Cortland County Legislature

Legislative Session

~ Minutes ~

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

Thursday, June 26, 2025 **6:00 PM** **Board Room**

Public Hearings

1. Local Law "D" of 2025 - A Local Law to Establish a Department of Public Works

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

2. Local Law "E" of 2025 - a Local Law to Increase Salary of Officers Elected or Appointed

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

3. Proposed Tompkins Cortland Community College's 2025-2026 Operating Budget

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

Call to Order

The meeting was called to order at 6:00 PM by Majority Leader Paul Heider

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	Excused	
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	Excused	

Approval of Minutes

1. Cortland County Legislature - Special Meeting - May 22, 2025 5:30 PM

RESULT:	**APPROVED**

2. Cortland County Legislature - Legislative Session - May 22, 2025 6:00 PM

RESULT:	**APPROVED**

Privilege of the Floor

Proclamations & Recognitions

1. Cortland County Pride Month Proclamation

RESULT:	**COMPLETED**

Presentation of Petitions, Communications, Presentations and Notices

1. Code Blue Presentation - DSS Commissioner Kristen Monroe

RESULT:	**COMPLETED**

2. TC3 2025-2026 Budget Presentation

RESULT:	**COMPLETED**

Reports of Standing, Special and Ad Hoc Committees

Receive and File

1. Cortland County 2025 State of the County

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

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Resolutions from Finance & Administration Committee

AGENDA ITEM NO. 1 – Adopt 2025-2026 Tompkins Cortland Community College Operating Budget

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 122-25**

Adopt 2025-2026 Tompkins Cortland Community College Operating Budget

WHEREAS, the Board of Trustees of Tompkins Cortland Community College has presented to this Legislature an Operating Budget for the college fiscal year September 1, 2025 through August 31, 2026; AND

WHEREAS, a public hearing on said budget has been held on June 26, 2025, and heard all persons wishing to speak on this topic, pursuant to notice duly published; NOW THEREFORE BE IT

RESOLVED, that said operating budget in the amount of $35,185,275 be and hereby is approved and adopted; AND BE IT FURTHER

RESOLVED, that the Cortland County Legislature include in the Cortland County Budget for the year 2026 an amount determined pursuant to a plan for said college per adopted Resolution No. 129 for the year 1966, as amended by Resolution No. 128 and 131 for the year 1971, totaling approximately $1,855,495 as Cortland County's share of the total Sponsoring Community Contribution of $4,882,882, to be paid in four equal payments from account A24955.54780 after January 1, 2026; AND BE IT FURTHER

RESOLVED, that this resolution shall become effective upon adoption of a concurrent resolution by the Tompkins County Legislature.

Referred from Health & Human Services Committee

AGENDA ITEM NO. 2 – Amend 2025 Budget/Authorize Agreements for Code Blue for 2025-2026 Season

Ms. Jones MADE A MOTION TO AMEND the resolution to reflect the lower amounts due to the lower quote back from the security company, Mr. Prentice SECONDED THE MOTION, and upon unanimous voice vote of members present, MOTION CARRIED.

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

ON MOTION OF VAN DEE **RESOLUTION NO. 123-25**

Amend 2025 Budget/Authorize Agreements for Code Blue for 2025-2026 Season

WHEREAS, the New York State Office of Temporary and Disability Assistance mandates counties to implement regulations in Title 18NYCRR Section 304.1 titled Protection of Vulnerable Homeless Persons, otherwise referred to as "Code Blue" to provide shelter during inclement weather when air temperatures are at or below 32 degrees Fahrenheit; AND

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

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

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

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

WHEREAS, NYS passed a SFY 25-26 budget that does not increase Code Blue funding and the current level of funding is inadequate to cover the increased staffing and resources necessary to safely operate warming centers, Cortland County is forced to place the burden of these rising costs on local taxpayers as a new unfunded mandate; AND

WHEREAS, Cortland County was allocated $323,648 by NYS for the 2024-2025 Code Blue season; AND

WHEREAS, Cortland County estimates the cost to operate Code Blue contracts and services for the 2025-2026 season will be approximately $530,700 leaving approximately $207,052 to be funded by Cortland County if NYS provides an allocation consistent with the prior year; AND

WHEREAS, the Salvation Army has agreed to contract with Cortland County to provide Warming Center services for the 2025-2026 season; AND

WHEREAS, the Salvation Army cannot be open for all hours when the County Office Building is closed so another location may need to be leased for approximately 12 hours each week; AND

WHEREAS, the need for an on-site security officer has been identified for all warming center locations and hours outside of when the County Office Building is open to enhance safety of warming center staff and guests; AND

WHEREAS, the Salvation Army will contract with a security firm for all hours they open a warming center and the estimated cost of such service is $126,000; AND

WHEREAS, a majority of the costs for Code Blue services will be paid from expense account A60105.54800.4696; AND

WHEREAS, the first two months and start-up costs of the Salvation Army contract for the Code Blue season will fall within the 2025 County fiscal year requiring $172,568 to be available; NOW THEREFORE BE IT

RESOLVED that the County Administrator upon review and approval by the County Attorney or designee, is hereby authorized to sign an agreement with the Salvation Army for Warming Center services for the term October 1, 2025 – April 30, 2026, in an amount not to exceed $505,700.00; AND BE IT FURTHER

RESOLVED that the County Administrator upon review and approval by the County Attorney or designee, is hereby authorized to sign an agreement with a landlord of a location to be determined for hours the Salvation Army is not open in an amount not to exceed $25,000; AND BE IT FURTHER

RESOLVED that the following budget accounts be changed for 2025:

Increase:

Expense A60105.54800.4696	current $320,000	change $62,668.66	new $382,668.66
Revenue A60105.43689.4696	current $320,000	change $62,668.66	new $382,668.66

Resolutions from the Chair

AGENDA ITEM NO. 3 – SEQRA Resolution of the County of Cortland, New York, Relating to the CNYNET Broadband Network Project

RESULT:	**ADOPTED [12 TO 3]**
MOVER:	Paul Heider, Majority Leader
SECONDER:	William McGovern, Legislator
AYES:	Bentley, Bischoff, Cleland, Harbin, Heider, Mantella, McGovern, Newell, Prentice, Price, Van Dee, Waldbauer
NAYS:	Linda Jones, Joseph Nauseef, Keith VanGorder
EXCUSED:	Mitchel Eccleston, Kevin Fitch

ON MOTION OF FITCH **RESOLUTION NO. 124-25**

SEQRA Resolution of the County of Cortland, New York, Relating to the CNYNET Broadband Network Project

WHEREAS, the County Legislators of the County of Cortland, New York (the "County") have determined that it is necessary for the County to undertake a project (the "Project") commonly known as the CNYNET Broadband Network project that contemplates construction of a 275-mile open access network that will deliver essential broadband services to certain unserved and under-served rural communities, including certain areas in the County, and shall specifically consist of the acquisition and installation of telecommunication cables in existing highway or utility rights of way utilizing trenchless burial or aerial placement on existing poles, including all related construction, renovations, site improvements, furnishings, fixtures and equipment required for such purposes, environmental studies, architectural, legal and engineering fees, and all other necessary costs incidental to such work, all as more specifically described in the Short Form EAF attached hereto as Exhibit "A"; and

WHEREAS, 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, undertaking the Project is an Action as defined by SEQRA; and

WHEREAS, the County's administration has reviewed the classifications of actions contained in the Regulations; and

NOW, THEREFORE BE IT RESOLVED ON JUNE 26, 2025 BY THE COUNTY LEGISLATORS OF CORTLAND COUNTY, NEW YORK, AS FOLLOWS:

1. The County hereby determines that the Project constitutes a Type II Action pursuant to Part 617.5(c)(7) of the Regulations and as such is not subject to review under SEQRA.

2. This resolution shall take effect immediately.

AGENDA ITEM NO. 4 – Appoint Members - Cayuga/Cortland Workforce Development Board

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

ON MOTION OF FITCH **RESOLUTION NO. 125-25**

Appoint Members - Cayuga/Cortland Workforce Development Board

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

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

Name	Address	Sector	Term Ending
Paige Howell	1911 Lorings Crossing Rd, Cortland NY	Suit Kote Corp/Business	6/30/2028
Peter Schug	Cortland Office	QMC Group/Business	6/30/2026

Referred from Government Operations Committee

AGENDA ITEM NO. 5 – Adopt Local Law 6 of 2025 - A Local Law to Establish a Department of Public Works, and to Merge Therein the Existing Departments of Weights and Measures, Buildings and Grounds and Highway

RESULT:	**ADOPTED [13 TO 2]**
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Sandra Price, Legislator
AYES:	Bentley, Bischoff, Harbin, Heider, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer
NAYS:	Reed Cleland, Linda Jones
EXCUSED:	Mitchel Eccleston, Kevin Fitch

ON MOTION OF NAUSEEF **RESOLUTION NO. 126-25**

Adopt Local Law 6 of 2025 - A Local Law to Establish a Department of Public Works, and to Merge Therein the Existing Departments of Weights and Measures, Buildings and Grounds and Highway

WHEREAS, the Cortland County Legislature recognizes the need to modernize, streamline, and improve the efficiency of county operations by consolidating related infrastructure, maintenance, and regulatory functions under a single administrative structure; AND

WHEREAS, the Legislature finds that merging the existing Departments of Weights and Measures, Buildings and Grounds, and Highway into a unified Department of Public Works will promote greater coordination, enhance service delivery, and reduce administrative redundancies; NOW THEREFORE

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

Local Law 6 of 2025 - A Local Law to Establish a Department of Public Works, and to Merge Therein the Existing Departments of Weights and Measures, Buildings and Grounds and Highway

Section 1. Department of Public Works Established; Merger of Existing Departments and Transfer of Functions

(a) Pursuant to the provisions of Section 10 of the Municipal Home Rule Law, there is hereby created and established the Cortland County Department of Public Works, which shall have the powers, functions and duties set forth in Section 2 of this local law.

(b) The Cortland County Departments of Weights and Measures, Buildings and Grounds and Highway are hereby merged into, and the functions, powers and duties of said departments without limitation, is hereby transferred to and become vested in, the Cortland County Department of Public Works.

(c) Cortland County Local Law No. 3 of 1966, which established the Cortland County Department of Highways, is hereby repealed.

(d) The Cortland County Department of Public Works shall be under the supervision and direction of a County Commissioner of Public Works, who shall be appointed by the Cortland County Legislature. The County Commissioner of Public Works shall report to the Cortland County Administrator, and shall serve at the pleasure of the Cortland County Legislature. Said Legislature may remove such County Commissioner of Public Works for malfeasance or misfeasance in office, upon written charges, after an opportunity to be heard, not less than five (5) days after the service upon such Commissioner of a copy of such charges.

(e) The term of office of such County Commissioner of Public Works shall be four

(4) years, unless sooner removed by the County Legislature as provided above. A vacancy in the office of County Commissioner of Public Works shall be filled by the County Legislature for the unexpired term as prescribed by law.

Section 2. Functions, Powers and Duties of the Department of Public Works

(a) The Cortland County Department of Public Works shall have and exercise such functions, powers and duties as may be prescribed by the Cortland County Legislature, including but not limited to the care, maintenance, supervision, control, construction, reconstruction, repair and improvement of all County roads, highways, bridges, culverts, and activities related to Cortland County roads and highways as provided in the laws of the State of New York including but not limited to the Highway Law of the State of New York, the General Municipal Law, the Vehicle and Traffic Law, and the regulations promulgated thereunder, and all activities heretofore performed by the Cortland County Highway Department.

(b) There shall be a Deputy Commissioner of Public Works who shall have the authority to act for and in place of the Commissioner of Public Works.

