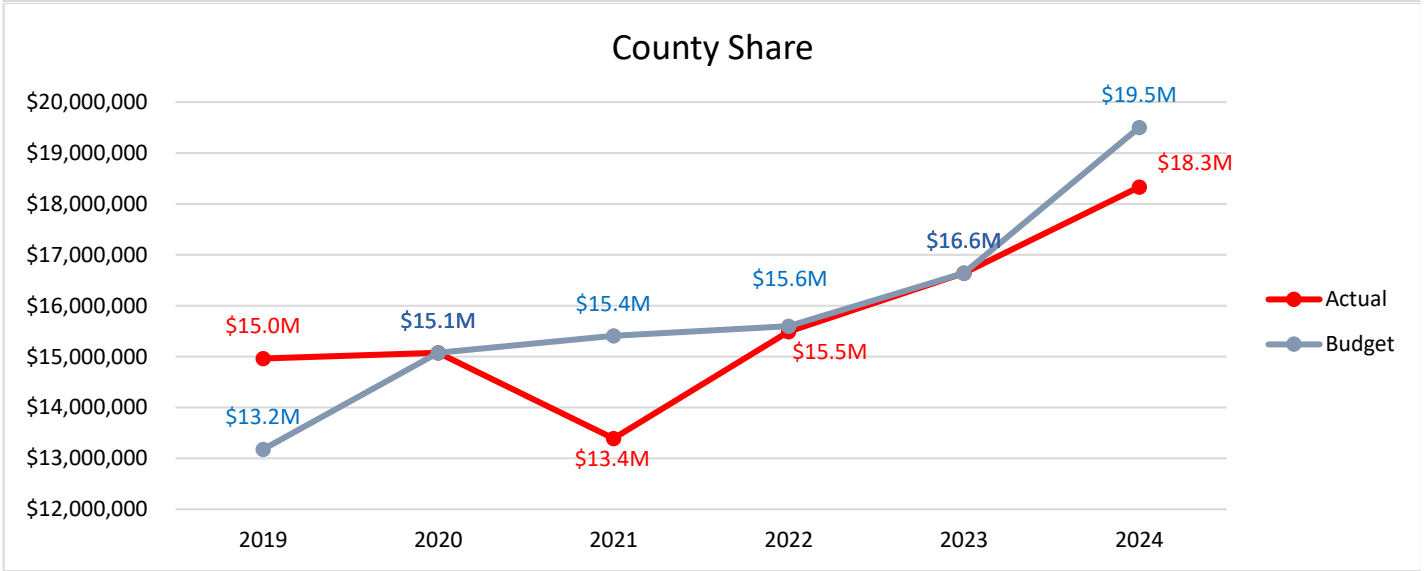
- Although revenues came in under budget, they were less under budget than expenditures were resulting in large county share savings. This was primarily due to some unanticipated and one-time revenue increases including FCBG, HEAP, a shift in when Title XX revenue was received, and large SSI retro payment reimbursements

- We changed how we recognize child welfare revenue that is advanced to us and then reconciled a year or more later. This money is being placed in a deferred revenue account rather than being recognized as cash when it is received. This allows us to recognize it after the State confirms final amounts owed to us. Due to underspending and county share savings, we have been able to accumulate savings in this account that will help when expenditures increase in future years due to state policy shifts.

Attachment: DSS Annual report (12955 : Department of Social Services Annual Report)







Attachment: DSS Annual report (12955 : Department of Social Services Annual Report)

TOWN OF HOMER NY
EST. 1795

Town & Village Sales Tax Split

April 2, 2025

Official Talley Sheet

Agreed Sales Tax split 50/50

Cincinnatus-

Cortlandville I voted 60/40!

Cuyler Lou Anne Randall

Freetown

Harford

Homer (Town)

Homer (Village) Patrick M Clune

Lapeer

Marathon (Town) Timothy P. Elliott

Marathon (Village)

McGraw (Village)

Preble James J. Doring

Scott

Solon

Taylor

Truxton

Virgil

Willet

Attachment: 2025 Municipalities Sales Tax Split Agreement - Signed (12980 : Receive and File Municipal Sales Tax Split Agreement)

TOWN BOARD RESOLUTION NO. [__1__]
A RESOLUTION OPPOSING THE COUNTY'S PROPOSED SALES TAX ARRANGEMENT

WHEREAS, the Town of Cincinnatus (the "Town") relies on a fair and equitable distribution of sales tax revenue to provide essential services, maintain infrastructure, and support the well-being of its residents; and

WHEREAS, the County of Cortland has proposed a new sales tax sharing arrangement that would significantly reduce the allocation of sales tax revenue to towns and villages within the County; and

WHEREAS, this proposed plan would place an undue financial burden on the Town and other municipalities, forcing potential cuts to vital public services, infrastructure projects, and community programs; and

WHEREAS, the Town Board finds that such a reduction in funding is inequitable and disproportionately harms local governments that depend on these funds to serve their residents effectively; and

WHEREAS, the Town Board supports fiscal policies that promote fairness, sustainability, and the continued ability of towns and villages to provide essential services without increasing local property tax burdens; and

WHEREAS, the Town Board urges the County Legislature to reconsider the proposed sales tax distribution plan and seek an alternative arrangement that preserves adequate funding for all municipalities;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Cincinnatus, as follows:

1. The Town Board formally expresses opposition to the County's proposed sales tax distribution plan and urges the County Legislature to vote against its adoption.
2. The Town Board calls upon County officials to continue to engage in meaningful discussions with town and village representatives to develop a fair and balanced revenue-sharing arrangement.
3. The Town Supervisor is authorized to communicate the Town's opposition to the County Legislature and advocate for an equitable distribution of sales tax revenue.
4. A copy of this resolution shall be forwarded to the County Legislature, the County Executive, and all municipalities within the County to express the Town's unified stance on this issue.
5. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED by the Town Board of the Town of Cincinnatus on this 8th day of April, 2025, by the following vote:

AYES: N. Constantino, R. Constantino, J. McKee, P. Wiater, B. Hemming
NOES: NONE
ABSENT: NONE

APPROVED 4/8/25

ATTEST:
Carolyn Nowalk, Town Clerk

Attachment: Cincinnatus - ResolutionSalesTax (12978 : Receive and File Town of Cincinnatus Resolution)

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mrumola@fslopke.com
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607-687-1856 - fax

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315-637-1808 - fax

Tri-City Highway Products, Inc.
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Richmondville, NY 12149
Martin Galasso
martyjr@lancdev.com
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518-294-9951 - fax

Vitale Ready Mix
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Auburn, NY 13021
Willian Rhodes
Brhodes@vitalerobinson.com
315-252-7227 Ext. 271
315-282-9995 - fax

Attachment: 2025 - Material & Service Bid Comparison (79-25 : Award 2025 Material and Service Bids)

CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 2/27/25 – Resolution No. 31-25

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CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 2/27/25 – Resolution No. 31-25

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CORTLAND COUNTY LEGISLATURE RULES OF ORDER

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CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 2/27/25 – Resolution No. 31-25

ARTICLE I
DEFINITIONS

1. **Agenda** – is a summary of the order of business expected to come before a particular meeting of the Legislature. All bid openings, communications, petitions, notices, committee reports, annual reports, audits, resolutions, proclamations, recognitions, as well as any other business to appropriately come before the Legislature shall be listed.

2. **Amendment** – is a proposal to change the wording of a motion or a resolution. Upon request of any legislator in attendance, an amendment may be submitted in writing and distributed to all members when possible.

3. **Amend Something Previously Adopted** – is a motion to change the Legislature's action on a portion of a resolution that has been adopted. This motion is in order as long as the portion to be amended is not something that has already been done that cannot be undone. A motion to amend something previously adopted requires a two-thirds vote without notice, or a majority vote of the entire membership with notice.

4. **Article** – is any resolution, petition, communication, notice, or report.

5. **Article postponed indefinitely** – is any article which is terminated for the particular Legislative session at which it is postponed indefinitely.

6. **Article postponed to time certain** – is any article postponed to a specific time (time c e r t a i n) to be taken up on a specific day.

7. **Chair** – is the Chair of the Cortland County Legislature, elected in accordance with Article II, Section 2-B of these Rules, Local Law No. 2 of 1972, and County Law §151.

8. **Citizen's Advisory Committee** – the County Legislature, by resolution, may appoint a committee of citizens of the County to act in an advisory capacity to any committee, department or office on any subject relating to the County government, pursuant to provisions in County Law §154. Term of said Committee shall not exceed the term of the appointing Legislature.

9. **Claim** – is any claim, bill, or account submitted to the Legislature pursuant to County Law (see County Law, § 369).

10. **Clerk** – is the Clerk of the Cortland County Legislature appointed in accordance with Article II of these Rules, Local Law No. 2 of 1972, and County Law §400-4(a) and County Law §475 or any amendments.

11. **Committee of the Whole** – is a committee composed of all of the members of the Legislature, but acts under the rules of other Standing Committees. The legislature cannot formally vote in Committee of the Whole. Committee of the Whole is NOT an executive session, and a Chair Pro

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Tem must be appointed after entering into Committee of the Whole

12. **Communication** – is any written instrument advising the Legislature of facts, situations, or problems (past, present, or future) having to do with the operation of Cortland County Government or the Legislature's powers under County Law. For informational purposes, official communications may be distributed to and received and filed by the Legislature.

13. **Conflict of Interest** – no municipal officer or employee shall have an interest, as defined in these rules, direct or indirect, in any contract with the County of Cortland, or engage in any other activity prohibited by the Cortland County Code of Ethics (Local Law No. 2 of 2008), when such officer or employee, individually or as a member of a board, has the power or duty to:

A. Negotiate, prepare, authorize or approve a contract or authorize or approve payment thereunder;

B. Audit bills or claims under the contract; or

C. Appoint an officer or employee who has any of the powers or duties set forth above.

14. **Day** – a period from a certain day within which, or after, or before which, an act is authorized or required to be done, meaning the number of calendar days exclusive of the calendar day from which the reckoning is made. If such period is a period of two days, Saturday, Sunday, or a public holiday must be excluded from the reckoning if it is an intervening day between the day from which the reckoning is made and the last day of the period. In computing any specified period of time from a specified event, the day upon which the event happens is deemed the day from which the reckoning is made. The day from which any specified period of time is reckoned shall be excluded in making the reckoning (see General Construction Law §20).

15. **Department Head** – is the County employee or employees elected, or appointed by the Legislature, chiefly responsible for the operation of any County Department.

16. **Ex-officio** – a member of the committee or board by virtue of an office held. Ex-officio members of committees have the same rights and privileges as all other members of the committee or board, including the right to vote. If an ex-officio member is NOT under the authority of the organization (Legislature), he/she has all rights and privileges, but not the obligations of a regular member, and does not count toward a quorum. An ex-officio member who IS under the authority of the Legislature (Chair) IS counted in the quorum, but does not add to the total number of members of any committee/board.

17. **Excused Absence** – Prior notification of an absence to a Committee Chair, Clerk or Chair of the Legislature.

18. **Executive Session** – that portion of a meeting not open to the public. **Proceedings in Executive Session shall be confidential** unless the Legislature votes otherwise, or is required to be made public in accordance with NYS Public Officer's Law. The Legislature may conduct an executive session upon a majority vote of the Legislature taken in an open meeting, after a motion to enter

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

A. matters which will imperil the public safety if disclosed;

B. any matter which may disclose the identity of a law enforcement agent or informer;

C. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;

D. discussions regarding proposed, pending or current litigation;

E. collective negotiations pursuant to article fourteen of the civil service law;

F. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;

G. the preparation, grading or administration of examinations; and

H. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

19. **Interest** – a direct or indirect pecuniary or material benefit accruing to a County officer, employee or appointed official, spouse or child, whether the result of a contract with the County or otherwise. For the purpose of this chapter, a County officer, employee or appointed official shall be deemed to have an interest in the contract if (i) a spouse and/or children, except a contract of employment with the County; (ii) a firm, partnership or association of which such officer, employee or appointed official or spouse or child is a member or employee; (iii) a corporation of which such officer, employee or appointed official, or child is an officer or director; and (iv) the outstanding capital stock of a corporation which is owned by, or controlled directly or indirectly by an officer, employee or appointed official, or his/her spouse or child.

20. **Journal** – is the copy of the record of proceedings, with an index, of the Cortland County Legislature for a calendar year in printed bound volume, or recorded by electronic means in a single volume, or both, certified by the Clerk of the Legislature as a true copy. The Clerk of the Legislature shall ensure that a printed copy is published annually pursuant to County Law (see County Law, § 211), and will make copies available upon request to current legislators.

21. **Legislature** – is the Cortland County Legislature, the elected county governing body, by whatsoever name designated. Whenever the term "County Board," "Board of Supervisors," "County Governing Board," "Elective governing body of the county" is referred to in any law, contract, or document pertaining to any of the functions, powers, obligations, and duties of such governing body, it shall be deemed to mean and refer to the County Legislature (see County Law§150-a).

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

23. **Majority Vote of County Legislature** – the majority number of weighted votes of the total membership of the Legislature.