(c) The Department of Public Works shall have such employees as may from time to time be authorized by the Cortland County Legislature and appointed by the Commissioner of Public Works as provided by law.

Section 3. Department of Public Works Divisions

(a) Subject to the Commissioner's authority to combine or consolidate functions common to the various divisions, there shall be the following Divisions with the Department of Public Works:

i. Airport
ii. Buildings and Grounds
iii. Dwyer Park
iv. Highway
v. Recycling
vi. Solid Waste
vii. Weights and Measures

(b) All divisions shall be under the administrative direction and supervision of the Commissioner of Public Works.

(c) Each division shall be under the direction of a Division Head who shall be appointed by the Commissioner of Public Works in accordance with any requirements of the Civil Service Law or rules that may apply. The Division Heads may be titled Director, Supervisor, Coordinator, Worker, or any other title as determined by past practice or by the Cortland County Legislature to be reflective of such division's duties, authority and responsibilities, except that any title designation must be in accordance with any applicable Civil Service Law or rule or any other State or Federal Laws or rules.

Section 4. Construction

(a) This local law shall be liberally construed to effectuate the purposes of consolidating, merging and replacing the Cortland County Departments of Weights and Measures, Buildings and Grounds, and Highway, and all powers, duties and authority heretofore exercised by such departments shall be deemed to continue and be vested in the Cortland County Department of Public Works.

(b) The Director of Weights and Measures shall possess all of the powers and duties as now or hereafter prescribed by New York State County Law Article 21.

(c) The Commissioner of Public Works shall possess all powers and duties of a County Superintendent of Highways as now or hereafter prescribed by law, and such additional and related duties as may be prescribed by general or special law, county law, or Legislative resolution.

Section 5. Separability

If any clause, sentence, paragraph, subdivision, section or part of this local law shall be adjudged by any court of competent jurisdiction to be invalid, such judgment, decree or order shall not affect, impair or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part thereof directly involved in the controversy in which such judgment, decree or order shall have been rendered, and the remainder of this local law shall not be affected thereby and shall remain in full force and effect.

Section 6. Effective Date

This local law shall take effect immediately upon filing with the Office of the Secretary of State.

Referred from Public Works Committee

AGENDA ITEM NO. 6 – Authorizing Notice of Termination of the Lease Agreement Between Cortland County and the City of Cortland for the Use and Management of the County Gymnasium

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

ON MOTION OF HEIDER **RESOLUTION NO. 127-25**

Authorizing Notice of Termination of the Lease Agreement Between Cortland County and the City of Cortland for the Use and Management of the County Gymnasium

WHEREAS, Cortland County and the City of Cortland entered into a lease agreement for the City's use and management of the County-owned gymnasium located at the Cortland County Office Building; AND

WHEREAS, the lease agreement allows for either party to provide written notice of non-renewal of said lease at least ninety (90) days prior to the end of the term, which is December 31, 2025; AND

WHEREAS, the County intends to terminate the lease agreement in accordance with the notice provisions; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby authorizes and directs that written notice be provided to the City of Cortland of the County's intent to terminate the lease agreement for the use and management of the County gymnasium at the end of the current lease term; AND BE IT FURTHER

RESOLVED, that the Chair of the Legislature is hereby authorized to issue the required notice of termination and to take all necessary actions to effectuate the termination of the lease agreement; AND BE IT FURTHER

RESOLVED, that the County Attorney shall forward a certified copy of this resolution and accompanying notice to the City of Cortland and any other necessary parties.

AGENDA ITEM NO. 7 – Authorize Supplemental Agreement No. 3 with NYSDOT/East River Crossing Over Tioughnioga River Bridge

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

ON MOTION OF HEIDER **RESOLUTION NO. 128-25**

Authorize Supplemental Agreement No. 3 with NYSDOT/East River Crossing Over Tioughnioga River Bridge

WHEREAS, the Cortland County Legislature authorized an agreement with the New York State Department of Transportation for the East River Crossing Bridge (BIN 3312310) Replacement, P.I.N. 375687, by Resolution No. 339-19; AND

WHEREAS, the Project for the East River Crossing Bridge Replacement Project is eligible for funding under Title 23 U.S. Code, as amended that calls for the apportionment of the costs of such program to be borne at the ratio of 80% Federal Funds, 15% through NYSDOT AID (Marchiselli Aid) provided the funds are appropriated by the State of New York, and 5% non-federal funds; AND

WHEREAS, the NYSDOT is amending the previously adopted agreement by adding $3,549,000.00 for the Construction Phase of said project; NOW THEREFORE BE IT

RESOLVED, that Supplemental Agreement No. 3 with the NYSDOT, amends a previously adopted Schedule "B" (Phases, Sub-phase/Tasks, and Allocation of Responsibility), amends a previously adopted Agreement by replacing the Appendix A dated October 2019 with the Appendix A dated June 2023, and adding phase 3 Construction; AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature of Cortland County, upon review and approval by the County Attorney, or designee, is hereby authorized to execute Supplemental Agreement No. 3 with NYSDOT, for the Construction Phase of the East River Crossing Bridge Replacement; AND BE IT FURTHER

RESOLVED, that the 2025 budget is amended as follows:

INCREASE REVENUE BUDGET:

HH512243.43597.ERRBR	State Transportation Aid	$ 532,350
HH512244.44597.ERRBR	Federal Transportation Aid	$2,839,200
HH99015.45031.ERRBR	Interfund Transfer-in	$ 177,450
A.359900	Appropriated Fund Balance	$ 177,450

INCREASE EXPENDITURE BUDGET:

HH51225.52800.ERRBR	Infrastructure	$3,549,000
A99095.59950.ERRBR	Interfund Transfer-out	$ 177,450

AND BE IT FURTHER

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

AGENDA ITEM NO. 8 – Abolish/Create Positions for Department of Public Works

RESULT:	**ADOPTED [13 TO 2]**
MOVER:	Paul Heider, Majority Leader
SECONDER:	Christopher Newell, Legislator
AYES:	Bentley, Bischoff, Harbin, Heider, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer
NAYS:	Reed Cleland, Linda Jones
EXCUSED:	Mitchel Eccleston, Kevin Fitch

ON MOTION OF HEIDER **RESOLUTION NO. 129-25**

Abolish/Create Positions for Department of Public Works

WHEREAS, the Cortland County Buildings and Grounds Department is moving under the newly created Cortland County Department of Public Works; AND

WHEREAS, the Public Works Committee recommends the abolishment of the following full-time positions:

One - Superintendent of Highway (Management, Grade 2, $105,677-140,657, unclassified service)
One - Deputy Superintendent of Highway (Management, Grade 5, $85,067-113,223, exempt class)
One - Superintendent of Buildings and Grounds (Management, Grade 8, $68,475-91,141, competitive Class)
One - Buildings and Grounds Foreperson (CSEA, Grade 19, $27.2911-34.5436/hr, competitive class)
One - Secretary 1 (CSEA, Grade 10, $20.1738-25.5349/hr, competitive class); AND

WHEREAS, the Public Works Committee recommends the creation of the following full-time positions:

One - Commissioner of Public Works (Management, Grade 1, $113,603-151,206, pending jurisdictional classification)
One - Deputy Commissioner of Public Works (Management, Grade 4, $91,446-121,715, pending jurisdictional classification)
One - Supervisor of Buildings and Grounds (Management, Grade 9, $63,697-84,781, competitive class)
One - Building Maintenance Mechanic (CSEA, Grade 10, $20.1738-25.5349/hr, non-competitive class)

; NOW THEREFORE BE IT

RESOLVED, that the following positions are abolished effective June 29, 2025:

One - Superintendent of Highway (Management, Grade 2, $105,677-140,657, unclassified service)
One - Deputy Superintendent of Highway (Management, Grade 5, $85,067-113,223, exempt class)
One - Superintendent of Buildings and Grounds (Management, Grade 8, $68,475-91,141, competitive class)
One - Buildings and Grounds Foreperson (CSEA, Grade 19, $27.2911-34.5436/hr, competitive class)
One - Secretary 1 (CSEA, Grade 10, $20.1738-25.5349/hr, competitive class); AND BE IT FURTHER

RESOLVED, that the following positions are created with approval to fill effective June 30, 2025:

One - Commissioner of Public Works (Management, Grade 1, $113,603-151,206, pending jurisdictional classification)
One - Deputy Commissioner of Public Works (Management, Grade 4, $91,446-121,715, pending jurisdictional classification)
One - Supervisor of Buildings and Grounds (Management, Grade 9, $63,697-84,781, competitive class)
One - Building Maintenance Mechanic (CSEA, Grade 10, $20.1738-25.5349/hr, non-competitive class)

; AND BE IT FURTHER

RESOLVED, that the current Superintendent of Highways is hereby appointed to serve as Commissioner of Public Works for a term ending December 31, 2026, aligning with the remainder of the current appointment term.

Referred from Government Operations Committee Cont.

AGENDA ITEM NO. 9 – Authorize Amendments to the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees

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

ON MOTION OF NAUSEEF **RESOLUTION NO. 130-25**

Authorize Amendments to the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees

WHEREAS, the Legislature's Government Operations Committee has reviewed recommended amendments to the County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees and supports the various amendments; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby adopts the amended County of Cortland Employment Policy Manual for Department Heads, Management Employees, Management/Confidential Employees as attached effective June 30, 2025.

AGENDA ITEM NO. 10 – Adopt Local Law "E" of 2025 - a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

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

ON MOTION OF NAUSEEF **RESOLUTION NO. 131-25**

Adopt Local Law "E" of 2025 - a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

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

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

RESOLVED, that Local Law "E" for the year 2025 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law; AND BE IT FURTHER

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

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

SECTION 1.
LEGISLATIVE INTENT

The County Legislature hereby states the intent of this local law is to preserve the integrity of the Management Compensation Plan, the goal of which is to treat all employees equally by maintaining grade level salary increments attached to years of service to the County. It is therefore necessary for the County Legislature to extend by local law the same increase in salary for those County officers elected or appointed for a fixed term, in compliance with New York State County Law §201, as has been previously adopted pursuant to the amended Grade and Step Schedule for Management Confidential Employees through Cortland County Local Laws.

SECTION II.

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

SECTION III.

The same rate of annual salary increase for fiscal year 2025 extended to Cortland County Management and Management/Confidential Employees through the modification of the Grade and Step Schedule, shall be provided to those officers elected or appointed for a fixed term, during their term of office. The annual salary of said officers elected or appointed for a fixed term, during their term of office, is to be adjusted and paid over the balance of the 2025 calendar year, upon the effective date of this local law.

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

Officers appointed for a fixed term include:

Commissioner of Public Works

SECTION IV:

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

AGENDA ITEM NO. 11 – Amend the Cortland County Legislature Rules of Order

RESULT:	**ADOPTED [14 TO 1]**
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Jason Prentice, Legislator
AYES:	Bentley, Bischoff, Harbin, Heider, Jones, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Waldbauer
NAYS:	Reed Cleland
EXCUSED:	Mitchel Eccleston, Kevin Fitch

ON MOTION OF NAUSEEF **RESOLUTION NO. 132-25**

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 June 27, 2025.

AGENDA ITEM NO. 12 – Extend Contract Capital Region BOCES

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

ON MOTION OF NAUSEEF **RESOLUTION NO. 133-25**

Extend Contract Capital Region BOCES

WHEREAS, Resolution No. 124-23 authorized Cortland County to enter into an agreement with Keenan Associates/Express Scripts Inc. for pharmacy benefits management services for Cortland County's employee and retiree health plan effective January 1, 2024 through December 31, 2025; AND

WHEREAS, Keenan Associates partners with Capital Region BOCES for a county-wide shared services initiative (CWSSI) that authorizes funding from the State to match net savings achieved; AND

WHEREAS, Resolution No. 215-24 authorized an inter-municipal agreement with Capital Region BOCES effective January 1, 2024 through December 31, 2024, to allow for participation in a prescription drug plan known as the NYS Pharmacy Purchasing Coalition, which is expected to provide an estimated cost savings to Cortland County of at least $573,171; AND

WHEREAS, the County wishes to extend the inter-municipal agreement with Capital Region BOCES through December 31, 2025; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes and directs the Chair of the Legislature, upon review and approval by the County Attorney, to execute a contract for participation in an inter-municipal agreement with Capital Region BOCES from January 1, 2024 through December 31, 2025.