24. **Meeting** – the official convening of a legislative body for the purpose of conducting public business. This includes any meeting of a committee and any special, organizational, or other meeting.

25. **Member** – is either a duly elected member of the Cortland County Legislature or a member appointed by authority of Local Law No. 2, Article II, § 204, VACANCIES, for year 1972.

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

27. **Minority Report** – is the written report of a minority party or a minority of any standing or special or committee.

28. **Motion** – is a formal proposal for action by a member in a meeting.

29. **Motion to Discharge** – is a motion relieving a Standing or Special committee of its responsibility to consider a matter referred to it and placing the matter on the agenda of the following meeting of the Legislature.

30. **Motion to Reconsider** – is a motion, subject to time limits, to bring again before the Legislature a motion which has been adopted, defeated, or postponed indefinitely, as long as something has not already been done which cannot be undone. This motion may only be made by a member who voted on the prevailing side. Requires a majority vote of the Legislature.

31. **Motion to Rescind** – is a motion to revoke the Legislature's action on a motion which has been adopted, as long as something has not already been done which cannot be undone. Requires a two-thirds vote of the Legislature.

32. **Motion to Suspend the Rules** – is a motion suspending the Rules of Order which requires a two-thirds vote and may be made by any member of the Legislature.

33. **Notice to Incoming Members** – the notice referenced in Article II, Section B. 1 of these Rules shall be in writing and shall be served by United States mail addressed to each incoming member at his/her

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

34. **Petition** – is a written request for action by the Legislature on a matter having to do with the operation of Cortland County Government or the Legislature's power under County Law.

35. **Previous Question** – is a motion to immediately end debate and amendment and take a vote on the question(s) before the Legislature. It requires a second, and a two-thirds vote, which is taken separately from and before the vote on the motion(s) to which it is applied.

36. **Privilege of the Floor** – is an opportunity granted to a person who is not a member of the Legislature to address an issue that is on the current Legislative agenda (see Article III Section 1.A.vi for detail).

37. **Quorum** – is a majority of the total number of members of the Legislature, should no vacancy exist (see County Law §153(2) and General Construction Law §41).

38. **Recessed Meeting** – is a meeting called to complete unfinished business, or a meeting called because of failure to obtain a quorum at a meeting.

39. **Receive and File** – is a motion to receive a communication and have it placed on file with the Clerk of the Legislature.

40. **Refer (motion to)** – is a motion to refer a matter to a Standing or Special Committee as the Legislature deems appropriate.

41. **Regular Meeting** – is a meeting called for the purpose of transacting any and all business which the Legislature is authorized or permitted by law to transact.

42. **Resolution** – is a written instrument for consideration by the Legislature as recommended by a committee or the Chair in carrying out its power and duties pursuant to Statute or expressing the sense of the Legislature on a matter having to do with the operation of Cortland County Government.

43. **Resolutions of a Permanent Nature**– require a two-thirds vote of the total weighted vote and shall include those:

A. authorizing the purchase of property (See County Law, § 215);

B. authorizing the issuance of bonds (See General Municipal Law, § 99-g);

C. conveying property previously owned by the County, except property acquired by tax sale deed or for purposes of establishing a highway right of way (see County Law, § 215);

D. giving an easement or other substantial interest in property owned by the County (see County Law, § 215);

E. regarding membership of County employees in a State Retirement System;

Attachment: Cortland County Legislature Rules of Order - April 2025 Recommended Changes (83-25 : Amend Cortland County Rules of Order)

F. authorizing a class of property tax exemptions;

G. creating departments, boards, or councils;

H. amendment of the Rules of Order of the Cortland County Legislature;

I. motions suspending the adopted parliamentary authority;

J. resolution with an unbudgeted financial impact, which was not approved by the Finance and Administration Committee;

K. any other action requiring a two-thirds vote as mandated by Federal, State or County law.

44. **Resolutions Not of a Permanent Nature** – require a majority vote of the total weighted vote and shall include those:

A. transferring any funds within account numbers in excess of $25,000;

B. authorizing contracts;

C. authorizing awarding of bids;

D. authorizing correction of an assessment roll if approved by the Director of Real Property Tax Services; or

E. other business which may appropriately come before the Legislature, which does not require a vote other than a majority vote.

45. **Roll Call Vote** – shall be taken as required by Statute or may be ordered on any pending motion at the request of a single member. The total number of weighted votes shall be entered in the record, along with the names of members voting for or against a matter considered by the County Legislature.

46. **Special Article** – is any resolution, petition, report, communication or motion which may appropriately come before the Legislature at a meeting without, however, being included on the agenda which has been distributed in accordance with the timeframe established in Article V of these Rules.

47. **Special Committee** – is a special committee established by resolution of the Legislature. Any resolution creating a special committee shall specify the powers and duties of the committee and the number of its members. Members are to be appointed by the Chair from the membership of the Legislature. Each member shall serve for the period specified in the resolution, but in no event longer than his or her term on the Legislature (County Law, § 154[2]).

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

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49. **Special Order** – is an order of the day that is made with the stipulation that any rules interfering with its consideration at the specified time shall be suspended except those relating: (a) to adjournment or recess, (b) to questions of privilege, (c) to special orders that were made before this special order was made, or (d) to a question that has been assigned priority over all other business at a meeting by being made *the* special order for the meeting.

50. **Sponsor** – is the member or members whose motion or resolution is appropriately brought before the Legislature.

51. **Standing Committee** – is a committee established in accordance with Article XII of these Rules (see Article XII of these rules, County Law §154(1), and Local Law No. 2 of 1972).

52. **Table** – is a motion to allow the Legislature to lay the pending question(s) aside temporarily when something of an urgent nature arises. Is subject to time limits and requires a majority vote of the Legislature.

53. **Take from the Table** – is to make pending again before the Legislature a motion or resolution that had been previously tabled. It requires a second, is not debatable and requires a majority vote for adoption.

54. **Total Vote** – is the total number of weighted votes of all members of the Legislature.

55. **Unbudgeted Financial Impact** – any expense or revenue change resulting from a proposed action or resolution that has not been accounted for in the County's approved budget for the current fiscal year. This includes: increases in expenditures, decreases in anticipated revenues, or financial commitments that would require additional appropriations, reallocation of funds, or adjustments to the existing budget.

56. **Weighted Vote** – the number of votes each Legislator casts at a Legislative meeting in a roll call vote pursuant to the current duly adopted plan of apportionment.

57. **Whole Number of Members** – is the total number of members that the Legislature would have were there no vacancies and were none of the members disqualified from acting (see County Law, § 153(9) and General Construction Law §41).

ARTICLE II
ORGANIZATION

1. **Biennial Organizational Meeting**

A. Scheduling

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

Attachment: Cortland County Legislature Rules of Order - April 2025 Recommended Changes (83-25 : Amend Cortland County Rules of Order)

B. Notification

i. The Clerk of the Legislature last appointed, in accordance with Article I, # 34, shall serve upon each member of the Legislature entitled to vote at the organizational meeting a notice stating:

a. the date, time, and location of the organizational meeting;

b. that a Chair shall be elected; and

c. any other matter to come before the Board.

ii. In the event of the inability or failure of the Clerk of the Legislature last appointed to serve notice as provided in Article II, Section B. 1 of these Rules, the County Clerk of Cortland County shall call the biennial organizational meeting on or before January 15th in even- numbered years.

C. Business

i. The business to come before the biennial organizational meeting following the election of the Legislature shall be as follows:

a. election of a Chair (County Law §151, Local Law No. 2 of 1972);

b. appointment of a Clerk (County Law §400(4)(a), County Law §475, and Local Law No. 2 of 1972);

c. receive and file the designation of the Majority Leader and Minority Leader (if available);

d. appointment of a County Attorney (County Law §400(4)(a), §500);

e. appointment of a Public Defender (County Law §716);

f. appointment of a Veterans' Services Officer (County Law §800); and

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

ii. The business to come before the biennial organizational meeting held in the even numbered year mid-term of the Legislature shall be as follows:

a. election of a Chair (County Law §151, Local Law No. 2 of 1972);

b. receive and file the designation of the Majority Leader and Minority Leader (if available);

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

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Adopted 2/27/25 – Resolution No. 31-25

2. Elections and Appointments

A. Appointment Process Timeline

i. By no later than August 31st of the year during which the term of appointment is set to end (no later than the last working day of the month), the current appointees shall indicate in writing whether or not they shall seek another term of appointment. The notice by the current appointee shall be delivered in writing to the Personnel Officer and the Committee Chair to whom they report, as follows:

a. Clerk of the Legislature – Government Operations Committee

b. County Attorney – Government Operations Committee

c. Public Defender – Judiciary & Public Safety Committee

d. Veterans' Services Officer – Health & Human Services Committee

ii. By no later than October 31st, following the appointees' indication in September of a decision to seek another term, the Chair of the Committee shall:

a. In the event the appointee seeks reappointment, bring forward the current appointee's performance evaluation for committee review by the month of October; or

b. In the event the appointee does NOT seek reappointment, have the Personnel Officer post the position as vacant as of December 31st of that year, subject to appointment at the biennial Organizational Meeting of the Legislature as the Rules of Order provide.

iii. By no later than November 30th, following the review of the current appointee's performance evaluation, if applicable, the Chair of the Committee to whom the appointee reports shall call for a vote to indicate the committee's intent to either:

a. Recommend to reappoint the current appointee; **or**

b. Request to determine the position as an anticipated vacancy as of December 31 of that year and to have the Personnel Officer post the position as such subject to appointment at the biennial Organizational Meeting of the Legislature as the Rules of Order provide.

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

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

a. **1st** The current appointee recommended by the last sitting committee shall be

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nominated and considered for the position by vote of the new sitting legislature; if not approved for appointment by a sufficient vote of the legislature; then

b. **2nd** The legislature shall then nominate and consider from the applicants who filed appropriate documentation with the Personnel Officer, any such successfully nominated applicant shall be subject to meeting other requirements as the County has established (i.e. drug test); if no such applicant is approved for appointment by a sufficient vote of the legislature; then

c. **3rd** The legislature shall accept from the floor nominations of persons who did not apply. These nominations shall be subject to providing valid and sufficient proof that they meet the minimum qualifications for the position and subject to all other requirements demanded of new employees of the County.

B. Procedure for Election of a Chair

i. The Chair shall be elected by a majority vote of the whole number of weighted votes of the total membership of the Legislature. The Clerk of the County Legislature last elected shall act as Chair pro tem. If the Clerk of the Legislature last appointed is not available, the County Clerk shall preside over the election of the Chair. He/She shall call the County Legislature to order and call the roll, followed by a pledge of allegiance to the flag. Whereupon the Chair pro tem shall declare, "The first order of business is the election of the Chair." Nominations for the office of Chair shall then be taken from the floor and such nominations must be seconded. Before proceeding to an election, the Chair pro tem shall inquire if there are any further nominations. If there is no response, the Chair pro tem shall declare the nominations closed. Voting shall be by full roll call with each legislator, when the legislator's name is called, declaring the name of the candidate of the legislator's choice who has been duly nominated and seconded. Should there be no weighted majority of the Legislature after the initial roll is called, the two nominees receiving the highest number of votes shall then be the only candidates named for a second round of roll call voting. Voting will again be by full roll call with each legislator, when the legislator's name is called, declaring the name of one of the two candidates remaining. Upon voting of the County Legislature; whereupon the Chair pro tem shall declare the duly elected Chair. Upon election, the Chair shall immediately assume all duties and responsibilities of the office and shall continue to act in such capacity until the termination of his/her office.

ii. The Chair's term will be through December 31 in the next odd-numbered year.

iii. In the event a Chair is not elected at the biennial organizational meeting, a Chair shall be elected at a recessed meeting held no later than February 1 in the even-numbered year.

iv. In the event of the failure of the Legislature to elect a Chair on or before February 1 in the even-numbered year, the County Clerk of Cortland County shall appoint a member of the Legislature as Chair, who shall serve through December 31 of the next odd-numbered year.

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C. Appointment of a Clerk

i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a Clerk of the Legislature, in accordance with County Law §400 (4)(a) and County Law §475. The Clerk of the Legislature shall also serve as County Historian.

ii. The Clerk of the Legislature shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

iii. The Clerk of the Legislature shall serve at the pleasure of the Legislature until replaced or removed by the Legislature (see County Law, § 475[1]).

D. Appointment of the County Attorney

i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint an attorney as County Attorney, in accordance with § 500 of County Law.

ii. The term of office of the County Attorney shall run concurrent with the elected members of the Legislature, in accordance with County Law, § 500.

iii. The County Attorney shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

E. Appointment of a Public Defender

i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a Public Defender, in accordance with Local Law 2 of 1966, as amended by Local Law No. 6 for year 2021 and Local Law 8 of 2023. (See County Law, § 716).

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

iii. The Public Defender shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

F. Appointment of a Veterans' Services Officer

i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a County Veterans' Services officer, in accordance with County Law § 800.

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ii. The term of office of the Veterans' Services shall be for the term for which the membership of the Legislature appointing him/her was elected or for a term as may be determined by local law not to exceed four years.

iii. The Veteran's Services Officer shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

ARTICLE III
AUTHORITY OF THE CHAIR

1. Legislative Meetings

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

i. call the meeting to order, unless otherwise specified in these Rules;

ii. proceed to the business in the manner prescribed by these Rules, unless there is no quorum;

iii. preserve order and decorum in debate, preventing personal reflections and confining members' remarks to the question under debate; this ruling shall be subject to appeal from the ruling of the Chair;

iv. recognize members entitled to speak in debate, ruling which member is first entitled to speak when two or more members seek recognition simultaneously; this ruling shall be subject to appeal from the ruling of the Chair;

v. rule on the priority of business and all points of order, subject to appeal from the ruling of the Chair. On each appeal, the Chair shall have the right to speak first and last in debate, if the question is debatable, to explain the reason(s) for the ruling;

vi. grant the privilege of the floor to individuals who have signed in before the beginning of the session and set the time limit, up to but not more than five (5) minutes per speaker, which, upon authority of the Chair, may be extended:

Privilege of the Floor (aka Public Comment): Privilege of the floor shall be granted to any individual in the manner prescribed as follows:

Any person or group may request permission to appear before the Legislature by signing on the provided sign-in sheet. The Legislature will provide a thirty (30) minute public comment period. At the discretion of the Chair, or upon majority vote of the Legislature, the public comment period may be extended, before resolutions are acted upon. Said thirty minutes will be divided evenly among the number of persons or groups that wish to appear before the Legislature, with no one person or group appearing for more than five (5) minutes. The five-minute time limit per speaker may be extended and/or limited at the discretion of the Chair or upon majority vote of the Legislature to accommodate the group. This rule shall not apply to the County Administrator, Department heads, or others invited to appear before the legislature. The

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Chair shall preserve order and decorum. He or she shall prevent any persons speaking, including members of the Legislature, from making personal or derogatory comments regarding individuals and he or she shall confine the speakers to subject matters pertaining to the agenda. The Chair shall have the authority to have disruptive individuals removed from the meeting.

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

i. vary the order of business from the defined order of business, subject to appeal from the ruling of the Chair by the legislative body;

ii. call any qualified individual temporarily to the position of Clerk of the Legislature, in accordance with County Law §400;

iii. allow a minority report (either minority party or minority of a committee) to be presented and heard; and

iv. introduce a resolution to the Legislature when content or subject matter does not fall within the jurisdiction of a statutory committee.

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

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

i. in the absence of a quorum, take actions necessary to obtain a quorum;

ii. on the request of any member, or at his/her own discretion, divide a resolution that contains two or more distinct propositions; and which can be considered separately;

iii. vote on all questions, unless excused from voting on a particular question;

iv. preserve order and decorum in debate, preventing personal reflections and confining members' remarks to the question under debate;

v. recognize members entitled to speak in debate, ruling which member is first entitled to speak when two or more members seek recognition simultaneously;

vi. appoint a Chair pro tem to preside over the Committee of the Whole;

vii. excuse a member from any meeting in accordance with the definition of an excused absence;

viii. declare any meeting recessed at which a quorum cannot be obtained.

2. Committee Responsibilities

The Chair shall:

A. within 15 days of his/her election to the position of Chair, appoint all Committee Chairs and members of Standing Committees, filing a list of same with the Clerk of the Legislature.

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

B. schedule committee meetings and cause committee members and the Clerk to have notice of all meetings. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least 72 hours before such meeting. Public notice of the time and place of every other meeting shall be given, to the extent practicable, a reasonable time prior thereto (Public Officers Law §104.);

C. within 15 days of creation of a Special Committee, appoint its Chair and members, filing a list of same with the Clerk of the Legislature. When feasible, each political party shall be represented on each committee in its proportion to representation on the Legislature;

D. fill any vacancies in any Standing or Special Committee, in compliance with County Law § 154;

E. reassign or remove committee Chairs or members as necessary;

F. when deemed necessary, call a meeting of a Standing or Special Committee subject to the limitations of these rules;

G. subject to the approval by resolution of the Legislature, assign additional duties to Special Committees;

H. sit on Standing or Special Committees as an ex-officio member in compliance with County Law § 450.

3. Communications

A. Resolutions

Upon receipt of any resolution, forward it to:

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

B. Communications from the Clerk of the Legislature

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

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if applicable, to:

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

C. Communications from Others

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

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

4. Oath of Office

Within 20 days of being elected Chair, execute and file in the office of the County Clerk of Cortland County an official Oath of Office, in compliance with County

Law, § 450. The Chair will also execute and file an official undertaking in such amount as required by the Legislature.

5. Administrative Responsibilities – The Chair

A. shall supervise the Clerk of the Legislature;

B. shall, no later than the last session in June of each year, give a State of the County address, at which time member reports may also be given;

C. may represent the County in all proceedings before the Public Service Commission and at all other public hearings and conferences deemed necessary to attend;

D. shall, in case of attack or public disaster, direct the performance by agencies and public offices of the County of specific duties and implement the provisions of Article Three of the New York State Emergency Defense Act and the County Emergency Plan;

E. shall become familiar with the property, function, and fiscal affairs of the County;

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F. shall ensure that the statutory and local laws and resolutions of the Legislature and directions of County officials empowered to make the same are faithfully executed. Any neglect of duty shall be reported to the Legislature;

G. shall determine which official shall perform a particular power or duty not clearly defined by law;

H. may attend meetings of all boards, commissions, or other bodies appointed by the Legislature; those exercising County functions; or those expending County funds, in compliance with County Law, § 450;

I. may inspect all books, accounts, records, or documents pertaining to the property, money, or assets of the County over which the County has control, in compliance with County Law, § 450;

J. may make recommendations to the Legislature on legislation, rules, and regulations, and such other matters deemed material and advisable;

K. may transfer employees temporarily from one department or office to another, with the approval of the appropriate department head(s) or the Legislature, in compliance with County Law, § 450;

L. shall recommend to the Legislature persons for appointment to the Industrial Development Agency, which shall be politically balanced;

M. shall approve the agenda for Legislative sessions prior to distribution;

N. shall, after his/her election as Chair, assign seating for the members of the Legislature, or delegate this authority to the Clerk of the Legislature;

O. shall appoint the members of all management teams for the negotiating of labor contracts;

P. shall perform an annual performance evaluation, by August of each year,with the appropriate Committee Chairs and other appropriate personnel for the Clerk of the Legislature, County Attorney, Manager of Audit and Financial Projects, Public Defender, and Veterans' Services Officer;

Q. shall perform an annual performance evaluation, by August of each year,with the Finance and Administration Committee Chair and other appropriate personnel for the Manager of Audit and Financial Projects;

R. shall, in consultation with the Committee Chairs, Department Heads, and other appropriate individuals, perform an annual performance evaluation, by August of each year, for the County Administrator in compliance with the Administrator's current contract.

6. Temporary Chair

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

7. Permanent Vacancy

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

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

ARTICLE IV
AUTHORITY OF COMMITTEE CHAIR

1. Each committee Chair shall:

A. appoint a Vice-Chair to preside in his/her absence;

B. schedule a special committee meeting upon receipt of a request signed by at least a majority of the committee members. Public notice of the meeting shall be given in compliance with Public Officers Law § 104. Said notice shall state the date, time, place, and subject for said meeting;

C. prepare, or cause to be prepared by the Clerk of the Legislature an agenda for each committee meeting;

D. upon receipt of any resolution, petition, communication, or notice, consult with each member of the committee in the manner he/she deems appropriate. Action can only be taken in an appropriately called and conducted meeting;

E. invite appropriate individuals to a committee meeting when their resolutions are being considered;

F. when reporting any resolution to the Legislature, provide all appropriate relative material to the Clerk of the Legislature;

G. delegate two members of the committee, one of whom may be the committee chair, who shall participate in the selection of a Department Head in a department assigned to it in these Rules, for appointment by the Legislature.

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2. Each committee Chair may:

A. appoint a person(s) from the standing committee membership to study any issue deemed appropriate, accountable to the full committee;

B. add additional items not included on the agenda;

C. schedule a special committee meeting. Public notice of the meeting shall be given in compliance with Public Officers Law § 104. Said notice shall state the date, time, place, and subject for said meeting;

D. schedule meetings with Department Heads or heads of authorized agencies to discuss mutual objectives and problems;

E. explain the purpose and provisions of resolutions reported from the committee before the debate begins in a Legislative session; and

F. present a resolution not already on the agenda to the Legislature by a motion suspending the rules.

ARTICLE V
RESPONSIBILITIES AND DUTIES OF THE CLERK OF THE LEGISLATURE

The Clerk shall:

1. keep a record of all acts and proceedings of the Legislature and be the custodian of records and papers having to do with the Legislature's actions (See County Law, § 475);

2. record in the minutes whenever the Privilege of the Floor is granted, specifying the full name of the speaker;

3. record in the minutes the sponsor and the seconder of all resolutions and motions;

4. call the roll in alphabetical order by the members' surnames, with the Chair being called last, and enter it in the minutes, specifying which members were present, absent, excused, and how each member voted;

5. certify local laws and resolutions in the order in which they are adopted and consecutively number local laws and resolutions in separate series as they are certified, each series continuing through one calendar year;

6. forward copies of local laws and resolutions adopted by the Legislature to the appropriate parties;

7. publish all roll call votes in the Journal and maintain a record of roll calls, which shall be available for public inspection prior to publication in the Journal;

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8. maintain a general index of all local laws and resolutions of a permanent nature;

9. file all adopted Local Laws with the Secretary of State and the Cortland County Clerk and publish notice of adoption in the Newspaper of record as required;

10. file with the Cortland County Clerk all documents as directed by a majority vote of the Cortland County Legislature;

11. distribute to each member and others as deemed appropriate, or as directed by the Legislature or Chair, copies of the minutes of a Legislative session prior to and with the agenda of the next Legislative meeting;

12. upon direction of the Chair, or upon written request signed by a majority of the whole number of members of the Legislature, call a Special Legislative Meeting and serve personally, by mail, or by electronic means upon each member at least 48 hours before the date fixed for the meeting, a written notice stating the date, time, location, and purpose of the Special Meeting in the case of an emergency, the 48 hour requirement may be waived by a majority vote of the Legislators present and voting, a quorum being present and all members having been notified (see County Law, § 152);

13. in the absence of a quorum, notify all members that a recessed meeting will be held giving the date, time, and location of the recessed meeting;

14. in the absence of the Chair, the Majority Leader, and the Minority Leader for a meeting, call the Legislature to order and preside over the election of a Chair Pro tem from the membership of the Legislature, who shall exercise the powers and duties of the Chair for the duration of the Chair's absence;

15. upon receipt of any petition, communication, or notice from anyone other than the Chair, forward a copy to the Chair, the Majority Leader, the Minority Leader, and other appropriate individuals;

16. on the fourth business day prior to a regular Legislative meeting, prepare and distribute an agenda which shall include, among other things, a listing of articles received in his/her office; items not included on this agenda may be considered as Special Articles at the Legislative Session, but shall not be added to the agenda;

17. make copies of the agenda available to the public in his/her office after distributing it to the members and be responsible for posting said agenda to the Legislature's website;

18. make copies of all roll call votes available to the public one day after the conclusion of the meeting at which they were taken;

19. by noon on the business day prior to a meeting, place a copy of each resolution to be considered at the meeting on the desk of each member, or send an electronic copy and have a paper copy on the desk of each member on the day of the meeting;

20. send notices of committee meetings to all Legislators, the County Attorney, and other appropriate

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

21. record all notices of committee meetings;

22. receive reports as requested by the Legislature;

23. receive annual reports from Department Heads, as directed by the Legislature or required by law;

24. upon receipt of a tentative budget from the Budget Officer, distribute a copy to each member;

25. prepare a list of committees and their members, and distribute to all Legislators and Department Heads and have available for the general public within 30 days of the committee appointments;

26. within 50 days after election or appointment of new members, distribute to them the last Legislative Journal, the current County budget, and if available, the tentative County budget for the next fiscal year;

27. ensure each member has a copy of the current edition of *Robert's Rules of Order Newly Revised* and the Rules of Order of the Cortland County Legislature;

28. prepare an annual budget for the Legislature;

29. report to the Legislature through the Chair;

30. within seven business days following a Committee meeting but in no event no later than the day two days prior to the next Legislative Session, have prepared and forward draft minutes of the meeting to all Legislators that shall specify, among other items, the time, date, and place of the meeting, the persons in attendance, the resolutions voted on and the vote on each;

31. shall serve as the County Historian;

32. shall serve as the Public Information Officer;

33. shall serve as the (Freedom of Information Law) FOIL Officer for Cortland County;

34. ensure that minutes of all Legislative and committee meetings are posted to the County's website in accordance with the time frames identified in Public Officers' Law §106, including video recordings of the meetings.

35. perform such additional duties as the Legislature or the Chair may direct (See County Law, § 475);

36. shall oversee the use of the Legislative Chambers and offices or shall designate an individual to oversee the use of the Legislative Chambers and offices.