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 13 – Authorize Contract with Axon Enterprises - District Attorney

Item was not approved in Judiciary & Public Safety Committee.

RESULT:	**NO ACTION**

ON MOTION OF PRICE **RESOLUTION NO.**

Authorize Contract with Axon Enterprises - District Attorney

WHEREAS, the Cortland County's District Attorney's Office has identified a need for services provided by Axon Enterprises, Inc. to support ongoing operations and compliance with discovery reform requirements; AND

WHEREAS, Axon Enterprises, Inc. has submitted a proposal totaling $90,561.02 for a sixty-four (64) month agreement beginning in August 2025, with annual costs of $20,796.88 for the first year; AND

WHEREAS, the Department has grant funding available in the Discovery Reform Compensation Grant for the 2025 budget year and all remaining years under this contract term; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator and/or Chair of the Legislature, upon approval of the County Attorney or designee, and subject to funding by the legislature, to enter into a contract with Axon Enterprises, Inc., of 17800 North 85th Street, Scottsdale, Arizona 85255, in an amount not to exceed $90,561.02 for a term of sixty-four (64) months.

Referred from Agriculture/Planning/Environment Committee

AGENDA ITEM NO. 14 – Opposing Senate Bill S6530 to Prohibit Permits for New or Expanding Large Concentrated Animal Feeding Operations

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

ON MOTION OF HARBIN **RESOLUTION NO. 134-25**

Opposing Senate Bill S6530 to Prohibit Permits for New or Expanding Large Concentrated Animal Feeding Operations

WHEREAS, June is Dairy Month in Cortland County and across New York, and it is a time for us to reflect to the many contributions of our dairy farms to our health, our communities, our economies and our families; AND

WHEREAS, New York State has a rich and diverse agricultural sector which produced over $3.3 billion dollars in gross domestic product in 2021, with milk production ranking as the fifth highest of its forty-nine peers in the United States, according to the Office of the State Comptroller; AND

WHEREAS, Upstate New York is on the receiving end of several new major industries and important economic entities which are centered on dairy production; AND

WHEREAS, the New York State Farm Bureau holds all farmers and farm workers to very high standards in matters of public health, workplace safety, and environmental contamination; AND

WHEREAS, Cortland County boasts an agricultural economy wherein dairy farmers generate $41.7 million dollars in sales per year, according to a 2019 agricultural survey, with at least fourteen individual multigenerational family farms milking over nine-hundred cows every year; AND

WHEREAS, since the 1990s, Cortland County dairy farms have received over $16 million dollars in direct payments from New York State, according to statistics from the Environmental Working Group; AND

WHEREAS, as recently as June 2025, four of these family dairy farms collectively received $1.2 million dollars in state investment as part of the Dairy Modernization Grant program; AND

WHEREAS, Cortland County has experienced devastating losses in the number of dairy farms operating within its borders as a result of rising national costs in fertilizers, feed, labor, regulations, and other pressures; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature joins with the New York State Farm Bureau and the Northeast Dairy Producers' Association in expressing its opposition to Senate Bill S6530, which would introduce an arbitrary statewide limit of seven-hundred cows per farm; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature be and hereby is directed to forward copies of this resolution to Governor Kathy Hochul, State Senator Lea Webb, Assemblymember Anna Kelles, Assemblymember Jeff Gallahan, the New York State Association of Counties, the New York State Farm Bureau, and the Northeast Dairy Producers' Association, and all others deemed necessary and proper.

AGENDA ITEM NO. 15 – Appoint Members - Cortland County Planning Board

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

ON MOTION OF HARBIN **RESOLUTION NO. 135-25**

Appoint Members - Cortland County Planning Board

WHEREAS, the term of Planning Board members expires on June 30, 2025; AND

WHEREAS, Article III, Section 3, Terms of Office of the Cortland County Planning Board Bylaws states each voting member shall be appointed by the Legislature for a term of four (4) years; AND

WHEREAS, Article IV, Section 4, Vacancies of the Cortland County Planning Board Bylaws states vacancies in membership on the Board shall be filled by appointment by the Legislature in accordance with Section I, Article III of these Bylaws; NOW THEREFORE BE IT

RESOLVED, that the following is hereby appointed to the Cortland County Planning Board for the term as provided below:

Name	Address	Municipality	Term Expiration
Chuck Feiszli	27 N. Church Street, Cortland, NY 13045	City of Cortland	6/30/2029
Amy Bertini	6174 Little York Road, Preble, NY 13141	Preble	6/30/2029

AGENDA ITEM NO. 16 – Authorization to Apply for Department of State Brownfield Opportunity Area Grant - Planning Department

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

ON MOTION OF HARBIN **RESOLUTION NO. 136-25**

Authorization to Apply for Department of State Brownfield Opportunity Area Grant - Planning Department

WHEREAS, Cortland County Department of Planning herein called the "Applicant", after thorough consideration, has hereby determined that certain work, as described in its application and attachments, herein called the "Project", is desirable; AND

WHEREAS, §970-r of the General Municipal Law authorizes State assistance to eligible parties for Brownfield Opportunity Areas Program grants by means of a State Assistance Contract (the contract); AND

WHEREAS, Cortland County deems it to be in the public interest and benefit to enter into a contract therewith; NOW THEREFORE BE IT

RESOLVED, that the Director of Planning is the representative authorized to act in behalf of all applicants in all matters related to State assistance under §970-r of the General Municipal Law for the Project. The representative is also authorized to: sign and submit the application; execute the contract; request payment advances and reimbursements; redistribute contract reimbursements as appropriate; submit Project documentation; and otherwise act for all applicants in all matters related to the Project and to State assistance; AND BE IT FURTHER

RESOLVED, that Cortland County intends to complete a Pre-Planning: Area-wide Brownfield Identification and Preliminary Analysis within and throughout Cortland County to identify concentrations of known or suspected brownfields and underutilized properties for future specific planning efforts; AND BE IT FURTHER

RESOLVED, if awarded the Brownfield Opportunity Grant, the County commits to (i) using the Grant funds to complete a Brownfield Opportunity Area project, and (ii) meeting the applicant's share of

the total project cost using in-kind services as the local match.

AGENDA ITEM NO. 17 – Appoint Members to the Transportation Advisory Committee

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

ON MOTION OF HARBIN **RESOLUTION NO. 137-25**

Appoint Members to the Transportation Advisory Committee

WHEREAS, Resolution No. 289-19 authorized the formalization of the Transportation Advisory Committee as a Citizen's Advisory Committee; AND

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

WHEREAS, the Cortland County Legislature approved changes to the Bylaws of the Transportation Advisory Committee, which include staggering terms of members; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby appoints the following community service and government agency representatives, or their designee, to the Transportation Advisory Committee for a term beginning July 1, 2025 as follows:

NAME	AGENCY/CAPACITY	TERM ENDING
Bren Diass	Public Transportation Provider - Centro	Term/Ex-Officio
Olivia Prioli	Office for Aging	12/31/2025

Referred from Health & Human Services Committee Cont.

AGENDA ITEM NO. 18 – Authorize Agreement with Brisbane Consulting Group, LLC - Department of Social Services

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

ON MOTION OF VAN DEE **RESOLUTION NO. 138-25**

Authorize Agreement with Brisbane Consulting Group, LLC - Department of Social Services

WHEREAS, the Cortland County Department of Social Services (CCDSS) must provide adult protective representative payee services pursuant to Social Services Law 473 and 18 NYCRR 457.5; AND

WHEREAS, CCDSS is currently managing the money of up to 200 disabled individuals using an

archaic and unreliable software system; AND

WHEREAS, CCDSS desires to contract with Brisbane Consulting Group, LLC for the implementation of an AccuFund software system for the performance of representative payee and reporting functions of the Department; AND

WHEREAS, the cost of the one-time professional service implementation fee is $12,000; AND

WHEREAS, the cost of the AccuFund Cloud Anywhere Solution for a year's subscription is $9,060.00, but would be $7,927.50 in the first year if engagement occurs prior to July 1, 2025; AND

WHEREAS, this purchase and contract shall be for a one (1) year period including implementation fees and software with cloud storage in an amount not to exceed $19,999.00; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator or Chair of the Legislature, upon review and approval by the County Attorney or designee, to enter into an agreement with Brisbane Consulting Group, LLC for the initial time period of July 1, 2025 - June 30, 2026, for an amount not to exceed $19,999.00; AND BE IT FUTHER

RESOLVED, that the following budget accounts be changed for 2025:

Increase:

Expense A60105.54015 Maintenance Agreements current $2,730 change $7,999 new $10,729

Expense A60105.54055 Professional Services current $47,000 change $12,000 new $59,000

Decrease:

Expense A6010.54800 Program Expense current $2,143,905 change $19,999 new $2,123,906

AGENDA ITEM NO. 19 – Resolution Calling on Congress to Reject the Harmful Medicaid and Nutrition Assistance Cuts Included in the Final Budget Reconciliation Bill

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

ON MOTION OF VAN DEE **RESOLUTION NO. 139-25**

Resolution Calling on Congress to Reject the Harmful Medicaid and Nutrition Assistance Cuts Included in the Final Budget Reconciliation Bill

WHEREAS, the recently passed House Budget, H.R.1, dramatically cuts federal funding for Medicaid, the Affordable Care Act, and supplemental nutrition assistance (SNAP) in New York State; AND

WHEREAS, these cuts amount to over $15 billion dollars annually to New York State, which would devastate county governments, healthcare providers, hospitals, food assistance recipients, and vulnerable residents throughout the State; AND

WHEREAS, these cuts include over $7.5 billion annually to New York's Essential Plan and $2.5 billion to Medicaid, and the elimination of $3.1 billion in federal funding allocated for New York State Medicaid; AND

WHEREAS, the budget would add $3.3 billion in Medicaid costs to New York taxpayers, and $1.3 billion in added uncompensated care costs to hospitals; AND

WHEREAS, over 1 million Medicaid enrollees, representing 15% of the entire program, would lose health insurance, and administrative costs would rise by over 20% due to new program requirements, and healthcare providers would close because of the cost increases; AND

WHEREAS, nutrition program (SNAP) cuts would represent an additional $2.1 billion in state impact beyond Medicaid cuts; AND

WHEREAS, the SNAP program changes would change the funding ratio from 50/50 federal/state-county to 25/75 federal/state-county cost share, and new program requirements would create significant new administrative costs for counties; AND

WHEREAS, county governments will be forced to choose between raising property taxes and cutting vital services to fill the resulting budget shortfalls; AND

WHEREAS, the proposed federal cost-shifting will lead to the closure of hospitals, community health centers, and the elimination of healthcare jobs, creating healthcare deserts, particularly in rural counties, and destabilizing local economies; AND

WHEREAS, county Departments of Social Services are already operating with limited staff and resources, and the increased administrative demands resulting from the proposed eligibility and work requirements would be unmanageable without significant new investments; AND

WHEREAS, the 57 counties of New York State and New York City do not have the capacity to assume any more cost shifts, which would certainly place a significant financial burden on already overtaxed New Yorkers; AND

WHEREAS, the bill now heads to the U.S. Senate to be amended and returned to the House of Representatives for final passage; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature hereby calls upon the New York Congressional Delegation in the U.S House and Senate to reject these spending cuts that disproportionately target New York State, and would decimate the state's county budgets; AND BE IT FURTHER

RESOLVED, NYSAC calls upon the Governor and the State Legislature to enact program reform, ensuring that potential program changes would not jeopardize the ability of New York's counties to offer these essential services without reductions, raised taxes, or both; AND BE IT FURTHER

RESOLVED, a copy of this resolution shall be provided to the counties of New York State; AND BE IT FURTHER

RESOLVED, a copy of this resolution shall be submitted to Governor Kathy Hochul, the New York State Legislature, Congressmen Josh Riley and John Mannion, Senators Charles Schumer and Kristen Gillibrand, and all others deemed necessary and proper.