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

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1. **The County Attorney shall**:

A. act as the legal advisor to the Legislature and other County officials in all matters involving an official act of a civil nature (See County Law, § 501);

B. prosecute and defend all civil actions and proceedings brought by or against the Legislature, other County officials, or Cortland County (see County Law § 501);

C. be present at all Legislative meetings unless excused by the Chair, and committee meetings, if requested by the Committee Chair. In cases where the County Attorney cannot be present, ensure that an Assistant County Attorney shall be present; and

D. by 10:00 a.m. on the business day prior to a meeting, approve all resolutions included on the agenda for form and legal content, indicating his/her approval on the original copy, consulting with the sponsor if necessary, before approving said resolution.

E. Perform such additional and related duties as may be prescribed by law, or as directed by the Legislature (see County Law § 501).

2. **The County Administrator shall:**

A. be directly responsible to the County Legislature, and, on behalf of the County Legislature shall perform the functions of chief administrative officer, with the County Legislature retaining the final administrative authority (see Local Law No. 7 for the of 2002, Local Law No. 3 for the year 2003;

B. be the Budget Officer of the County, responsible for preparing the tentative budget and presenting it to the Finance and Administration Committee for approval and then to the County Legislature for final adoption (see Local Law No. 5 of 2018 and County Law §353 and
§354); and

C. any other duties as assigned by the Legislature which do not curtail, diminish, transfer or divest the Cortland County Legislature (or any elected official) of any functions, powers or duties (see Local Law No. 7 of 2002, Local Law No. 3 of 2003, Local Law 5 of 2018 and Municipal Home Rule Law §23, County Law §154(6)).

ARTICLE VII
PRESENTATION OF RESOLUTIONS

1. All resolutions shall be in writing and shall include a brief title summarizing the purpose of the resolution (see County Law, § 153).

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2. All resolutions shall be filed with the Clerk of the Legislature, and whenever possible shall be written in the affirmative.

3. Resolutions to be included on the agenda shall have the majority vote of those present (a quorum being present) of the appropriate Statutory Committee and shall be filed on or before the fourth calendar day before a regular meeting, and at least 48 hours before a Special Meeting.

4. Resolutions creating a Special Committee shall specify the powers and duties of the committee, the number of members and the term of the committee. (See County Law, § 154)

5. Resolutions pertaining to bills pending before the Congress or the State Legislature shall specify the bill number and the name of the sponsor(s).

6. An amended version of a resolution on the agenda may be filed by the sponsor for consideration at any time before the Legislature convenes.

7. Upon the request of any member, an amendment to a resolution shall be in writing. Copies of the amendment shall be distributed to all members.

8. A sponsor, upon approval of a majority of the committee, may request permission to withdraw a resolution any time before a final vote is taken. The same resolution with the same intent may not be withdrawn by the sponsor more than three (3) times per calendar year.

9. A sponsor shall be given an opportunity to explain a resolution, its purpose, and his/her reason for introducing the resolution prior to the opening of debate in the Legislature.

10. The same resolution with the same intent offered by the same sponsor may be introduced as a new agenda item only three (3) times per calendar year.

11. Any resolution withdrawn from the Legislative agenda shall begin the committee approval process again and shall not be reintroduced unless the committee approval process is completed.

ARTICLE VIII
MEETINGS

1. All meetings of the Legislature shall be held in the Legislative Chambers, Cortland County Office Building, 60 Central Avenue, Cortland, New York The Legislature may, at any meeting, by resolution, change the time and place of the next regularly scheduled meeting, except that no meeting shall be held outside the City of Cortland without an affirmative vote of three-fourths of the total membership of the Legislature (see County Law, § 152).

2. All meetings of the Legislature shall be public (see County Law § 152 and Public Officers Law §103).

3. The Legislature shall, in addition to the organizational meeting, hold regular meetings at 6:00 p.m. on the fourth Thursday of each month January through June and August through October. No regular

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

4. Special meetings shall be held in accordance with County Law §152(2) and these Rules. Only articles included in the written notice may come before the Legislature at the special meeting.

5. When the day specified for any meeting falls on a County holiday, such meeting shall be held at the time specified on the next business day.

6. If the Legislature is inquorate (without a quorum) for any meeting, a recessed meeting shall be declared.

ARTICLE IX
ORDER OF BUSINESS

1. The order of business at each meeting of the Legislature shall be as follows, unless modified by the Chair in accordance with Authority of the Chair:

   A. Salute to the Flag
   B. Roll call of members
   C. Approval of minutes of the previous meeting
   D. Privilege of the Floor, including Public Comment Period as authorized by these rules
   E. Proclamations and Recognitions
   F. Presentation of petitions, communications, presentations and notices
   G. Reports of Standing and Special Committees
   H. Special Orders
   I. Articles Postponed to Day Certain
   J. Unfinished Business
   K. New Business/Presentation of Resolutions
   L. Announcements
   M. Adjournment

2. When necessary, the minutes of the previous meeting may be read if the members have not received them, or upon the request of any member. In the absence of corrections, the minutes shall stand approved without formal motion.

3. Articles Laid on the Table, except Articles Postponed to Day Certain, shall be considered Unfinished Business and shall be taken from the table upon approval of a majority vote of the total vote of the members present via the motion to Take from the Table.

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

5. The Legislature shall set aside any other business at the time stated for consideration of a Special Order.

6. The time for consideration of a Special Order shall be advanced, postponed, or rescinded only with the approval of a two-thirds vote of the total vote of the members present.

ARTICLE X
MOTIONS AND THEIR PRECEDENCE

1. When the Legislature is considering a question, motions shall have precedence over another in the order stated below:

   A. To adjourn
   B. To recess
   C. To raise a question of privilege
   D. To lay on the table
   E. Previous question
   F. To postpone to day certain
   G. To commit (refer to a committee)
   H. To go into Committee of the Whole
   I. To go into Executive Session
   J. To amend
   K. To postpone indefinitely
   L. Main motion

2. The privileged motion to adjourn, and the motion to lay on the table are not amendable. The privileged motion to recess may be amended only as to the length or time of the recess. A motion to postpone to day certain may be amended only as to the day to which the question is postponed.

3. The privileged motions to adjourn and to recess, and the motions for the previous question, and to lay on the table are not debatable.

4. A motion to adjourn shall not be made while the Chair is putting a question, while a member has the floor, while the Clerk is taking a roll call vote, or while the Legislature is in the Committee of the

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Whole.

5. A question of privilege may be raised while another member has the floor.

6. Any question shall be laid on the table or postponed to day certain only once.

7. The Legislature, while in Committee of the Whole, shall not exercise Legislative powers and shall be presided over by a temporary Chair. The only motions that are in order under Committee of the Whole are to amend and adopt the report to be given and to "rise and report." Any formal action must be taken in the regular Legislative body. Committee of the Whole cannot refer the issue under consideration to another committee.

8. When in Executive Session, the Legislature shall operate under these rules insofar as they are applicable. Proceedings in Executive Session shall be confidential unless the Legislature votes otherwise.

9. Any Committee may be discharged from further consideration of any matter entrusted to it by these Rules upon a majority vote of the whole number of members. The matter shall automatically be placed by the Clerk on the agenda for the next regular Legislative meeting.

10. A motion to reconsider any vote must be made on the day the vote proposed to be reconsidered was taken or at the next regular meeting of the Legislature. Such motion may be made only by a member voting on the prevailing side. Such motion may be made under any order.

11. A motion to rescind any resolution or motion shall be made only when no motion is on the floor. It shall require the affirmative vote of two-thirds of the Legislature, or a majority of the Legislature with previous notice.

ARTICLE XI
RULES OF VOTING

1. A majority of the total vote (weighted vote) of the whole number of members of the Legislature (17) shall be necessary to adopt any question, proposition, resolution, motion, or any other matter, except where it is otherwise provided herein or by statute that another form of approval is required.

2. Every member present when a vote is taken on any matter shall vote unless he/she has a direct interest in the matter or is excused by a majority weighted vote of the members present.

3. Members must be in their designated seat when voting.

4. A roll call vote shall be called by the Clerk on any question where it is required by statute or these Rules, or on the request of any member (see County Law, § 153).

5. If a roll call vote is commenced on any question, it must be completed.

6. Members shall be called in alphabetical order according to their surnames, except that the Chair

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(permanent, temporary or Chair Pro tem) shall always be called last.

7. Any member shall have the right to have his/her vote on any question recorded and entered in the minutes upon his/her request, without explanation and without requesting a roll call vote.

8. An absent legislator cannot vote on a motion. However, mathematically, the Legislature cannot reduce the total number of weighted votes. A member recorded as absent or excused shall not have a vote. The total number of weighted votes cannot be reduced by an absence or excuse of a member, so the total vote required to adopt any motion shall be based on the total vote of the full Legislature.

ARTICLE XII
COMMITTEES

1. Members of all Standing Committees shall be appointed for terms of two years, or until reassigned or removed by the Chair, commencing January 1 of the even-numbered year, but nothing herein contained shall be construed to allow any person to continue to serve on any Committee after ceasing to be a member of the Legislature.

2. In accordance with these Rules, the Chair shall have the authority to reassign or remove committee members.

3. Committees shall operate under these Rules as far as they are applicable, except that the previous question shall not be in order.

4. Each Standing Committee may examine the bills, accounts, and claims of the departments, boards, and councils assigned to it in these Rules.

5. Each Standing Committee may review and receive recommendations from Legislators and make recommendations to the Budget Officer and/or Finance and Administration Committee regarding department proposed budgets under the jurisdiction of that committee.

6. Each Standing Committee shall have general supervision of and receive articles relating to the departments, boards and councils assigned to it in these Rules.

7. Each Standing Committee shall initiate, sponsor, and/or review all resolutions affecting the departments, boards, and councils assigned to in it these Rules.

8. For any item to be moved from the Standing Committee to the Legislature requires a majority vote of the committee members present (a quorum being present).

9. Any item having an unbudgeted financial impact on Cortland County shall be presented to the Finance and Administration Committee before being presented to the full Legislature. Resolutions, referred to the Finance and Administration Committee from another Statutory Committee, not approved by the Finance and Administration Committee shall require a 2/3rds vote of the full legislature for adoption. The Finance and Administration Committee shall provide a report to the

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Legislature stating the reason for not approving the resolution.

10. Each Standing Committee shall fulfill the responsibilities assigned to it.

11. Special Committees shall be created by resolution for a period not to exceed the term of the Legislature adopting the resolution.

12. The following are the Standing Committees, their responsibilities, and their composition:

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

County Planning Department, Soil and Water Conservation District, Cooperative Extension, and public transportation.

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

~~Buildings and Grounds Department and Information and Technology Department.~~

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

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

The Committee shall oversee:

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

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

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

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

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

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

~~F. **Highway** – Not less than five (5) nor more than seven (7) members who shall oversee:~~

~~County Highway Department~~

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

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

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

F. Public Works – Not less than five (5) nor more than seven (7) members who shall oversee:

County Highway Department, Buildings and Grounds Department, and the Information and Technology Department.

The use of County Buildings or properties by external groups or entities shall be approved by majority vote of the Public Works Committee.

ARTICLE XIII
SUSPENSION OR AMENDMENT OF RULES

1. Any Rule may be amended or rescinded by a two-thirds vote of the full Legislature.

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

ARTICLE XIV
INTENT OF THESE RULES AND PARLIAMENTARY QUESTIONS

1. It is the intent of this Legislature to determine the rules of its own proceedings pursuant to County Law §153 and Local Law No. 2 for year 1972 establishing the County Legislature with the power to enact local laws or rules governing the conduct of the members at such sessions and the manner of transaction business thereat.

2. Except as otherwise provided herein, the current edition of *Robert's Rules of Order Newly Revised* shall govern parliamentary procedure at all meetings.

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CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 2/27/25 – Resolution No. 31-25

ARTICLE XV
EFFECTIVE DATE

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

Adopted January 2010 – *Revised 7-28-11*

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

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

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

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

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

Adopted November 18, 2021 – *Revised 10-17-23*

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

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

Adopted February 27, 2025

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CORTLAND COUNTY LEGISLATURE
RULES OF ORDER

Adopted 4/24/25 – Resolution No. 83-25

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CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 4/24/25 – Resolution No. 83-25

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ARTICLE I

DEFINITIONS

1. **Agenda** – is a summary of the order of business expected to come before a particular meeting of the Legislature. All bid openings, communications, petitions, notices, committee reports, annual reports, audits, resolutions, proclamations, recognitions, as well as any other business to appropriately come before the Legislature shall be listed.

2. **Amendment** – is a proposal to change the wording of a motion or a resolution. Upon request of any legislator in attendance, an amendment may be submitted in writing and distributed to all members when possible.

3. **Amend Something Previously Adopted** – is a motion to change the Legislature's action on a portion of a resolution that has been adopted. This motion is in order as long as the portion to be amended is not something that has already been done that cannot be undone. A motion to amend something previously adopted requires a two-thirds vote without notice, or a majority vote of the entire membership with notice.