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

ON MOTION OF VAN DEE **RESOLUTION NO. 140-25**

Award Bid/Authorize Agreement for Cortland County Integrated System of Care Expansion Initiative Marketing and Advertising - Cortland County Mental Health Department

WHEREAS, Cortland County was awarded and accepted funding through SAMHSA Systems of Care Expansion Grant in September 2024; AND

WHEREAS, this is a four (4) year grant focused on promoting mental health education, reducing stigma and increasing awareness of the System of Care, it is the expectation of the proposal to identify effective marketing campaign strategies that will support this work; AND

WHEREAS, a Request for Proposals (RFP) was issued on April 24, 2025 to solicit proposals for the Integrated System of Care Expansion Initiative Marketing and Advertising; AND

WHEREAS, Eight (8) Proposals were received from the following:

Advanced Media New York
220 South Warren St.
Syracuse, NY 13202

A to Z Communications
307 Fourth Ave.
Suite 1500
Pittsburg, PA 15222

Banyan Communications, Inc.
777 Memorial Drive SE
Suite B200
Atlanta, GA 30316

BusySeed, Inc.
2196 3rd. Ave.
10706 Beaver Dam Road
Hunt Valley, MD 21030

Initium Health
1401 Wewatta St.
Suite 103
Denver, CO 80202

NikiJones Agency
39 Front St.
Port Jervis, NY 12771

Sinclair, Inc.

10706 Beaver Dam Road
Hunt Valley, MD 21030

Rural Health Institute of
45 Crandall St.
Cortland, NY 13045

; AND

WHEREAS, sealed bids were received and publicly opened on May 19, 2025 at 2:30 PM; AND

WHEREAS, upon review, it is the recommendation to accept the RFP from the local vendor, Rural Health Institute (RHI) of NY, of 45 Crandall Street, Cortland, NY 13045; AND

WHEREAS, the Health and Human Services Committee of the Cortland County Legislature has reviewed and agrees with the recommendation; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby approves and awards the contract to Rural Health Institute of NY (RHI), of 45 Crandall Street, Cortland, NY 13045, in the amount of $417,500; AND BE IT FURTHER

RESOLVED, that the funds be disbursed over the four-year grant as follows:
Year 1- $117,000 (contract start date - 8/01/2025-09/29/2025),
Year 2- $125,000 (9/30/2025 - 9/29/2026),
Year 3- $117,000 (9/30/2026 - 9/29/2027),
Year 4- $58,500 (9/30/2027 - 9/29/2028)

Totaling: $417,500

; AND BE IT FURTHER

RESOLVED, that the Chairman of the Legislature, upon approval of the County Attorney or designee, is hereby authorized to enter into an agreement with Rural Health Institute of NY at 45 Crandall Street, Cortland NY, 13045 for said amount and purposes.

AGENDA ITEM NO. 21 – Amend Resolution No. 204-24/Authorize Lease Extension at 91-101 Main Street, LLC - Workforce Development

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

ON MOTION OF VAN DEE **RESOLUTION NO. 141-25**

Amend Resolution No. 204-24/Authorize Lease Extension at 91-101 Main Street, LLC - Workforce Development

WHEREAS, the Cortland County Legislature adopted Resolution No. 204-24, authorizing a lease extension at 91-101 Main Street, LLC from November 30, 2024 to February 28, 2025 with an additional three (3) month extension through May 31, 2025; AND

WHEREAS, there is a need to extend the lease contract by seven (7) months from May 31, 2025

to December 31, 2025 with no increase in rent; NOW THEREFORE BE IT

RESOLVED, that the County Administrator or a designee is hereby authorized to execute an extension on the current lease for 91-101 Main Street, LLC through December 31, 2025; AND BE IT FURTHER

RESOLVED, that upon agreement of both parties, the County Administrator or designee be and hereby is authorized to execute an additional seven (7) month extension on the lease for 91-101 Main Street, LLC through December 31, 2025 with no increase in rent.

AGENDA ITEM NO. 22 – Amend Contract with New York State Office of Mental Health and Office of Addiction Services and Support (OASAS) - Mental Health Department

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

ON MOTION OF VAN DEE **RESOLUTION NO. 142-25**

Amend Contract with New York State Office of Mental Health and Office of Addiction Services and Support (OASAS) - Mental Health Department

WHEREAS, the Cortland County Legislature approved to contract with and accept funds from New York State Office of Mental Health and Office of Addiction Services and Support (OASAS) for various County community programs for the year 2025; AND

WHEREAS, Cortland County has received Opioid Stewardship Funds from New Your State; AND

WHEREAS, it is necessary to revise the contract per the OASAS State Aid Funding Authorization (SAFA) of June 2, 2025 to include $3,523 to provider 70030, Cortland County Mental Health program 408410 for the purchase and distribution of FDA-approved formulations of naltrexone and buprenorphine-naloxone to treat county jail inmates with opioid use disorder under Opioid Stewardship Funds as of July 1, 2025; NOW THEREFORE BE IT

RESOLVED, that the Chairman of the County Legislature, upon review and approval by the County Attorney or designee, is hereby authorized to accept these funds and amend the contracts as needed for the distribution of $3,523 to Cortland County Mental Health as of July 1, 2025: AND BE IT FURTHER

RESOLVED, that the 2025 County Mental Health budget be amended as follows:

Account	Account Number	Budget Amt	Total Alloc.	Inc/Dec
INCREASE EXPENDITURE:				
Contracted Medical Services	A43105.54615	$40,000	$43,523	$3,523
INCREASE REVENUE:				
OASAS	A43105.43492	$1,652,048	$1,655,571	$3,523

AGENDA ITEM NO. 23 – Amend 2025 Budget/Accept Increased State Aid OASAS Funding - Mental Health Department

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

ON MOTION OF VAN DEE **RESOLUTION NO. 143-25**

Amend 2025 Budget/Accept Increased State Aid OASAS Funding - Mental Health Department

WHEREAS, the Cortland County Legislature approved to contract with and accept funds from NYS Office of Mental Health and Office of Addiction Services and Support (OASAS) for various County community programs for the year 2025; AND

WHEREAS, Cortland County Mental Health Department has received confirmation from OASAS that State Aid funding for Catholic Charities of Cortland County has been increased by $63,271 for 2025 for a new program; NOW THEREFORE BE IT

RESOLVED, that the Chairman of the County Legislature, upon review and approval by the County Attorney or designee, is hereby authorized to execute an agreement to accept the additional funds as listed; AND BE IT FURTHER

RESOLVED, that the 2025 County Mental Health budget be amended as follows:

Agency	Account Number	Budget Amt	Total Alloc.	Inc/Dec
INCREASE EXPENDITURE:				
Catholic Charities of Cortland County	A43105.54815.4213	$419,313	$482,584	$63,271
INCREASE REVENUE:				
OASAS	A43105.43492	$1,588,777	$1,652,048	$63,271

Referred from Finance & Administration Committee Cont.

AGENDA ITEM NO. 24 – Microenterprise Assistance Program Grant Award - Cobblestone Valley Farm

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 144-25**

Microenterprise Assistance Program Grant Award - Cobblestone Valley Farm

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on June 17, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that Cobblestone Valley Farm, of 6609 Rt. 11, Preble, NY 13141, be awarded $25,300 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 $25,300 to Cobblestone Valley Farm 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.

Referred from Health & Human Services Committee Cont.

AGENDA ITEM NO. 25 – Appoint Substance Use Disorder and Developmental Disabilities Subcommittees - Mental Health Department

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

ON MOTION OF VAN DEE **RESOLUTION NO. 145-25**

Appoint Substance Use Disorder and Developmental Disabilities Subcommittees - Mental Health Department

WHEREAS, the By-laws of the Cortland County Community Services Board, Article 3, Section 1 states that the Board shall have separate Subcommittees for Mental Health, Developmental Disabilities, and Substance Use Disorder, each have no more than nine (9) members; AND

WHEREAS, the term of each member of the Subcommittee shall be four (4) years except for the vacancies of unexpired terms; AND

WHEREAS, the Substance Use Disorder and Developmental Disabilities Subcommittees have vacancies due to term completion and resignations; NOW THEREFORE BE IT

RESOLVED, that the following Subcommittees' appointments be made:

SUBSTANCE USE DISORDER SUBCOMMITTEE:

NAME/ADDRESS	TERM EXPIRATION
Jessica Woodard 6 Delaware Ave Cortland, NY 13045 Peer constituent	12/31/2028
Brad Walworth 10 Preston Dr. Glen Aubrey, NY 13777	12/31/2026 (Completing term of Darrin Jones)

Substance Use Treatment agency in Cortland

DEVELOPMENTAL DISABILITIES SUBCOMMITTEE:

Jillian Perkins
8 Center St
Homer NY 13077
OPWDD Agency Rep / Regional Director

12/31/2028

Kimberly VanEtten
9 Clinton St
Homer, NY 13077
Parent / Liberty Partnerships

12/31/2028

Neil Cavalieri
6525 Thunder Road
LaFayette, NY 13084
New to area - JM Murray

12/31/2026
(Completing term of Crystol Benedict)

Referred from Finance & Administration Committee Cont.

AGENDA ITEM NO. 26 – Microenterprise Assistance Program Grant Award - Groove Tattoo Supply, Inc.

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 146-25**

Microenterprise Assistance Program Grant Award - Groove Tattoo Supply, Inc.

WHEREAS, the Cortland County Legislature's Finance and Administration Committee was empaneled as the Cortland County Microenterprise Assistance Program Review Committee on June 17, 2025 for the purpose of reviewing applications received for the Microenterprise Grant Program; AND

WHEREAS, following said review the Committee recommended that Groove Tattoo Supply, Inc, of 2095 Weaver Rd., Cortland, NY 13045, be awarded $9,700 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 of $9,700 to Groove Tattoo Supply, Inc. 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. 27 – Authorize Agreement - GovOS - Occupancy Tax Online Platform - Finance & Administration

Item was not approved at Finance & Administration Committee.

RESULT:	**NO ACTION**

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Authorize Agreement - GovOS - Occupancy Tax Online Platform - Finance & Administration

WHEREAS, Cortland County desires to create a more efficient process for compliance with County and State short-term rental laws; AND

WHEREAS, GovOS provides an online platform for compliance with registration requirements and quarterly occupancy tax payments by providing registration & recording, licensing and tax filing services; AND

WHEREAS, GovOS has provided a contract with a cost of $19,995 for one (1) year; AND

WHEREAS, funds are budgeted in A64105.54055; NOW THEREFORE BE IT

RESOLVED, that the County Administrator or Chair of the Legislature, upon approval of the County Attorney or designee, is hereby authorized and directed to enter into an agreement with GovOS, 8310 N. Capital of Texas Hwy., Bldg 2, Ste. 250, Austin, TX 78731 for the above services and cost for a period of July 1, 2025 through June 30, 2026.