4. **Article** – is any resolution, petition, communication, notice, or report.

5. **Article postponed indefinitely** – is any article which is terminated for the particular Legislative session at which it is postponed indefinitely.

6. **Article postponed to time certain** – is any article postponed to a specific time (time c e r t a i n) to be taken up on a specific day.

7. **Chair** – is the Chair of the Cortland County Legislature, elected in accordance with Article II, Section 2-B of these Rules, Local Law No. 2 of 1972, and County Law §151.

8. **Citizen's Advisory Committee** – the County Legislature, by resolution, may appoint a committee of citizens of the County to act in an advisory capacity to any committee, department or office on any subject relating to the County government, pursuant to provisions in County Law §154. Term of said Committee shall not exceed the term of the appointing Legislature.

9. **Claim** – is any claim, bill, or account submitted to the Legislature pursuant to County Law (see County Law, § 369).

10. **Clerk** – is the Clerk of the Cortland County Legislature appointed in accordance with Article II of these Rules, Local Law No. 2 of 1972, and County Law §400-4(a) and County Law §475 or any amendments.

11. **Committee of the Whole** – is a committee composed of all of the members of the Legislature, but acts under the rules of other Standing Committees. The legislature cannot formally vote in Committee of the Whole. Committee of the Whole is NOT an executive session, and a Chair Pro

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Tem must be appointed after entering into Committee of the Whole

12. **Communication** – is any written instrument advising the Legislature of facts, situations, or problems (past, present, or future) having to do with the operation of Cortland County Government or the Legislature's powers under County Law. For informational purposes, official communications may be distributed to and received and filed by the Legislature.

13. **Conflict of Interest** – no municipal officer or employee shall have an interest, as defined in these rules, direct or indirect, in any contract with the County of Cortland, or engage in any other activity prohibited by the Cortland County Code of Ethics (Local Law No. 2 of 2008), when such officer or employee, individually or as a member of a board, has the power or duty to:

A. Negotiate, prepare, authorize or approve a contract or authorize or approve payment thereunder;

B. Audit bills or claims under the contract; or

C. Appoint an officer or employee who has any of the powers or duties set forth above.

14. **Day** – a period from a certain day within which, or after, or before which, an act is authorized or required to be done, meaning the number of calendar days exclusive of the calendar day from which the reckoning is made. If such period is a period of two days, Saturday, Sunday, or a public holiday must be excluded from the reckoning if it is an intervening day between the day from which the reckoning is made and the last day of the period. In computing any specified period of time from a specified event, the day upon which the event happens is deemed the day from which the reckoning is made. The day from which any specified period of time is reckoned shall be excluded in making the reckoning (see General Construction Law §20).

15. **Department Head** – is the County employee or employees elected, or appointed by the Legislature, chiefly responsible for the operation of any County Department.

16. **Ex-officio** – a member of the committee or board by virtue of an office held. Ex-officio members of committees have the same rights and privileges as all other members of the committee or board, including the right to vote. If an ex-officio member is NOT under the authority of the organization (Legislature), he/she has all rights and privileges, but not the obligations of a regular member, and does not count toward a quorum. An ex-officio member who IS under the authority of the Legislature (Chair) IS counted in the quorum, but does not add to the total number of members of any committee/board.

17. **Excused Absence** – Prior notification of an absence to a Committee Chair, Clerk or Chair of the Legislature.

18. **Executive Session** – that portion of a meeting not open to the public. **Proceedings in Executive Session shall be confidential** unless the Legislature votes otherwise, or is required to be made public in accordance with NYS Public Officer's Law. The Legislature may conduct an executive session upon a majority vote of the Legislature taken in an open meeting, after a motion to enter

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

A. matters which will imperil the public safety if disclosed;

B. any matter which may disclose the identity of a law enforcement agent or informer;

C. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;

D. discussions regarding proposed, pending or current litigation;

E. collective negotiations pursuant to article fourteen of the civil service law;

F. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;

G. the preparation, grading or administration of examinations; and

H. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

19. **Interest** – a direct or indirect pecuniary or material benefit accruing to a County officer, employee or appointed official, spouse or child, whether the result of a contract with the County or otherwise. For the purpose of this chapter, a County officer, employee or appointed official shall be deemed to have an interest in the contract if (i) a spouse and/or children, except a contract of employment with the County; (ii) a firm, partnership or association of which such officer, employee or appointed official or spouse or child is a member or employee; (iii) a corporation of which such officer, employee or appointed official, or child is an officer or director; and (iv) the outstanding capital stock of a corporation which is owned by, or controlled directly or indirectly by an officer, employee or appointed official, or his/her spouse or child.

20. **Journal –** is the copy of the record of proceedings, with an index, of the Cortland County Legislature for a calendar year in printed bound volume, or recorded by electronic means in a single volume, or both, certified by the Clerk of the Legislature as a true copy. The Clerk of the Legislature shall ensure that a printed copy is published annually pursuant to County Law (see County Law, § 211), and will make copies available upon request to current legislators.

21. **Legislature –** is the Cortland County Legislature, the elected county governing body, by whatsoever name designated. Whenever the term "County Board," "Board of Supervisors," "County Governing Board," "Elective governing body of the county" is referred to in any law, contract, or document pertaining to any of the functions, powers, obligations, and duties of such governing body, it shall be deemed to mean and refer to the County Legislature (see County Law§150-a).

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

23. **Majority Vote of County Legislature** – the majority number of weighted votes of the total membership of the Legislature.

24. **Meeting** – the official convening of a legislative body for the purpose of conducting public business. This includes any meeting of a committee and any special, organizational, or other meeting.

25. **Member** – is either a duly elected member of the Cortland County Legislature or a member appointed by authority of Local Law No. 2, Article II, § 204, VACANCIES, for year 1972.

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

27. **Minority Report** – is the written report of a minority party or a minority of any standing or special or committee.

28. **Motion** – is a formal proposal for action by a member in a meeting.

29. **Motion to Discharge** – is a motion relieving a Standing or Special committee of its responsibility to consider a matter referred to it and placing the matter on the agenda of the following meeting of the Legislature.

30. **Motion to Reconsider** – is a motion, subject to time limits, to bring again before the Legislature a motion which has been adopted, defeated, or postponed indefinitely, as long as something has not already been done which cannot be undone. This motion may only be made by a member who voted on the prevailing side. Requires a majority vote of the Legislature.

31. **Motion to Rescind** – is a motion to revoke the Legislature's action on a motion which has been adopted, as long as something has not already been done which cannot be undone. Requires a two-thirds vote of the Legislature.

32. **Motion to Suspend the Rules** – is a motion suspending the Rules of Order which requires a two-thirds vote and may be made by any member of the Legislature.

33. **Notice to Incoming Members** – the notice referenced in Article II, Section B. 1 of these Rules shall be in writing and shall be served by United States mail addressed to each incoming member at his/her

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

34. **Petition** – is a written request for action by the Legislature on a matter having to do with the operation of Cortland County Government or the Legislature's power under County Law.

35. **Previous Question** – is a motion to immediately end debate and amendment and take a vote on the question(s) before the Legislature. It requires a second, and a two-thirds vote, which is taken separately from and before the vote on the motion(s) to which it is applied.

36. **Privilege of the Floor** – is an opportunity granted to a person who is not a member of the Legislature to address an issue that is on the current Legislative agenda (see Article III Section 1.A.vi for detail).

37. **Quorum** – is a majority of the total number of members of the Legislature, should no vacancy exist (see County Law §153(2) and General Construction Law §41).

38. **Recessed Meeting** – is a meeting called to complete unfinished business, or a meeting called because of failure to obtain a quorum at a meeting.

39. **Receive and File** – is a motion to receive a communication and have it placed on file with the Clerk of the Legislature.

40. **Refer (motion to)** – is a motion to refer a matter to a Standing or Special Committee as the Legislature deems appropriate.

41. **Regular Meeting** – is a meeting called for the purpose of transacting any and all business which the Legislature is authorized or permitted by law to transact.

42. **Resolution** – is a written instrument for consideration by the Legislature as recommended by a committee or the Chair in carrying out its power and duties pursuant to Statute or expressing the sense of the Legislature on a matter having to do with the operation of Cortland County Government.

43. **Resolutions of a Permanent Nature**– require a two-thirds vote of the total weighted vote and shall include those:

A. authorizing the purchase of property (See County Law, § 215);

B. authorizing the issuance of bonds (See General Municipal Law, § 99-g);

C. conveying property previously owned by the County, except property acquired by tax sale deed or for purposes of establishing a highway right of way (see County Law, § 215);

D. giving an easement or other substantial interest in property owned by the County (see County Law, § 215);

E. regarding membership of County employees in a State Retirement System;

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F. authorizing a class of property tax exemptions;

G. creating departments, boards, or councils;

H. amendment of the Rules of Order of the Cortland County Legislature;

I. motions suspending the adopted parliamentary authority;

J. resolution with an unbudgeted financial impact, which was not approved by the Finance and Administration Committee;

K. any other action requiring a two-thirds vote as mandated by Federal, State or County law.

44. **Resolutions Not of a Permanent Nature –** require a majority vote of the total weighted vote and shall include those:

A. transferring any funds within account numbers in excess of $25,000;

B. authorizing contracts;

C. authorizing awarding of bids;

D. authorizing correction of an assessment roll if approved by the Director of Real Property Tax Services; or

E. other business which may appropriately come before the Legislature, which does not require a vote other than a majority vote.

45. **Roll Call Vote** – shall be taken as required by Statute or may be ordered on any pending motion at the request of a single member. The total number of weighted votes shall be entered in the record, along with the names of members voting for or against a matter considered by the County Legislature.

46. **Special Article** – is any resolution, petition, report, communication or motion which may appropriately come before the Legislature at a meeting without, however, being included on the agenda which has been distributed in accordance with the timeframe established in Article V of these Rules.

47. **Special Committee –** is a special committee established by resolution of the Legislature. Any resolution creating a special committee shall specify the powers and duties of the committee and the number of its members. Members are to be appointed by the Chair from the membership of the Legislature. Each member shall serve for the period specified in the resolution, but in no event longer than his or her term on the Legislature (County Law, § 154[2]).

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

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49. **Special Order** – is an order of the day that is made with the stipulation that any rules interfering with its consideration at the specified time shall be suspended except those relating: (a) to adjournment or recess, (b) to questions of privilege, (c) to special orders that were made before this special order was made, or (d) to a question that has been assigned priority over all other business at a meeting by being made *the* special order for the meeting.

50. **Sponsor –** is the member or members whose motion or resolution is appropriately brought before the Legislature.

51. **Standing Committee –** is a committee established in accordance with Article XII of these Rules (see Article XII of these rules, County Law §154(1), and Local Law No. 2 of 1972).

52. **Table** – is a motion to allow the Legislature to lay the pending question(s) aside temporarily when something of an urgent nature arises. Is subject to time limits and requires a majority vote of the Legislature.

53. **Take from the Table** – is to make pending again before the Legislature a motion or resolution that had been previously tabled. It requires a second, is not debatable and requires a majority vote for adoption.

54. **Total Vote –** is the total number of weighted votes of all members of the Legislature.

55. **Unbudgeted Financial Impact** – any expense or revenue change resulting from a proposed action or resolution that has not been accounted for in the County's approved budget for the current fiscal year. This includes: increases in expenditures, decreases in anticipated revenues, or financial commitments that would require additional appropriations, reallocation of funds, or adjustments to the existing budget.

56. **Weighted Vote –** the number of votes each Legislator casts at a Legislative meeting in a roll call vote pursuant to the current duly adopted plan of apportionment.

57. **Whole Number of Members –** is the total number of members that the Legislature would have were there no vacancies and were none of the members disqualified from acting (see County Law, § 153(9) and General Construction Law §41).

ARTICLE II
ORGANIZATION

1. **Biennial Organizational Meeting**

A. Scheduling

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

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Adopted 4/24/25 – Resolution No. 83-25

B. Notification

i. The Clerk of the Legislature last appointed, in accordance with Article I, # 34, shall serve upon each member of the Legislature entitled to vote at the organizational meeting a notice stating:

a. the date, time, and location of the organizational meeting;

b. that a Chair shall be elected; and

c. any other matter to come before the Board.

ii. In the event of the inability or failure of the Clerk of the Legislature last appointed to serve notice as provided in Article II, Section B. 1 of these Rules, the County Clerk of Cortland County shall call the biennial organizational meeting on or before January 15th in even- numbered years.