AGENDA ITEM NO. 28 – Accept Contributions from Cortland Tobacco Asset Securitization Corporation

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 147-25**

Accept Contributions from Cortland Tobacco Asset Securitization Corporation

WHEREAS, the Cortland Tobacco Asset Securitization Corporation (CTASC) Board voted to provide up to $70,000 in funding for furniture and office equipment for the new Mental Health building; AND

WHEREAS, the CTASC Board voted to provide up to $100,000 in funding for IT computers, if other sources are not found by December 31, 2025; NOW BE IT THEREFORE

RESOLVED, the Cortland County Legislature accepts the contributions of up to $70,000 and $100,000 for Mental Health furniture and office equipment and IT computers, respectively, from CTASC; AND BE IT FURTHER

RESOLVED, that the 2025 Cortland County Budget be and hereby is amended as follows to accept the funding from the CTASC for the uses specified above:

INCREASE:

A16805.52060	Computers	$100,000
A16805.42705	Gifts & Donations	$100,000
A43105.52005	Capital Office Equipment	$ 70,000
A43105.42705	Gifts & Donations	$ 70,000

Suspension of the Rules

Mr. Nauseef MADE A MOTION TO SUSPEND THE RULES OF ORDER to entertain three (3) resolutions relating to the broadband infrastructure project, Mr. McGovern SECONDED THE MOTION, and upon unanimous voice vote of members present; MOTION CARRIED.

AGENDA ITEM NO. 29 – Bond Resolution of the County of Cortland, New York, Adopted on June 26, 2025, Authorizing a Broadband Telecommunications Infrastructure Project, at a Maximum Estimated Cost within Cortland County of $7,854,387, and Authorizing the Issuance of Up to $3,000,000 Bonds of Said County to Pay the Cost Thereof

A roll call vote was taken as follows:

	Votes	AYE	NAY	Total
Bentley (LD1)	***2744***	1		2744
Bischoff (LD3)	***2743***	1		2743
Cleland (LD10)	***2995***	1		2995
Eccleston (LD17)	***3379***		1	0
Harbin (LD2)	***2747***	1		2747
Heider (16)	***3192***		1	0
Jones (LD9)	***2989***		1	0
Mantella (LD6)	***2740***	1		2740
McGovern (LD 15)	***2734***	1		2734
Nauseef (LD12)	***2819***		1	0
Newell (LD11)	***2837***		1	0
Prentice (LD5)	***2744***		1	0
Price (LD14)	***3344***	1		3344
VanDee (LD4)	***2743***	1		2743
VanGorder (LD7)	***2743***		1	0
Waldbauer (LD13)	***2853***		1	0
Chairman Fitch (LD8)	***2990***		1	0
Total	49336	8	9	22790
		Majority	24669	
		2/3rd	32892	

RESULT:	**FAILED [8 TO 7]**
MOVER:	Reed Cleland, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Bentley, Bischoff, Cleland, Harbin, Mantella, McGovern, Price, Van Dee
NAYS:	Heider, Jones, Nauseef, Newell, Prentice, VanGorder, Waldbauer
EXCUSED:	Mitchel Eccleston, Kevin Fitch

Bond Resolution of the County of Cortland, New York, Adopted on June 26, 2025, Authorizing a Broadband Telecommunications Infrastructure Project, at a Maximum Estimated Cost within Cortland County of $7,854,387, and Authorizing the Issuance of Up to $3,000,000 Bonds of Said County to Pay the Cost Thereof

WHEREAS, pursuant to General Municipal Law § 99-y a the County of Cortland, New York (the "County") is authorized and empowered to establish, construct, and maintain broadband and related telecommunications infrastructure, or to contract for the construction and maintenance of such services with a corporation or nonprofit organization, and for the maintenance, care, and replacement of infrastructure in connection therewith, if such governing body finds that such facilities are necessary; AND

WHEREAS, in December of 2020, the Central New York Regional Planning and Development Board (CNY RPDB) commissioned a study to determine rural area broadband capacity and explore opportunities for possible broadband expansion and such study concluded that approximately 265.3 miles of roads in the County do not have cable or fiber optic infrastructure impacting 1,509 households; AND

WHEREAS, in November of 2024, New York State announced that a grant (the "Grant") was awarded to CNY RPDB through the "ConnectALL Municipal Infrastructure Grant Program" to pay the cost of constructing a broadband project consisting of a regional fiber network serving locations throughout the County to remedy the lack of high-speed internet access in rural areas; AND

WHEREAS, CNY RPDB has represented to the County that ConnectALL's Municipal Infrastructure Program is funded by the U.S. Department of the Treasury under the American Rescue Plan's Capital Projects Fund; AND

WHEREAS, CNY RPDB has further represented to the County that the provisions of the Grant require CNY RPDB to finance the cost of construction, such that grant proceeds will be transferred to CNY RPDB in the form of progress payments during the course of construction of the proposed broadband system; AND

WHEREAS, CNY RPDB has requested the County to finance the cost of acquisition, construction and installation of the proposed broadband system and has represented that the County shall be reimbursed for such costs with proceeds of the Grant at the completion of construction of the broadband system; AND

WHEREAS, 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, by resolution previously adopted on June 26, 2025, the County Legislature reviewed the classifications of actions contained in the Regulations together with a Short Form EAF that described the Project (as defined below) in detail and determined that the Project constitutes a Type II Action pursuant to Part 617.5(c)(7) of the Regulations, and as such is not subject to review under SEQRA; AND

WHEREAS, the County Legislature now intends to authorize undertaking and financing the proposed broadband system.

NOW, THEREFORE BE IT RESOLVED ON JUNE 26, 2025 BY THE COUNTY LEGISLATORS OF CORTLAND COUNTY, NEW YORK (by favorable vote of not less than two thirds of said Legislature), AS FOLLOWS:

Section 1. For the class of object or purpose of undertaking the acquisition, construction and installation of a broadband project consisting of a regional fiber network serving certain locations throughout the County, including all related construction, renovations, site improvements, furnishings,

fixtures and equipment required for such purposes, environmental studies, architectural, legal and engineering fees, and all other necessary costs incidental to such work (collectively, the "Project"), in and for the County, there are hereby authorized to be issued up to $3,000,000 bonds and notes, including renewal thereof, of the County pursuant to the provisions of the Local Finance Law. Undertaking the Project is hereby approved. It is hereby determined that the requirements of SEQRA have been met. It is further determined that the Project is necessary for purposes of General Municipal Law § 99-y.

Section 2. It is hereby determined that the maximum estimated cost of the class of objects or purposes of the Project within Cortland County is $7,854,387 and that the plan for the financing thereof is by the issuance of up to $3,000,000 serial bonds hereby authorized to be issued pursuant to this bond resolution and the levy and collection of taxes on all the taxable real property in the County to pay the principal of said bonds and the interest thereon as the same shall become due and payable, and the subsequent reimbursement of the County from proceeds of the Grant and any other state and/or federal assistance available or to any revenues available for such purpose from any other source.

Section 3. The faith and credit of the County are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such years and such debt service payments may be made in substantially level or declining amounts as may be authorized by law. All the taxable real property within the County shall be subject to the levy of ad valorem taxes sufficient to pay the principal of and interest on said bonds, subject to applicable statutory limitations.

Section 4. Subject to the provisions of the Local Finance Law and the approval of the County Attorney, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the County's Director of Finance, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by the County's Director of Finance, consistent with the provisions of the Local Finance Law.

Section 5. All other matters except as provided herein relating to the serial bonds herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue serial bonds with substantially level or declining annual debt service, shall be determined by the County's Director of Finance, the chief fiscal officer of such County. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the County's Director of Finance shall determine consistent with the provisions of the Local Finance Law.

Section 6. Such bonds shall be in fully registered form and shall be signed in the name of Cortland County, New York, by the manual or facsimile signature of the County's Director of Finance and a facsimile of its corporate seal shall be imprinted or impressed thereon and may be attested to by the manual or facsimile signature of the County Clerk. It is hereby determined that it is to the financial advantage of the County not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent.

Section 7. The bonds authorized hereunder, and any bond anticipation notes issued in anticipation of the sale of such bonds, shall be includable in gross income for federal income tax purposes pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code").

Section 8. The following additional matters are hereby determined and declared:

() Pursuant to subdivision 109 of Section 11.00 of the Local Finance Law, the period of probable usefulness of the Project is 10 years; and

() Current funds are required by the Local Finance Law to be provided prior to the issuance of the bonds and any notes issued in anticipation thereof authorized by this resolution; and

() The County reasonably expects to reimburse itself for expenditures made out of the County's General Fund for the Project from the proceeds of the bonds or notes herein authorized.

() This resolution is a declaration of official intent to reimburse for purposes of Treasury Regulation Section 1.150-2.

() The bonds authorized herein are not being issued for an assessable improvement.

Section 9. The validity of such bonds and bond anticipation notes may be contested only if:

a) Such obligations are authorized for an object or purpose for which the County is not authorized to expend money, or

b) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

c) Such obligations are authorized in violation of the provisions of the Constitution.

Section 10. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 11. This resolution, which takes effect immediately, shall be published in summary form in the official newspaper of such County, together with a notice of the Clerk of the County Legislature in substantially the form provided in Section 81.00 of the Local Finance Law.

Due to the Motion failing, the other two (2) motions were moot points, and therefore they were not entertained.

AGENDA ITEM NO. 30 – Resolution of the County of Cortland, New York, Adopted on June 26, 2025, Authorizing the Execution and Delivery of an Intermunicipal Agreement Relating to a Broadband Telecommunications Infrastructure Project

RESULT:	**NO ACTION**

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Resolution of the County of Cortland, New York, Adopted on June 26, 2025, Authorizing the Execution and Delivery of an Intermunicipal Agreement Relating to a Broadband Telecommunications Infrastructure Project

WHEREAS, pursuant to General Municipal Law § 99-y a, the County is authorized and empowered to establish, construct, and maintain broadband and related telecommunications infrastructure, or to contract for the construction and maintenance of such services with a corporation or nonprofit organization, and for the maintenance, care, and replacement of infrastructure in connection therewith, if such governing body finds that such facilities are necessary; AND

WHEREAS, in December of 2020, the Central New York Regional Planning and Development Board (CNY RPDB) commissioned a study to determine rural area broadband capacity and explore

opportunities for possible broadband expansion and such study concluded that approximately 265.3 miles of roads in the County do not have cable or fiber optic infrastructure impacting 1,509 households; AND

WHEREAS, in November of 2024, New York State announced that a grant (the "Grant") was awarded to CNY RPDB through the "ConnectALL Municipal Infrastructure Grant Program" to pay the cost of constructing a broadband project consisting of a regional fiber network serving certain locations throughout the County, including all related construction, renovations, site improvements, furnishings, fixtures and equipment required for such purposes, environmental studies, architectural, legal and engineering fees, and all other necessary costs incidental to such work (collectively, the "Project") to remedy the lack of high-speed internet access in rural areas; AND

WHEREAS, CNY RPDB has represented to the County that ConnectALL's Municipal Infrastructure Program is funded by the U.S. Department of the Treasury under the American Rescue Plan's Capital Projects Fund; AND

WHEREAS, CNY RPDB has further represented to the County that the provisions of the Grant require CNY RPDB to finance the cost of construction, such that grant proceeds will be transferred to CNY RPDB upon completion of construction of the Project; AND

WHEREAS, CNY RPDB has requested the County to finance the cost of acquisition, construction and installation of the proposed broadband system and has represented that the County shall be reimbursed for such costs with proceeds of the Grant; AND

WHEREAS, 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, by resolution previously adopted on June 26, 2025, the County Legislature reviewed the classifications of actions contained in the Regulations together with a Short Form EAF that described the Project in detail and determined that the Project constitutes a Type II Action pursuant to Part 617.5(c)(7) of the Regulations, and as such is not subject to review under SEQRA; AND

WHEREAS, by resolution previously adopted on June 26, 2025, the County Legislature approved a Bond Resolution that authorized undertaking the Project and further authorized the issuance of bonds and notes to finance the cost of the Project; AND

WHEREAS, the County Legislature now intends to authorize an intermunicipal agreement relating to the Project; and

NOW, THEREFORE BE IT RESOLVED ON JUNE 26, 2025 BY THE COUNTY LEGISLATORS OF CORTLAND COUNTY, NEW YORK (by favorable vote of a majority of said Legislature), AS FOLLOWS:

Section 1. The County Legislature hereby determines to:

(a) execute the Intermunicipal Agreement, in substantially the form presented to this meeting with such amendments or modifications as the County Attorney approves, provided no such amendment or modification materially alters the risk to the County, and undertake the Project pursuant to the terms of the IMA; and

(b) execute and deliver all other certificates and documents required in connection with Intermunicipal Agreement and the Project, including any other documents as may be required to accomplish the Project (collectively, the "IMA Documents").