C. Business

i. The business to come before the biennial organizational meeting following the election of the Legislature shall be as follows:

a. election of a Chair (County Law §151, Local Law No. 2 of 1972);

b. appointment of a Clerk (County Law §400(4)(a), County Law §475, and Local Law No. 2 of 1972);

c. receive and file the designation of the Majority Leader and Minority Leader (if available);

d. appointment of a County Attorney (County Law §400(4)(a), §500);

e. appointment of a Public Defender (County Law §716);

f. appointment of a Veterans' Services Officer (County Law §800); and

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

ii. The business to come before the biennial organizational meeting held in the even numbered year mid-term of the Legislature shall be as follows:

a. election of a Chair (County Law §151, Local Law No. 2 of 1972);

b. receive and file the designation of the Majority Leader and Minority Leader (if available);

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

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CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 4/24/25 – Resolution No. 83-25

Attachment: Cortland County Legislature Rules of Order - Revised 4-24-2025 (83-25 : Amend Cortland County Rules of Order)

2. Elections and Appointments

A. Appointment Process Timeline

i. By no later than August 31st of the year during which the term of appointment is set to end (no later than the last working day of the month), the current appointees shall indicate in writing whether or not they shall seek another term of appointment. The notice by the current appointee shall be delivered in writing to the Personnel Officer and the Committee Chair to whom they report, as follows:

a. Clerk of the Legislature – Government Operations Committee

b. County Attorney – Government Operations Committee

c. Public Defender – Judiciary & Public Safety Committee

d. Veterans' Services Officer – Health & Human Services Committee

ii. By no later than October 31st, following the appointees' indication in September of a decision to seek another term, the Chair of the Committee shall:

a. In the event the appointee seeks reappointment, bring forward the current appointee's performance evaluation for committee review by the month of October; or

b. In the event the appointee does NOT seek reappointment, have the Personnel Officer post the position as vacant as of December 31st of that year, subject to appointment at the biennial Organizational Meeting of the Legislature as the Rules of Order provide.

iii. By no later than November 30th, following the review of the current appointee's performance evaluation, if applicable, the Chair of the Committee to whom the appointee reports shall call for a vote to indicate the committee's intent to either:

a. Recommend to reappoint the current appointee; **or**

b. Request to determine the position as an anticipated vacancy as of December 31 of that year and to have the Personnel Officer post the position as such subject to appointment at the biennial Organizational Meeting of the Legislature as the Rules of Order provide.

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

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

a. **1st** The current appointee recommended by the last sitting committee shall be

nominated and considered for the position by vote of the new sitting legislature; if not approved for appointment by a sufficient vote of the legislature; then

b. **2nd** The legislature shall then nominate and consider from the applicants who filed appropriate documentation with the Personnel Officer, any such successfully nominated applicant shall be subject to meeting other requirements as the County has established (i.e. drug test); if no such applicant is approved for appointment by a sufficient vote of the legislature; then

c. **3rd** The legislature shall accept from the floor nominations of persons who did not apply. These nominations shall be subject to providing valid and sufficient proof that they meet the minimum qualifications for the position and subject to all other requirements demanded of new employees of the County.

B. Procedure for Election of a Chair

i. The Chair shall be elected by a majority vote of the whole number of weighted votes of the total membership of the Legislature. The Clerk of the County Legislature last elected shall act as Chair pro tem. If the Clerk of the Legislature last appointed is not available, the County Clerk shall preside over the election of the Chair. He/She shall call the County Legislature to order and call the roll, followed by a pledge of allegiance to the flag. Whereupon the Chair pro tem shall declare, "The first order of business is the election of the Chair." Nominations for the office of Chair shall then be taken from the floor and such nominations must be seconded. Before proceeding to an election, the Chair pro tem shall inquire if there are any further nominations. If there is no response, the Chair pro tem shall declare the nominations closed. Voting shall be by full roll call with each legislator, when the legislator's name is called, declaring the name of the candidate of the legislator's choice who has been duly nominated and seconded. Should there be no weighted majority of the Legislature after the initial roll is called, the two nominees receiving the highest number of votes shall then be the only candidates named for a second round of roll call voting. Voting will again be by full roll call with each legislator, when the legislator's name is called, declaring the name of one of the two candidates remaining. Upon voting of the County Legislature; whereupon the Chair pro tem shall declare the duly elected Chair. Upon election, the Chair shall immediately assume all duties and responsibilities of the office and shall continue to act in such capacity until the termination of his/her office.

ii. The Chair's term will be through December 31 in the next odd-numbered year.

iii. In the event a Chair is not elected at the biennial organizational meeting, a Chair shall be elected at a recessed meeting held no later than February 1 in the even-numbered year.

iv. In the event of the failure of the Legislature to elect a Chair on or before February 1 in the even-numbered year, the County Clerk of Cortland County shall appoint a member of the Legislature as Chair, who shall serve through December 31 of the next odd-numbered year.

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C. Appointment of a Clerk

i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a Clerk of the Legislature, in accordance with County Law §400 (4)(a) and County Law §475. The Clerk of the Legislature shall also serve as County Historian.

ii. The Clerk of the Legislature shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

iii. The Clerk of the Legislature shall serve at the pleasure of the Legislature until replaced or removed by the Legislature (see County Law, § 475[1]).

D. Appointment of the County Attorney

i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint an attorney as County Attorney, in accordance with § 500 of County Law.

ii. The term of office of the County Attorney shall run concurrent with the elected members of the Legislature, in accordance with County Law, § 500.

iii. The County Attorney shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

E. Appointment of a Public Defender

i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a Public Defender, in accordance with Local Law 2 of 1966, as amended by Local Law No. 6 for year 2021 and Local Law 8 of 2023. (See County Law, § 716).

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

iii. The Public Defender shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

F. Appointment of a Veterans' Services Officer

i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a County Veterans' Services officer, in accordance with County Law § 800.

ii. The term of office of the Veterans' Services shall be for the term for which the membership of the Legislature appointing him/her was elected or for a term as may be determined by local law not to exceed four years.

iii. The Veteran's Services Officer shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

ARTICLE III
AUTHORITY OF THE CHAIR

1. Legislative Meetings

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

i. call the meeting to order, unless otherwise specified in these Rules;

ii. proceed to the business in the manner prescribed by these Rules, unless there is no quorum;

iii. preserve order and decorum in debate, preventing personal reflections and confining members' remarks to the question under debate; this ruling shall be subject to appeal from the ruling of the Chair;

iv. recognize members entitled to speak in debate, ruling which member is first entitled to speak when two or more members seek recognition simultaneously; this ruling shall be subject to appeal from the ruling of the Chair;

v. rule on the priority of business and all points of order, subject to appeal from the ruling of the Chair. On each appeal, the Chair shall have the right to speak first and last in debate, if the question is debatable, to explain the reason(s) for the ruling;

vi. grant the privilege of the floor to individuals who have signed in before the beginning of the session and set the time limit, up to but not more than five (5) minutes per speaker, which, upon authority of the Chair, may be extended:

Privilege of the Floor (aka Public Comment): Privilege of the floor shall be granted to any individual in the manner prescribed as follows:

Any person or group may request permission to appear before the Legislature by signing on the provided sign-in sheet. The Legislature will provide a thirty (30) minute public comment period. At the discretion of the Chair, or upon majority vote of the Legislature, the public comment period may be extended, before resolutions are acted upon. Said thirty minutes will be divided evenly among the number of persons or groups that wish to appear before the Legislature, with no one person or group appearing for more than five (5) minutes. The five-minute time limit per speaker may be extended and/or limited at the discretion of the Chair or upon majority vote of the Legislature to accommodate the group. This rule shall not apply to the County Administrator, Department heads, or others invited to appear before the legislature. The

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Chair shall preserve order and decorum. He or she shall prevent any persons speaking, including members of the Legislature, from making personal or derogatory comments regarding individuals and he or she shall confine the speakers to subject matters pertaining to the agenda. The Chair shall have the authority to have disruptive individuals removed from the meeting.

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

i. vary the order of business from the defined order of business, subject to appeal from the ruling of the Chair by the legislative body;

ii. call any qualified individual temporarily to the position of Clerk of the Legislature, in accordance with County Law §400;

iii. allow a minority report (either minority party or minority of a committee) to be presented and heard; and

iv. introduce a resolution to the Legislature when content or subject matter does not fall within the jurisdiction of a statutory committee.

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

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

i. in the absence of a quorum, take actions necessary to obtain a quorum;

ii. on the request of any member, or at his/her own discretion, divide a resolution that contains two or more distinct propositions; and which can be considered separately;

iii. vote on all questions, unless excused from voting on a particular question;

iv. preserve order and decorum in debate, preventing personal reflections and confining members' remarks to the question under debate;

v. recognize members entitled to speak in debate, ruling which member is first entitled to speak when two or more members seek recognition simultaneously;

vi. appoint a Chair pro tem to preside over the Committee of the Whole;

vii. excuse a member from any meeting in accordance with the definition of an excused absence;

viii. declare any meeting recessed at which a quorum cannot be obtained.

2. Committee Responsibilities

The Chair shall:

A. Within 15 days of his/her election to the position of Chair, appoint all Committee Chairs and members of Standing Committees, filing a list of same with the Clerk of the Legislature.

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

B. Schedule committee meetings and cause committee members and the Clerk to have notice of all meetings. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least 72 hours before such meeting. Public notice of the time and place of every other meeting shall be given, to the extent practicable, a reasonable time prior thereto (Public Officers Law §104.);

C. Within 15 days of creation of a Special Committee, appoint its Chair and members, filing a list of same with the Clerk of the Legislature. When feasible, each political party shall be represented on each committee in its proportion to representation on the Legislature;

D. Fill any vacancies in any Standing or Special Committee, in compliance with County Law § 154;

E. Reassign or remove committee Chairs or members as necessary;

F. When deemed necessary, call a meeting of a Standing or Special Committee subject to the limitations of these rules;

G. Subject to the approval by resolution of the Legislature, assign additional duties to Special Committees;

H. Sit on Standing or Special Committees as an ex-officio member in compliance with County Law § 450.

3. Communications

A. Resolutions

Upon receipt of any resolution, forward it to:

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

B. Communications from the Clerk of the Legislature

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

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if applicable, to:

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

C. Communications from Others

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

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

4. Oath of Office

Within 20 days of being elected Chair, execute and file in the office of the County Clerk of Cortland County an official Oath of Office, in compliance with County

Law, § 450. The Chair will also execute and file an official undertaking in such amount as required by the Legislature.

5. Administrative Responsibilities – The Chair

A. shall supervise the Clerk of the Legislature;

B. shall, no later than the last session in June of each year, give a State of the County address, at which time member reports may also be given;

C. may represent the County in all proceedings before the Public Service Commission and at all other public hearings and conferences deemed necessary to attend;

D. shall, in case of attack or public disaster, direct the performance by agencies and public offices of the County of specific duties and implement the provisions of Article Three of the New York State Emergency Defense Act and the County Emergency Plan;

E. shall become familiar with the property, function, and fiscal affairs of the County;

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F. shall ensure that the statutory and local laws and resolutions of the Legislature and directions of County officials empowered to make the same are faithfully executed. Any neglect of duty shall be reported to the Legislature;

G. shall determine which official shall perform a particular power or duty not clearly defined by law;

H. may attend meetings of all boards, commissions, or other bodies appointed by the Legislature; those exercising County functions; or those expending County funds, in compliance with County Law, § 450;

I. may inspect all books, accounts, records, or documents pertaining to the property, money, or assets of the County over which the County has control, in compliance with County Law, § 450;

J. may make recommendations to the Legislature on legislation, rules, and regulations, and such other matters deemed material and advisable;

K. may transfer employees temporarily from one department or office to another, with the approval of the appropriate department head(s) or the Legislature, in compliance with County Law, § 450;

L. shall recommend to the Legislature persons for appointment to the Industrial Development Agency, which shall be politically balanced;

M. shall approve the agenda for Legislative sessions prior to distribution;

N. shall, after his/her election as Chair, assign seating for the members of the Legislature, or delegate this authority to the Clerk of the Legislature;

O. shall appoint the members of all management teams for the negotiating of labor contracts;

P. shall perform an annual performance evaluation, by August of each year,with the appropriate Committee Chairs and other appropriate personnel for the Clerk of the Legislature, County Attorney, Manager of Audit and Financial Projects, Public Defender, and Veterans' Services Officer;

Q. shall perform an annual performance evaluation, by August of each year,with the Finance and Administration Committee Chair and other appropriate personnel for the Manager of Audit and Financial Projects;

R. shall, in consultation with the Committee Chairs, Department Heads, and other appropriate individuals, perform an annual performance evaluation, by August of each year, for the County Administrator in compliance with the Administrator's current contract.

6. <u>Temporary Chair</u>

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

7. Permanent Vacancy

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

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

ARTICLE IV
AUTHORITY OF COMMITTEE CHAIR

1. Each committee Chair shall:

A. appoint a Vice-Chair to preside in his/her absence;

B. schedule a special committee meeting upon receipt of a request signed by at least a majority of the committee members. Public notice of the meeting shall be given in compliance with Public Officers Law § 104. Said notice shall state the date, time, place, and subject for said meeting;

C. prepare, or cause to be prepared by the Clerk of the Legislature an agenda for each committee meeting;

D. upon receipt of any resolution, petition, communication, or notice, consult with each member of the committee in the manner he/she deems appropriate. Action can only be taken in an appropriately called and conducted meeting;

E. invite appropriate individuals to a committee meeting when their resolutions are being considered;

F. when reporting any resolution to the Legislature, provide all appropriate relative material to the Clerk of the Legislature;

G. delegate two members of the committee, one of whom may be the committee chair, who shall participate in the selection of a Department Head in a department assigned to it in these Rules, for appointment by the Legislature.