Section 2. Subject to the approval of the County Attorney, the Chairman of the County Legislature is hereby authorized, on behalf of the County, to execute (by manual or facsimile signature)

and deliver the IMA Documents, on such terms and conditions as shall be consistent with this resolution and approved by the Chairman of the County Legislature, the execution thereof by the Chairman of the County Legislature constituting conclusive evidence of such approval.

Section 3. Subject to the approval of the County Attorney, the Chairman of the County Legislature is hereby authorized and directed for and in the name and on behalf of the County to do all acts and things required or provided by the provisions of the IMA, and to execute and deliver all IMA Documents, and to do all such further acts and things as may be necessary or in the opinion of the Chairman of the County Legislature acting on behalf of the County, desirable and proper to effect the purposes of this resolution and to cause compliance by the County with all of the terms, covenants, and provisions of the IMA Documents binding upon the County.

Section 4. It is hereby found and determined that all formal actions of the County concerning and relating to the adoption of this resolution were adopted in an open meeting of the County; and that all deliberations of the County and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements.

Section 5. Due to the complex nature of this transaction, the County hereby authorizes the Chairman of the County Legislature to approve, execute and deliver such further agreements, documents and certificates as the County may be advised by the County Attorney to be necessary or desirable to effectuate the foregoing, such approval to be conclusively evidenced by the execution of any such agreements, documents or certificates by the Chairman of the County Legislature acting on behalf of the County.

Section 6. This resolution shall take effect immediately.

AGENDA ITEM NO. 31 – Authorizing Advancement of An Amount Not To Exceed $250,000 To CNYNET, Inc. For The Purpose of Commencing the Broadband Telecommunications Infrastructure Project

RESULT:	**NO ACTION**

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Authorizing Advancement of An Amount Not To Exceed $250,000 To CNYNET, Inc. For The Purpose of Commencing the Broadband Telecommunications Infrastructure Project

WHEREAS, in December of 2020, the Central New York Regional Planning and Development Board (CNY RPDB) commissioned a study to determine rural area broadband capacity and explore opportunities for possible broadband expansion, and such study concluded that approximately 265.3 miles of roads in the County do not have cable or fiber optic infrastructure impacting 1,509 households; AND

WHEREAS, in November of 2024, New York State announced that a grant (the "Grant") was awarded to CNY RPDB through the "ConnectALL Municipal Infrastructure Grant Program" to pay the cost of constructing a broadband project consisting of a regional fiber network serving locations throughout the County to expand high-speed internet access in rural areas; AND

WHEREAS, CNY RPDB has represented to the County that ConnectALL's Municipal Infrastructure Program is funded by the U.S. Department of the Treasury under the American Rescue Plan's Capital Projects Fund; AND

WHEREAS, CNY RPDB has further represented to the County that the provisions of the Grant require CNY RPDB to finance the cost of construction, such that grant proceeds will be transferred to CNY RPDB in the form of progress payments during the course of construction of the proposed broadband system; AND

WHEREAS, CNY RPDB has requested that Cayuga and Cortland Counties finance the cost of acquisition, construction, and installation of the proposed broadband system and has represented that the County shall be fully reimbursed for such costs with proceeds of the Grant; AND

WHEREAS, 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, by Resolution No. _____-25, previously adopted on June 26, 2025, the County Legislature reviewed the classifications of actions contained in the Regulations together with a Short Form EAF that described the Project in detail and determined that the Project constitutes a Type II Action pursuant to Part 617.5(c)(7) of the Regulations, and as such is not subject to review under SEQRA; AND

WHEREAS, pursuant to General Municipal Law § 99-y a, the County Legislature by Resolution No. ____-25 adopted on June 26, 2025, authorized a broadband telecommunications infrastructure project and authorized the issuance of up to $3,000,000 in bond anticipation notes of said County to pay the costs thereof; AND

WHEREAS, Resolution No. ___-25, adopted on June 26, 2025, authorized the execution and delivery of an Intermunicipal Agreement relating to the Broadband Telecommunications Infrastructure Project (herein after "Project"); AND

WHEREAS, implementation of the Project requires that the parties, Cortland County, Cayuga County, and CNY RPDB, enter into various agreements including, pertaining and not limited to, intermunicipal agreements, the creation of a local development corporation (LDC), CNYNET, Inc., and infrastructure construction; AND

WHEREAS, CNY RPDB and Empire State Development (ESD) will revise the Grant Development Agreement to incorporate the LDC, CNYNET, Inc., into the Project; AND

WHEREAS, Cortland County will have an ownership interest in the Project until either CNY RPDB or CNYNET repay Cortland County an amount equal to the sums expended by Cortland County bonding for the Project plus interest and expenses; AND

WHEREAS, CNY RPDB, requires the advance of $250,000.00, which will be reimbursed by the Grant, to commence the Project and permit the filing of certain permits with the various utility companies along the proposed Project route; NOW THEREFORE BE IT

RESOLVED, the Chair of the Cortland County Legislature, and the Director of Finance, subject to the approval of the County Attorney, are authorized to advance the funds to CNYNET, Inc. in an amount not to exceed $250,000.00 from the County's unappropriated fund balance to commence the Project and permit the filing of certain permits with the various utility companies along the proposed Project route; AND BE IT FURTHER

RESOLVED, that the monies will be spent on capital assets and project costs pursuant to the Grant Development agreement only, and not on operating expense costs; AND BE IT FURTHER

RESOLVED, that the Director of Finance be and hereby is authorized and directed to make the journal and accounting entries required to implement the intent of this Resolution.

AGENDA ITEM NO. 32 – Rescind Resolution No. 124-25 - SEQRA Determination for the CNYNET Broadband Network Project

Mr. Nauseef MADE A MOTION TO SUSPEND THE RULES OF ORDER to entertain a resolution to rescind a resolution previously adopted for a SEQRA for the broadband project, Mr. McGovern SECONDED THE MOTION, and upon unanimous voice vote of members present, MOTION CARRIED.

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

ON MOTION OF MCGOVERN **RESOLUTION NO. 148-25**

Rescind Resolution No. 124-25 - SEQRA Determination for the CNYNET Broadband Network Project

WHEREAS, the Cortland County Legislature adopted Resolution No. 124-25, which classified the proposed CNYNET Broadband Network Project as a Type II action under the New York State Environmental Quality Review Act (SEQRA); AND

WHEREAS, said SEQRA determination was made in connection with the anticipated advancement of the CNYNET Broadband Network Project, including its funding through a bonding resolution to be adopted by the Legislature; AND

WHEREAS, the Cortland County Legislature did not authorize the required bonding resolution necessary to finance the CNYNET Broadband Network Project; AND

WHEREAS, in the absence of approved project funding, the Project will not proceed at this time, rendering the SEQRA determination adopted under Resolution No. 124-25 unnecessary and obsolete; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby rescinds Resolution No. 124-25 in its entirety; AND BE IT FURTHER

RESOLVED, that this resolution shall take effect immediately.

Announcements

Adjournment

The meeting was closed at 8:22 PM

Cortland County Legislature

Special Meeting

~ Minutes ~

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

Thursday, May 22, 2025 **5:30 PM** **Board Room**

The meeting was called to order at 5:55 by Chairman Kevin Fitch.

Salute to the Flag

Roll Call

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Legislator	Present	
Cathy Bischoff	Cortland County	Legislator	Present	
Reed Cleland	Cortland County	Legislator	Present	
Mitchel Eccleston	Cortland County	Legislator	Present	
Beau Harbin	Cortland County	Minority Leader	Present	
Paul Heider	Cortland County	Majority Leader	Present	
Linda Jones	Cortland County	Legislator	Present	
Dominick Mantella	Cortland County	Legislator	Present	
William McGovern	Cortland County	Legislator	Present	
Joseph Nauseef	Cortland County	Legislator	Present	
Christopher Newell	Cortland County	Legislator	Excused	
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	

Resolutions

AGENDA ITEM NO. 1 – Resolution Authorizing the Chair of the Cortland County Legislature to Withdraw from the County's Commitment to the CNYNET Broadband Network Project

A recess was held from 6:33 PM to 6:43 PM.

A roll call vote was taken as follows:

	Votes	AYE	NAY	Total
Bentley (LD1)	***2744***		1	0
Bischoff (LD3)	***2743***		1	0
Cleland (LD10)	***2995***		1	0
Eccleston (LD17)	***3379***		1	0
Harbin (LD2)	***2747***		1	0
Heider (16)	***3192***		1	0
Jones (LD9)	***2989***	1		2989
Mantella (LD6)	***2740***		1	0
McGovern (LD 15)	***2734***		1	0

Minutes Acceptance: Minutes of May 22, 2025 5:30 PM (Approval of Minutes)

Nauseef (LD12)	***2819***		1	0
Newell (LD11)	***2837***		1	0
Prentice (LD5)	***2744***		1	0
Price (LD14)	***3344***		1	0
VanDee (LD4)	***2743***		1	0
VanGorder (LD7)	***2743***		1	0
Waldbauer (LD13)	***2853***		1	0
Chairman Fitch (LD8)	***2990***		1	0
Total	49336	1	16	2989
		Majority	24669	
		2/3rd	32892	

RESULT:	**FAILED [1 TO 15]**
MOVER:	Kevin Fitch, Chair of the Legislature
SECONDER:	Paul Heider, Majority Leader
AYES:	Linda Jones
NAYS:	Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Mantella, McGovern, Nauseef, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch
EXCUSED:	Christopher Newell

ON MOTION OF FITCH **RESOLUTION NO.**

Resolution Authorizing the Chair of the Cortland County Legislature to Withdraw from the County's Commitment to the CNYNET Broadband Network Project

WHEREAS, the Cortland County Legislature adopted Resolution No. 244-24 on December 19, 2024, authorizing the execution of a commitment letter to the Central New York Regional Planning and Development Board (CNYRPDB) in support of the CNYNET Broadband Network Project, including a financial commitment of $3 million from Cortland County structured as interim construction financing; AND

WHEREAS, said commitment was expressly contingent upon multiple conditions including, but not limited to, review and approval by the Cortland County Legislature of final project development plans, the award and disbursement of grant funds from the New York State ConnectAll Office, formal appropriation of funds by the Cortland County Legislature, the adoption of a corresponding commitment by the Cayuga County Legislature, and full compliance with the New York State Environmental Quality Review Act (SEQRA); AND

WHEREAS, the Cortland County Legislature has determined that it is in the best interest of the County to withdraw its financial and project support commitment to the CNYNET Broadband Network Project at this time, due to unresolved contingencies and evolving County priorities; AND

WHEREAS, no final appropriation of funds has been made, and the County has not yet undertaken or approved the final project plans; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby rescinds its prior commitment to the CNYNET Broadband Network Project as authorized by Resolution No. 244-24; AND BE IT FURTHER

RESOLVED, that the Chair of the Cortland County Legislature, upon review and approval by the County Attorney or designee, is hereby authorized and directed to issue written notice to the Central New York Regional Planning and Development Board formally withdrawing Cortland County's participation and financial commitment to the Project; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature is hereby directed to send a certified copy of this resolution to the Central New York Regional Planning and Development Board and to any other

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necessary parties to effectuate the intent of this resolution.

Adjournment

The meeting was closed at 6:46 PM

Cortland County Legislature

Legislative Session

~ Minutes ~

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

Thursday, May 22, 2025 **6:00 PM** **Board Room**

Public Hearings

Call to Order

The meeting was called to order at 6:51 PM by Chair of the Legislature Kevin Fitch

Salute to the Flag

Roll Call

Attendee Name	Organization	Title	Status	Arrived
Douglas Bentley	Cortland County	Legislator	Present	
Cathy Bischoff	Cortland County	Legislator	Present	
Reed Cleland	Cortland County	Legislator	Present	
Mitchel Eccleston	Cortland County	Legislator	Present	
Beau Harbin	Cortland County	Minority Leader	Present	
Paul Heider	Cortland County	Majority Leader	Present	
Linda Jones	Cortland County	Legislator	Present	
Dominick Mantella	Cortland County	Legislator	Present	
William McGovern	Cortland County	Legislator	Present	
Joseph Nauseef	Cortland County	Legislator	Present	
Christopher Newell	Cortland County	Legislator	Excused	
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	

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Approval of Minutes

1. Cortland County Legislature - Legislative Session - Apr 24, 2025 6:00 PM

RESULT:	**ACCEPTED**

Privilege of the Floor

Proclamations & Recognitions

Presentation of Petitions, Communications, Presentations and Notices

1. Cortland County Cooperative Extension 4-H Member, Elsie Donlick, Presentation

RESULT:	**COMPLETED**

Reports of Standing, Special and Ad Hoc Committees

Receive and File

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

AGENDA ITEM NO. 1 – Authorize 2026 - 2035 Sales Tax Agreement with the City of Cortland

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

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Authorize 2026 - 2035 Sales Tax Agreement with the City of Cortland

WHEREAS, the County currently imposes a sales tax on retail sales and other similar transactions and compensatory use taxes in Cortland County, all as authorized by Section 1202 of the Tax Law of the State of New York; AND

WHEREAS, the existing Sales Tax Agreement between Cortland County ("County") and the City of Cortland ("City"), entered into on August 9, 2018, commenced on January 1, 2019 and 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 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

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WHEREAS, the County of Cortland adopted Resolution No. 69-25 on March 27, 2025, effective March 28, 2025, authorizing 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

WHEREAS, the County and City have engaged in meaningful negotiations and have reached an agreement; AND

WHEREAS, it is the desire of the City not to exercise its right of preemption pursuant to Section 1224(b) of the Tax Law of the State of New York; AND

WHEREAS, it is the decision of the County to continue to impose all of the sales tax as described in Articles 28 and 29 of the Tax Law of the State of New York and pursuant to the provisions of section 1210(a) of said law and shall not set aside any part thereof for County purposes or educational purposes except as provided; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the Chair of the Legislature, upon review and approval by the County Attorney or designee, to execute an agreement with the City of Cortland, subject to the approval of the Comptroller of the State of New York, with the following provisions:

(1) Term: This agreement shall commence on January 1, 2026 and shall continue until December 31, 2035. On or after January 1, 2031, either party, if authorized by a two-thirds majority of its total governing board, may give notice of its desire to renegotiate the terms of the Agreement and the parties will negotiate in good faith. If the parties are unable to reach an agreement after the passage of six (6) months of good faith negotiations, either party may cancel this contract upon giving the other party notice of at least six (6) months so authorized by a two-thirds majority vote of the terminating party's total governing board; AND

(2) Sales Tax shall be distributed as follows:

January 1, 2026 - December 31, 2026:

For County Purposes- 60.43%

For City Purposes - 17.07%

For Towns and Village Purposes - 22.50%

January 1, 2027 - December 31, 2027:

For County Purposes- 62.00%

For City Purposes - 17.50%

For Towns and Village Purposes - 20.50%

January 1, 2028 - December 31, 2028

For County Purposes- 64.00%

For City Purposes - 17.75%

For Towns and Village Purposes - 18.25%

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January 1, 2029 - December 31, 2035

For County Purposes- 65.75%

For City Purposes - 17.99%

For Towns and Village Purposes - 16.26%

AGENDA ITEM NO. 2 – Authorize Engineering Agreement for Snow Removal Equipment (SRE) Acquisition - Highway Department

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

ON MOTION OF HEIDER **RESOLUTION NO. 100-25**

Authorize Engineering Agreement for Snow Removal Equipment (SRE) Acquisition - Highway Department

WHEREAS, the County of Cortland owns Cortland County Airport, General Levi R. Chase Field, and as owner, is eligible for federal grant monies for Airport Improvement Projects (AIP funding), and has agreed to all federal grant assurances promulgated by the United States Government, as administered by the FAA; AND

WHEREAS, the FAA and NYSDOT have offered grants to the County of Cortland for the purchasing of Snow Removal Equipment (SRE) for the Cortland County Airport; AND

WHEREAS, the County of Cortland desires to:

a) Support and maintain the Cortland County Airport; and
b) Provide for the highest possible safety of users engaged in aviation operations at the Cortland County Airport

; AND

WHEREAS, the Legislature has entered into a term agreement with McFarland Johnson Inc., 49 Court St, Ste 240, Binghamton, NY 13901 to provide professional engineering services for the Cortland County Airport; AND

WHEREAS, the Public Works Committee desires to authorize the use of McFarland Johnson, Inc. to provide professional services for the Snow Removal Equipment (SRE) Acquisition; AND

WHEREAS, the fee for the engineering agreement for the administration services for said Snow Removal Equipment (SRE) Acquisition is $24,233.00; AND

WHEREAS, the funds shall be appropriated in account A56105.54055; NOW THEREFORE BE IT

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

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Engineering agreement with McFarland Johnson, Inc. to perform the Administration Services for the Snow Removal Equipment (SRE) Acquisition at a cost not to exceed $24,233.00; AND BE IT FURTHER

RESOLVED, that the County Administrator or the Chair of the County Legislature, upon review and approval as to form by the County Attorney or designee, is hereby authorized to sign Engineering Agreement with McFarland Johnson, Inc. to perform Administration Services for the Snow Removal Equipment (SRE) acquisition at the Cortland County Airport, Chase Field.

AGENDA ITEM NO. 3 – Award Bid for Snow Removal Equipment (SRE) at Chase Field, Cortland County Airport - Highway Department

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

ON MOTION OF HEIDER **RESOLUTION NO. 101-25**

Award Bid for Snow Removal Equipment (SRE) at Chase Field, Cortland County Airport - Highway Department

WHEREAS, the Cortland County Highway Department advertised for bids for Snow Removal Equipment (SRE) to be used at Chase Field, the Cortland County Airport; AND

WHEREAS, the Cortland County Highway Department publicly opened the bids in accordance with County policy and received the following bids:

BIDDERS	BID AMOUNT
Boyles Motor Sales 2955 Strunk Rd. Jamestown, NY 14701	$289,500.00

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

RESOLVED, that in accordance with the recommendations of the Public Works Committee, the Cortland County Legislature hereby awards the (SRE) Snow Removal Equipment to Boyles Motor Sales, of 2955 Strunk Rd., Jamestown, NY 14701 for the bid price listed above; AND BE IT FURTHER

RESOLVED, that the County Administrator 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 sign an agreement with Boyles Motor Sales, of 2955 Strunk Rd., Jamestown, NY 14701 for an amount not to exceed $289,500.00; AND BE IT FURTHER

RESOLVED, that the Cortland County Finance Director is hereby authorized and directed to make payment from Account A56105.52015 for the purchase of the snow removal equipment as approved.

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AGENDA ITEM NO. 4 – Reject Bids for HVAC at Cortland County Highway Department - Buildings and Grounds

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

ON MOTION OF HEIDER **RESOLUTION NO. 102-25**

Reject Bids for HVAC at Cortland County Highway Department - Buildings and Grounds

WHEREAS, a Request for Proposals (RFP) was issued March 24, 2025 for the Replacement of the Rooftop HVAC and System Controls at the Cortland County Highway Department, and such bids were due and received by Monday, April 28, 2025; AND

WHEREAS, four (4) requests for proposals were received as follows:

Vendor	Address	Price
Planet Pro Heating & Air	32 Putnam Ave. Valley Stream NY, 11508	$62,500.00
Carrier	6304 Carrier Parkway PO Box4808 Syracuse NY, 13221	$62,256.00
EMCOR Services	704 Clinton Ave. South Rochester NY, 14620	$45,150.00
TRANE	15 Technology Place East Syracuse NY, 13057	$66,900.00

WHEREAS, based upon the results of the bid, it has been determined that it is in the County's best interest to reject all bids; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby formally rejects the bid proposals received for the Replacement of the Rooftop HVAC and System Controls at the Cortland County Highway Department.

AGENDA ITEM NO. 5 – Reject Bid for the Replacement of the Sprinkler System at the Cortland County Recycling Center- Buildings & Grounds

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

ON MOTION OF HEIDER **RESOLUTION NO. 103-25**

Reject Bid for the Replacement of the Sprinkler System at the Cortland County Recycling Center- Buildings & Grounds

WHEREAS, the County issued a Request for Proposal (RFP) on March 24, 2024 for the

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replacement of the sprinkler system at the Cortland County Recycling Center; AND

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

WHEREAS, the County received one bid from the following:

Petcosky Companies
421 Commerce Road
Vestal, NY, 13850

; AND

WHEREAS, based upon evaluation of the bid it has been determined that it is in the County's best interest to reject all bids; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby formally rejects the bid proposal received for the replacement of the sprinkler system at the Cortland County Recycling Center.

AGENDA ITEM NO. 6 – Endorsing State Legislation Amending Chapter 443 of the Laws of 2007 Amending the Tax Law Relating to Authorizing the County of Cortland to Impose an Additional Mortgage Recording Tax, in Cortland County Until December 1, 2027 (Senate Bill No.S7912, Assembly Bill No. A8210)

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

ON MOTION OF NAUSEEF **RESOLUTION NO. 104-25**

Endorsing State Legislation Amending Chapter 443 of the Laws of 2007 Amending the Tax Law Relating to Authorizing the County of Cortland to Impose an Additional Mortgage Recording Tax, in Cortland County Until December 1, 2027 (Senate Bill No.S7912, Assembly Bill No. A8210)

WHEREAS, the Cortland County Legislature approved Resolution No. 6-25 and 82-25, "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 "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"; 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 if this source of revenue was to expire, and such a loss would result in a substantial burden on County property owners through increased property taxes or loss of essential services; NOW THEREFORE BE IT

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RESOLVED, that this Legislature endorses and requests State approval of Senate Bill No. S7912 and Assembly Bill No. A8210, and urges its elected representatives in the Senate and Assembly to support this legislation extending the authorization through December 1, 2027; AND BE IT FURTHER

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

RESOLVED, that the Chairman of the Legislature and Clerk of the Legislature be and hereby are authorized to execute the appropriate Home Rule Request for the enactment of said special law.