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2. **Each committee Chair may:**

A. appoint a person(s) from the standing committee membership to study any issue deemed appropriate, accountable to the full committee;

B. add additional items not included on the agenda;

C. schedule a special committee meeting. Public notice of the meeting shall be given in compliance with Public Officers Law § 104. Said notice shall state the date, time, place, and subject for said meeting;

D. schedule meetings with Department Heads or heads of authorized agencies to discuss mutual objectives and problems;

E. explain the purpose and provisions of resolutions reported from the committee before the debate begins in a Legislative session; and

F. present a resolution not already on the agenda to the Legislature by a motion suspending the rules.

ARTICLE V
RESPONSIBILITIES AND DUTIES OF THE CLERK OF THE LEGISLATURE

The Clerk shall:

1. keep a record of all acts and proceedings of the Legislature and be the custodian of records and papers having to do with the Legislature's actions (See County Law, § 475);

2. record in the minutes whenever the Privilege of the Floor is granted, specifying the full name of the speaker;

3. record in the minutes the sponsor and the seconder of all resolutions and motions;

4. call the roll in alphabetical order by the members' surnames, with the Chair being called last, and enter it in the minutes, specifying which members were present, absent, excused, and how each member voted;

5. certify local laws and resolutions in the order in which they are adopted and consecutively number local laws and resolutions in separate series as they are certified, each series continuing through one calendar year;

6. forward copies of local laws and resolutions adopted by the Legislature to the appropriate parties;

7. publish all roll call votes in the Journal and maintain a record of roll calls, which shall be available for public inspection prior to publication in the Journal;

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8. maintain a general index of all local laws and resolutions of a permanent nature;

9. file all adopted Local Laws with the Secretary of State and the Cortland County Clerk and publish notice of adoption in the Newspaper of record as required;

10. file with the Cortland County Clerk all documents as directed by a majority vote of the Cortland County Legislature;

11. distribute to each member and others as deemed appropriate, or as directed by the Legislature or Chair, copies of the minutes of a Legislative session prior to and with the agenda of the next Legislative meeting;

12. upon direction of the Chair, or upon written request signed by a majority of the whole number of members of the Legislature, call a Special Legislative Meeting and serve personally, by mail, or by electronic means upon each member at least 48 hours before the date fixed for the meeting, a written notice stating the date, time, location, and purpose of the Special Meeting in the case of an emergency, the 48 hour requirement may be waived by a majority vote of the Legislators present and voting, a quorum being present and all members having been notified (see County Law, § 152);

13. in the absence of a quorum, notify all members that a recessed meeting will be held giving the date, time, and location of the recessed meeting;

14. in the absence of the Chair, the Majority Leader, and the Minority Leader for a meeting, call the Legislature to order and preside over the election of a Chair Pro tem from the membership of the Legislature, who shall exercise the powers and duties of the Chair for the duration of the Chair's absence;

15. upon receipt of any petition, communication, or notice from anyone other than the Chair, forward a copy to the Chair, the Majority Leader, the Minority Leader, and other appropriate individuals;

16. on the fourth business day prior to a regular Legislative meeting, prepare and distribute an agenda which shall include, among other things, a listing of articles received in his/her office; items not included on this agenda may be considered as Special Articles at the Legislative Session, but shall not be added to the agenda;

17. make copies of the agenda available to the public in his/her office after distributing it to the members and be responsible for posting said agenda to the Legislature's website;

18. make copies of all roll call votes available to the public one day after the conclusion of the meeting at which they were taken;

19. by noon on the business day prior to a meeting, place a copy of each resolution to be considered at the meeting on the desk of each member, or send an electronic copy and have a paper copy on the desk of each member on the day of the meeting;

20. send notices of committee meetings to all Legislators, the County Attorney, and other appropriate

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

21. record all notices of committee meetings;

22. receive reports as requested by the Legislature;

23. receive annual reports from Department Heads, as directed by the Legislature or required by law;

24. upon receipt of a tentative budget from the Budget Officer, distribute a copy to each member;

25. prepare a list of committees and their members, and distribute to all Legislators and Department Heads and have available for the general public within 30 days of the committee appointments;

26. within 50 days after election or appointment of new members, distribute to them the last Legislative Journal, the current County budget, and if available, the tentative County budget for the next fiscal year;

27. ensure each member has a copy of the current edition of *Robert's Rules of Order Newly Revised* and the Rules of Order of the Cortland County Legislature;

28. prepare an annual budget for the Legislature;

29. report to the Legislature through the Chair;

30. within seven business days following a Committee meeting but in no event no later than the day two days prior to the next Legislative Session, have prepared and forward draft minutes of the meeting to all Legislators that shall specify, among other items, the time, date, and place of the meeting, the persons in attendance, the resolutions voted on and the vote on each;

31. shall serve as the County Historian;

32. shall serve as the Public Information Officer;

33. shall serve as the (Freedom of Information Law) FOIL Officer for Cortland County;

34. ensure that minutes of all Legislative and committee meetings are posted to the County's website in accordance with the time frames identified in Public Officers' Law §106, including video recordings of the meetings.

35. perform such additional duties as the Legislature or the Chair may direct (See County Law, § 475);

36. shall oversee the use of the Legislative Chambers and offices or shall designate an individual to oversee the use of the Legislative Chambers and offices.

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

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1. **The County Attorney shall**:

A. act as the legal advisor to the Legislature and other County officials in all matters involving an official act of a civil nature (See County Law, § 501);

B. prosecute and defend all civil actions and proceedings brought by or against the Legislature, other County officials, or Cortland County (see County Law § 501);

C. be present at all Legislative meetings unless excused by the Chair, and committee meetings, if requested by the Committee Chair. In cases where the County Attorney cannot be present, ensure that an Assistant County Attorney shall be present; and

D. by 10:00 a.m. on the business day prior to a meeting, approve all resolutions included on the agenda for form and legal content, indicating his/her approval on the original copy, consulting with the sponsor if necessary, before approving said resolution.

E. Perform such additional and related duties as may be prescribed by law, or as directed by the Legislature (see County Law § 501).

2. **The County Administrator shall:**

A. be directly responsible to the County Legislature, and, on behalf of the County Legislature shall perform the functions of chief administrative officer, with the County Legislature retaining the final administrative authority (see Local Law No. 7 for the of 2002, Local Law No. 3 for the year 2003;

B. be the Budget Officer of the County, responsible for preparing the tentative budget and presenting it to the Finance and Administration Committee for approval and then to the County Legislature for final adoption (see Local Law No. 5 of 2018 and County Law §353 and
§354); and

C. any other duties as assigned by the Legislature which do not curtail, diminish, transfer or divest the Cortland County Legislature (or any elected official) of any functions, powers or duties (see Local Law No. 7 of 2002, Local Law No. 3 of 2003, Local Law 5 of 2018 and Municipal Home Rule Law §23, County Law §154(6)).

ARTICLE VII
PRESENTATION OF RESOLUTIONS

1. All resolutions shall be in writing and shall include a brief title summarizing the purpose of the resolution (see County Law, § 153).

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2. All resolutions shall be filed with the Clerk of the Legislature, and whenever possible shall be written in the affirmative.

3. Resolutions to be included on the agenda shall have the majority vote of those present (a quorum being present) of the appropriate Statutory Committee and shall be filed on or before the fourth calendar day before a regular meeting, and at least 48 hours before a Special Meeting.

4. Resolutions creating a Special Committee shall specify the powers and duties of the committee, the number of members and the term of the committee. (See County Law, § 154)

5. Resolutions pertaining to bills pending before the Congress or the State Legislature shall specify the bill number and the name of the sponsor(s).

6. An amended version of a resolution on the agenda may be filed by the sponsor for consideration at any time before the Legislature convenes.

7. Upon the request of any member, an amendment to a resolution shall be in writing. Copies of the amendment shall be distributed to all members.

8. A sponsor, upon approval of a majority of the committee, may request permission to withdraw a resolution any time before a final vote is taken. The same resolution with the same intent may not be withdrawn by the sponsor more than three (3) times per calendar year.

9. A sponsor shall be given an opportunity to explain a resolution, its purpose, and his/her reason for introducing the resolution prior to the opening of debate in the Legislature.

10. The same resolution with the same intent offered by the same sponsor may be introduced as a new agenda item only three (3) times per calendar year.

11. Any resolution withdrawn from the Legislative agenda shall begin the committee approval process again and shall not be reintroduced unless the committee approval process is completed.

ARTICLE VIII
MEETINGS

1. All meetings of the Legislature shall be held in the Legislative Chambers, Cortland County Office Building, 60 Central Avenue, Cortland, New York The Legislature may, at any meeting, by resolution, change the time and place of the next regularly scheduled meeting, except that no meeting shall be held outside the City of Cortland without an affirmative vote of three-fourths of the total membership of the Legislature (see County Law, § 152).

2. All meetings of the Legislature shall be public (see County Law § 152 and Public Officers Law §103).

3. The Legislature shall, in addition to the organizational meeting, hold regular meetings at 6:00 p.m. on the fourth Thursday of each month January through June and August through October. No regular

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

4. Special meetings shall be held in accordance with County Law §152(2) and these Rules. Only articles included in the written notice may come before the Legislature at the special meeting.

5. When the day specified for any meeting falls on a County holiday, such meeting shall be held at the time specified on the next business day.

6. If the Legislature is inquorate (without a quorum) for any meeting, a recessed meeting shall be declared.

ARTICLE IX
ORDER OF BUSINESS

1. The order of business at each meeting of the Legislature shall be as follows, unless modified by the Chair in accordance with Authority of the Chair:

A. Salute to the Flag
B. Roll call of members
C. Approval of minutes of the previous meeting
D. Privilege of the Floor, including Public Comment Period as authorized by these rules
E. Proclamations and Recognitions
F. Presentation of petitions, communications, presentations and notices
G. Reports of Standing and Special Committees
H. Special Orders
I. Articles Postponed to Day Certain
J. Unfinished Business
K. New Business/Presentation of Resolutions
L. Announcements
M. Adjournment

2. When necessary, the minutes of the previous meeting may be read if the members have not received them, or upon the request of any member. In the absence of corrections, the minutes shall stand approved without formal motion.

3. Articles Laid on the Table, except Articles Postponed to Day Certain, shall be considered Unfinished Business and shall be taken from the table upon approval of a majority vote of the total vote of the members present via the motion to Take from the Table.

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

5. The Legislature shall set aside any other business at the time stated for consideration of a Special Order.

6. The time for consideration of a Special Order shall be advanced, postponed, or rescinded only with the approval of a two-thirds vote of the total vote of the members present.

ARTICLE X
MOTIONS AND THEIR PRECEDENCE

1. When the Legislature is considering a question, motions shall have precedence over another in the order stated below:

   A. To adjourn
   B. To recess
   C. To raise a question of privilege
   D. To lay on the table
   E. Previous question
   F. To postpone to day certain
   G. To commit (refer to a committee)
   H. To go into Committee of the Whole
   I. To go into Executive Session
   J. To amend
   K. To postpone indefinitely
   L. Main motion

2. The privileged motion to adjourn, and the motion to lay on the table are not amendable. The privileged motion to recess may be amended only as to the length or time of the recess. A motion to postpone to day certain may be amended only as to the day to which the question is postponed.

3. The privileged motions to adjourn and to recess, and the motions for the previous question, and to lay on the table are not debatable.

4. A motion to adjourn shall not be made while the Chair is putting a question, while a member has the floor, while the Clerk is taking a roll call vote, or while the Legislature is in the Committee of the

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Whole.

5. A question of privilege may be raised while another member has the floor.

6. Any question shall be laid on the table or postponed to day certain only once.

7. The Legislature, while in Committee of the Whole, shall not exercise Legislative powers and shall be presided over by a temporary Chair. The only motions that are in order under Committee of the Whole are to amend and adopt the report to be given and to "rise and report." Any formal action must be taken in the regular Legislative body. Committee of the Whole cannot refer the issue under consideration to another committee.

8. When in Executive Session, the Legislature shall operate under these rules insofar as they are applicable. Proceedings in Executive Session shall be confidential unless the Legislature votes otherwise.

9. Any Committee may be discharged from further consideration of any matter entrusted to it by these Rules upon a majority vote of the whole number of members. The matter shall automatically be placed by the Clerk on the agenda for the next regular Legislative meeting.

10. A motion to reconsider any vote must be made on the day the vote proposed to be reconsidered was taken or at the next regular meeting of the Legislature. Such motion may be made only by a member voting on the prevailing side. Such motion may be made under any order.

11. A motion to rescind any resolution or motion shall be made only when no motion is on the floor. It shall require the affirmative vote of two-thirds of the Legislature, or a majority of the Legislature with previous notice.

ARTICLE XI
RULES OF VOTING

1. A majority of the total vote (weighted vote) of the whole number of members of the Legislature (17) shall be necessary to adopt any question, proposition, resolution, motion, or any other matter, except where it is otherwise provided herein or by statute that another form of approval is required.

2. Every member present when a vote is taken on any matter shall vote unless he/she has a direct interest in the matter or is excused by a majority weighted vote of the members present.

3. Members must be in their designated seat when voting.

4. A roll call vote shall be called by the Clerk on any question where it is required by statute or these Rules, or on the request of any member (see County Law, § 153).

5. If a roll call vote is commenced on any question, it must be completed.

6. Members shall be called in alphabetical order according to their surnames, except that the Chair

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(permanent, temporary or Chair Pro tem) shall always be called last.

7. Any member shall have the right to have his/her vote on any question recorded and entered in the minutes upon his/her request, without explanation and without requesting a roll call vote.

8. An absent legislator cannot vote on a motion. However, mathematically, the Legislature cannot reduce the total number of weighted votes. A member recorded as absent or excused shall not have a vote. The total number of weighted votes cannot be reduced by an absence or excuse of a member, so the total vote required to adopt any motion shall be based on the total vote of the full Legislature.

ARTICLE XII
COMMITTEES

1. Members of all Standing Committees shall be appointed for terms of two years, or until reassigned or removed by the Chair, commencing January 1 of the even-numbered year, but nothing herein contained shall be construed to allow any person to continue to serve on any Committee after ceasing to be a member of the Legislature.

2. In accordance with these Rules, the Chair shall have the authority to reassign or remove committee members.

3. Committees shall operate under these Rules as far as they are applicable, except that the previous question shall not be in order.

4. Each Standing Committee may examine the bills, accounts, and claims of the departments, boards, and councils assigned to it in these Rules.

5. Each Standing Committee may review and receive recommendations from Legislators and make recommendations to the Budget Officer and/or Finance and Administration Committee regarding department proposed budgets under the jurisdiction of that committee.

6. Each Standing Committee shall have general supervision of and receive articles relating to the departments, boards and councils assigned to it in these Rules.

7. Each Standing Committee shall initiate, sponsor, and/or review all resolutions affecting the departments, boards, and councils assigned to in it these Rules.

8. For any item to be moved from the Standing Committee to the Legislature requires a majority vote of the committee members present (a quorum being present).

9. Any item having an unbudgeted financial impact on Cortland County shall be presented to the Finance and Administration Committee before being presented to the full Legislature. Resolutions, referred to the Finance and Administration Committee from another Statutory Committee, not approved by the Finance and Administration Committee shall require a 2/3rds vote of the full legislature for adoption. The Finance and Administration Committee shall provide a report to the

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Legislature stating the reason for not approving the resolution.

10. Each Standing Committee shall fulfill the responsibilities assigned to it.

11. Special Committees shall be created by resolution for a period not to exceed the term of the Legislature adopting the resolution.

12. The following are the Standing Committees, their responsibilities, and their composition:

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

County Planning Department, Soil and Water Conservation District, Cooperative Extension, and public transportation.

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

The Committee shall oversee:

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

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

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

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

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

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

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

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

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Adopted 4/24/25 – Resolution No. 83-25

F. **Public Works –** Not less than five (5) nor more than seven (7) members who shall oversee:

County Highway Department, Buildings and Grounds Department, and the Information and Technology Department.

The use of County Buildings or properties by external groups or entities shall be approved by majority vote of the Public Works Committee.

ARTICLE XIII
SUSPENSION OR AMENDMENT OF RULES

1. Any Rule may be amended or rescinded by a two-thirds vote of the full Legislature.

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

ARTICLE XIV
INTENT OF THESE RULES AND PARLIAMENTARY QUESTIONS

1. It is the intent of this Legislature to determine the rules of its own proceedings pursuant to County Law §153 and Local Law No. 2 for year 1972 establishing the County Legislature with the power to enact local laws or rules governing the conduct of the members at such sessions and the manner of transaction business thereat.

2. Except as otherwise provided herein, the current edition of *Robert's Rules of Order Newly Revised* shall govern parliamentary procedure at all meetings.

ARTICLE XV
EFFECTIVE DATE

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

Adopted January 2010 – *Revised July 28, 2011*

Adopted January 4, 2012 – *Revised April 26, 2012 & June 27, 2013*

Adopted January 2, 2014 – *Revised June 26, 2014 & September 24, 2015*

Adopted October 26, 2017 – *Revised December 8, 2020*

Adopted December 18, 2020 – *Revised August 12, 2021*

Adopted August 26, 2021 – *Revised November 4, 2021*

Adopted November 18, 2021 – *Revised October 17, 2023*

Adopted October 26, 2023 – Revised August 6, 2024

Adopted August 22, 2024 – Revised February 11, 2025

Adopted February 27, 2025 – Revised April 8, 2025

Adopted April 24, 2025

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Tobacco and Cannabis Use Policy

Policy/Procedure Number: 02.003
Effective Date: 4/26/2018
Resolution No.: *192-18, 198-22*

Modified Date(s): 8/1/2011, 4/26/2018, 9/22/2022, 4/24/2025
Next Review: As needed

Objective: To establish policy regarding tobacco and cannabis use on County-owned or leased properties or in County maintained facilities, thus reducing exposure to secondhand smoke and/or vapor by visitors and employees, and upholding the County's commitment to enhancing the health and safety of its employees and residents.

Reference (All applicable federal, state, and local laws): Public Health Law Article 13-E, New York State Clean Indoor Air Act

Legislative Policy Statement: Recognizing the accumulated weight of scientific studies that document the harm to public health from exposure to both direct and secondhand tobacco and cannabis use, it is the policy of the Cortland County Legislature to prohibit tobacco and cannabis use in all its facilities and mobile equipment and on all its properties, with exceptions.

Responsible Department(s): Personnel is responsible for maintaining and keeping this policy up to date.

General Information: Numerous studies have found that tobacco use is a major contributor to indoor and outdoor air pollution. Reliable studies have shown that breathing secondhand smoke or vaping aerosols, whether in an indoor or outdoor atmosphere, is a significant health hazard for several population groups; including older adults, individuals with cardiovascular disease, individuals with impaired respiratory function, those with asthma and those with obstructive airway disease. Non-tobacco/cannabis users who suffer allergies, respiratory diseases and other ill effects of breathing tobacco/cannabis smoke and/or aerosols may experience a loss of job productivity or may be forced to take periodic sick leave because of such adverse reactions. Smoking is a potential cause of fires and can cause unnecessary losses. Vaping and the use of other aerosol delivery systems has been related to injuries and potential risk of death due to the combustion of these devices. Tobacco and cannabis products are chemically addictive and contribute to escalating health insurance expenditures

I. Definitions:

a. **Facilities and property (leased or owned)** – includes Cortland County maintained buildings, parking lots (including privately owned vehicles while on County property), County parks, entrance lanes, sidewalks, structures, County owned vehicles, and landscaped areas

b. **Smoking** – inhaling or exhaling from, or possessing, a lighted pipe, lighted cigar, operating electronic smoking device, or lighted cigarette of any kind, or the

Attachment: Tobacco and Cannabis Policy with edit April 2025 (84-25 : Amend Tobacco and Cannabis Policy)

lighting of a pipe, cigar, electronic smoking device, or cigarette of any kind, including but not limited to, tobacco, cannabis, or any other weed or plant.

c. **Tobacco products** – (1) any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; (2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or (3) any component, part, or accessory of (1) or (2), whether or not any of these contains tobacco or nicotine, including but not limited to filters, rolling papers, blunt or hemp wraps, hookahs, mouthpieces, and pipes. 'Tobacco product' does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

d. **Cannabis products** – products containing usable cannabis, extract, or any other cannabis resin and other ingredients intended for human consumption or use, including edible cannabis products; does not include cannabinoid hemp products as defined by New York State Office of Cannabis Management, such as products made containing CBD.

e. **Electronic Smoking Device** - any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or ehookah.

II. Policy:

The New York State Clean Indoor Air Act (Public Health Law, Article 13-E) prohibits smoking and vaping in almost all public and private indoor workplaces (including company-owned vehicles) to protect workers and the public from exposure to harmful secondhand tobacco smoke and vaping aerosols.

All Cortland County facilities and property, whether owned or leased, shall be tobacco-free and cannabis-free **effective November 1, 2022**; this includes use being prohibited during all evacuation drills and/or events. Employees are also not permitted to leave the assigned area in order to use such products during drills/events.

Effective September 1, 2025: There will be no exceptions to this policy. There will be no designated areas on Cortland County property for County employees to smoke.

~~The only exceptions are as follows:~~

- ~~**COUNTY-OWNED or LEASED PROPERTY:** Tobacco use may be permitted, by County employees only, in designated areas located on County-owned or leased property approved by either the Department Head of areas of County property for which they are~~

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~~responsible and the County Administrator (or designee in the absence of a County Administrator). All tobacco materials used in designated areas will be extinguished and disposed of in appropriate containers.~~

- **COUNTY SHERIFF'S DEPARTMENT:** All Sheriff Department employees must adhere to the Sheriff's Smoking and Tobacco Use Policy.

III. Procedure:

Employees will be informed of this policy through signage throughout County property. Additionally, the policy will be disseminated to newly hired employees at orientation. Visitors will be informed of this policy through signage. Every effort will be made to communicate this policy with employees and visitors.

Department Heads and/or Supervisors shall be responsible for insuring that this policy and the law are implemented and adhered to within the County building(s) or areas of County property for which they are responsible. Everyone has the responsibility to inform any individual who is using tobacco or cannabis in any area where smoking it is prohibited that the individual is in violation of the smoking restrictions. Employees who use tobacco and/or cannabis in restricted areas are in violation of New York State law and/or County policy and may be subject to appropriate disciplinary procedures in accordance with the provisions of applicable collective bargaining agreement and/or State law.

Employees and the public may confidentially report violations of the New York State Clean Indoor Air Act by contacting the Cortland County Health Department or the New York State Regional Environmental Health Program Office.

Cessation is a personal choice. Information regarding cessation will be available for employees seeking assistance.

Attachment: Tobacco and Cannabis Policy with edit April 2025 (84-25 : Amend Tobacco and Cannabis Policy)

Personnel Change Justification Form

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

Position Name (s): Create Per Diem ~~Part Time~~ Senior MH Clinician **Abolish** _____

Bargaining Unit: none

Purpose and Background:

The Mental Health Department currently uses the Temporary Part Time Senior MH Clinician position to fill in when needed (i.e.. staff leaves, higher than normal case loads/intakes, etc.). We've been fortunate to have a consistent individual that has filled in and is willing to continue in this role as we deem necessary. Using the part time temp. position has required this individual to use unnecessary county time to duplicate onboarding efforts for each employment episode.

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

Current Grade/Salary of Position: Grade 28 Salary Range $ 38.3309-$48.5172

Requested Grade/Salary of Position: Grade _____ Salary Range $ _____

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

Goals:

To provide consistent clinical coverage for the Mental Health Department and it's community clients, while providing a more efficient use of the clinician's time for each episode of employment.

Operational Impact:

This position will enable quicker access to client care for each new episode of employment, while supporting efficiency within the fiscal model of the position. It will eliminate any unnecessary repetition of the onboarding process resulting in paid county time for each episode of employment within the Mental Health Department.

Requested By: Patricia Schaap — Signature of Requesting Department Head — 02/28/2025 — Date

Personnel Officer Approval: Laurie Kroneman — Signature of Personnel Officer — 2/28/25 — Date

County Administrator Budget Impact Statement:

County Administrator Approval: Bob Lisp — Signature of County Administrator — 3/11/2025 — Date

Statutory Committee Approval: _____ — Signature of Committee Chair after Committee Vote — _____ — Date

Attachment: Create per diem Sr MH Clinician Justification (89-25 : Create Senior Mental Health Clinician)

Personnel Change Justification Form

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

Position Name (s): Create Per Diem ~~Part Time~~ Senior MH Clinician **Abolish** _____

Bargaining Unit: none

Purpose and Background:

The Mental Health Department currently uses the Temporary Part Time Senior MH Clinician position to fill in when needed (i.e.. staff leaves, higher than normal case loads/intakes, etc.). We've been fortunate to have a consistent individual that has filled in and is willing to continue in this role as we deem necessary. Using the part time temp. position has required this individual to use unnecessary county time to duplicate onboarding efforts for each employment episode

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

Current Grade/Salary of Position: Grade 28 Salary Range $ 38.3309-$48.5172

Requested Grade/Salary of Position: Grade ____ Salary Range $ _____

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

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Requested By: Patricia Schaap — Signature of Requesting Department Head — 02/28/2025 — Date

Personnel Officer Approval: Laurie Zeimet — Signature of Personnel Officer — 2/28/25 — Date

County Administrator Budget Impact Statement:

County Administrator Approval: Scott Cop — Signature of County Administrator — 3/11/2025 — Date

Statutory Committee Approval: Ron Yoo D — Signature of Committee Chair after Committee Vote — 4/11/25 — Date

Attachment: Personnel Justification Form Per Diem Sr MH Clinician (89-25 : Create Senior Mental Health Clinician)