AGENDA ITEM NO. 7 – Support for the New York State Assembly and Senate to Pass a Strong Law to Modernize the Existing State Bottle Bill

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

ON MOTION OF HEIDER **RESOLUTION NO. 105-25**

Support for the New York State Assembly and Senate to Pass a Strong Law to Modernize the Existing State Bottle Bill

WHEREAS, according to the State Department of Environmental Conservation (DEC), New York is facing a growing solid waste disposal crisis as landfills are closing and incinerators pollute the environment; AND

WHEREAS, according to the DEC, the state's most successful litter reduction and recycling program is the Bottle Deposit Law, by reducing New York's roadside container litter by 70%, with 5.5 billion containers recycled statewide in 2020, a redemption rate of covered beverage containers of approximately 68%; AND

WHEREAS, the state Bottle Deposit Law, which was adopted over 40 years ago in 1982, has not been significantly updated to reflect the changes in the types of new, non-carbonated beverage containers; AND

WHEREAS, the state's Bottle Deposit has been set at a nickel since 1982, which is worth a bit more than one penny today; AND

WHEREAS, the fee charged for the handling of redeemed containers has not been increased since 2009, while the costs of doing business have increased significantly; AND

NOW THEREFORE BE IT RESOLVED, that the Cortland County Legislature urges the New York State Legislature to pass and Governor Kathy Hochul to sign into law a strong and effective Beverage Container Refundable Deposit Law that is modernized to reflect the best practices found nationwide reflected in S.5684/A.6543; AND BE IT FURTHER

RESOLVED, further, that the Cortland County Legislature shall forward copies of this resolution to Governor Kathy Hochul, the New York Assembly Speaker and New York State Senate Majority Leader, the local State Assemblymembers, the local State Senator, and all others deemed necessary and proper.

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AGENDA ITEM NO. 8 – Award Courthouse Dome Repair and Painting

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, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch
EXCUSED:	Christopher Newell

ON MOTION OF HEIDER **RESOLUTION NO. 106-25**

Award Courthouse Dome Repair and Painting

WHEREAS, the Cortland County Highway Department advertised for proposals for the repair and painting of the Cortland County Courthouse Dome; AND

WHEREAS, sealed proposals were opened on April 17, 2025 at 2:00 p.m. at the Highway Administration Building; AND

WHEREAS, the bids received are as follows:

BIDDERS	BID AMOUNT
Larrabee Painting, LLC 4450 Kiwanis Road Cincinnatus, NY 13040	$307,500.00
Valley Restoration, LLC 254 South Lake Street Litchfield, CT 06759	$309,000.00

; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Public Works Committee, the Cortland County Legislature hereby awards the repair and painting of the Courthouse Dome Project to the lowest responsible bidder being; Valley Restorations, of 254 South Lake Street, Litchfield, CT 06759, for the bid price listed above; AND BE IT FURTHER

RESOLVED, that the County Administrator 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 an agreement with Valley Restorations, of 254 South Lake Street, Litchfield, CT 06759, for an amount not to exceed $309,000.00; AND BE IT FURTHER

RESOLVED, that the Cortland County Finance Director is hereby authorized and directed to make payment from account HH16205.52320.CHEXT for the repair and painting of the courthouse dome as designated above.

AGENDA ITEM NO. 9 – Authorize Agreement with Trane for Replacement of HVAC and Controls at County Highway Department

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

ON MOTION OF HEIDER **RESOLUTION NO. 107-25**

Authorize Agreement with Trane for Replacement of HVAC and Controls at County Highway Department

WHEREAS, the heating, ventilation, and air conditioning ("HVAC") unit and controls at the Cortland County Highway Department Building has reached the end of life; AND

WHEREAS, the Public Works Committee of the Cortland County Legislature recommends replacing the unit and controls; AND

WHEREAS, Trane U.S. Inc. has submitted a proposal on OGS contract in the amount of $66,686.59 per for the replacement of the HVAC unit and controls; NOW THEREFORE BE IT

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon approval of the County Attorney or designee, is authorized to execute an agreement with Trane U.S. Inc., of 15 Technology Place, East Syracuse, NY 13057, for an amount not to exceed $66,686.59.

AGENDA ITEM NO. 10 – Authorize Mortgage Tax Disbursement for October 2024 - March 2025

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

ON MOTION OF NAUSEEF **RESOLUTION NO. 108-25**

Authorize Mortgage Tax Disbursement for October 2024 - March 2025

WHEREAS, in accordance with New York State Tax Law, Article 11, § 261, the Semi-Annual Mortgage Tax Report for October 1, 2024 - March 31, 2025, has been prepared and submitted by the Cortland County Clerk and has been approved by the New York State Department of Taxation and Finance; AND

WHEREAS, the Basic Mortgage Tax has been submitted with interest to the Cortland County Director of Finance; AND

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

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

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Cincinnatus	$4,940.99
Cortland	$166,324.38
Cortlandville	$53,922.68
Cuyler	$3,070.58
Freetown	$2,145.75
Harford	$2,241.09
Homer, Town	$19,053.12
Homer, Village	$14,114.45
Lapeer	$1,846.53
Marathon, Town	$7,331.37
Marathon, Village	$3,873.26
McGraw, Village	$1,484.86
Preble	$4,997.11
Scott	$11,262.82
Solon	$5,790.12
Taylor	$1,483.01
Truxton	$7,647.70
Virgil	$18,029.78
Willet	$3,542.66
TOTAL	$333,102.26

AGENDA ITEM NO. 11 – Amend 2025 Budget/Authorize Agreement with CivicPlus for Agenda and Minutes Software and Live Streaming Services - Clerk of the Legislature

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

ON MOTION OF NAUSEEF **RESOLUTION NO. 109-25**

Amend 2025 Budget/Authorize Agreement with CivicPlus for Agenda and Minutes Software and Live Streaming Services - Clerk of the Legislature

WHEREAS, the Cortland County Legislature recognizes the need for a centralized, efficient, and publicly accessible platform to manage legislative agendas, minutes, and live-streamed meetings; AND

WHEREAS, CivicPlus offers an integrated software solution for agenda and minutes management and meeting live streaming that will enhance transparency, accessibility, and internal workflows; AND

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WHEREAS, the proposed agreement with CivicPlus includes an initial implementation and setup cost; AND

WHEREAS, funds are not currently budgeted for this expense in the 2025 Adopted Budget; NOW THEREFORE BE IT

RESOLVED, that the Chair of the Legislature, upon review and approval by the County Attorney or designee, and subject to appropriation by the legislature, is hereby authorized to execute an agreement with CivicPlus for agenda and minutes software and live streaming services, with an initial implementation and setup cost not to exceed $17,000; AND BE IT FURTHER

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

INCREASE

A10405.54015	Maint. Agreements	$17,000

INCREASE

A.359900	Appr.Fund Balance	$17,000

AGENDA ITEM NO. 12 – Authorize 2026 - 2029 Cortland County Sheriff and the County Police Association of Cortland (CPAC) Contract

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

ON MOTION OF NAUSEEF **RESOLUTION NO. 110-25**

Authorize 2026 - 2029 Cortland County Sheriff and the County Police Association of Cortland (CPAC) Contract

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

WHEREAS, the negotiating committees have agreed on a new contract; AND

WHEREAS, CPAC ratified the contract on April 28, 2025; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the Agreement by and between the County of Cortland/Cortland County Sheriff and the County Police Association of Cortland, for the time period of January 1, 2026 to December 31, 2029.

AGENDA ITEM NO. 13 – Accept Next Generation 911 Grant Award - Department of Emergency Response & Communications

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

ON MOTION OF PRICE **RESOLUTION NO. 111-25**

Accept Next Generation 911 Grant Award - Department of Emergency Response & Communications

WHEREAS, the New York State Department of Homeland Security and Emergency Services (NYS DHSES) has awarded the Cortland County Department of Emergency Response and Communications a Next Generation 911 Grant (NG911) grant for FY2025 in the amount of $1,266,796, resulting in no new county costs, in support of Next Generation 911 operations; AND

WHEREAS the grant performance period for the Next Generation 911 grant is August 1, 2025 to July 31, 2030; NOW THEREFORE BE IT

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

RESOLVED, that the 2025 budget is amended as follows:

	Current	Change	Revised
INCREASE REVENUE BUDGET:			
A302043.43306.NG911 DHSES Grant	$0	$0	$1,266,796
INCREASE EXPENDITURE BUDGET:			
A30205.54048.NG911 Dept Specific Equipment	$0	$0	$1,266,796

; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon review and approval by the County Attorney or designee and subject to appropriation of funding, be and hereby is authorized to sign the grant contract with the New York State Department of Homeland Security and Emergency Services at an amount not to exceed $1,266,796; AND BE IT FURTHER

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

AGENDA ITEM NO. 14 – Authorize Purchase Contract - RapidSOS Expansion - 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, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch
EXCUSED:	Christopher Newell

ON MOTION OF PRICE **RESOLUTION NO. 112-25**

Minutes Acceptance: Minutes of May 22, 2025 6:00 PM (Approval of Minutes)

Authorize Purchase Contract - RapidSOS Expansion - Emergency Response & Communications

WHEREAS, Cortland County's Department of Emergency Response & Communications previously purchased next generation 911 software for its 911 facility at 22 West Court Street from Frontier Communications for the ability to receive RapidSOS information from cellular devices; AND

WHEREAS, Cortland County's Department of Emergency Response & Communications is seeking to increase our services and resources from RapidSOS and grant funding is available to fully fund this project for the term of the proposed contract; AND

WHEREAS, RapidSOS has returned a proposal for $33,199.99 per year starting in 2025, five (5) year contract total of $165,999.95, and the Department has funding available in account A30205.54048.NG911 for the 2025 budget year; NOW THEREFORE BE IT

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon approval of the County Attorney or designee, is authorized to execute a purchase order and contract agreement with Rapid SOS, 3 Park Avenue, Floor 22, New York, New York 10016 for $33,199.99 per year for a five (5) year term.

AGENDA ITEM NO. 15 – Appoint Member - Soil and Water Conservation District Board of Directors

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

ON MOTION OF HARBIN **RESOLUTION NO. 113-25**

Appoint Member - Soil and Water Conservation District Board of Directors

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

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

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

Name	Address	Capacity	Term Expiration
Timothy Elliott	1272 Texas Valley Road Marathon, NY 13803	Farm Bureau Representative	12/31/27

Minutes Acceptance: Minutes of May 22, 2025 6:00 PM (Approval of Minutes)

AGENDA ITEM NO. 16 – Authorize Agreement with New York State Department of Health for Data Sharing - 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, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch
EXCUSED:	Christopher Newell

ON MOTION OF VAN DEE **RESOLUTION NO. 114-25**

Authorize Agreement with New York State Department of Health for Data Sharing - Health Department

WHEREAS, Emergency Medical Services in New York State report prehospital care data to the New York State Department of Health (NYSDOH) including but not limited to, overdose and opioid use; AND

WHEREAS, the de-identified data elements will be provided to the Cortland County Health Department via the Biospatial platform and ImageTrend Elite Viewer for EMS ePCR responses within the Cortland County Health Department's authority for all EMS data elements; AND

WHEREAS, the Cortland County Health Department will be able to use contemporary Emergency Medical Services (EMS) electronic pre-hospital care report (ePCR) data as a contributing data set in the creation of an Aggregate Data Product to identify and assess public health concerns within the their authority; AND

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

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon review and approval by the County Attorney or designee, are hereby authorized to sign agreements with the New York State Department of Health for Data Use for Emergency Medical Services (EMS) electronic pre-hospital care report (ePCR) data.

AGENDA ITEM NO. 17 – Rescind Resolution No. 64-25 -Accept Funds HUD Healthy Homes Production Grant - Health Department

RESULT:	**WITHDRAWN - NO FUTURE ACTION**

ON MOTION OF VAN DEE **RESOLUTION NO.**

Rescind Resolution No. 64-25 -Accept Funds HUD Healthy Homes Production Grant - Health Department

WHEREAS, Resolution No. 64-25 authorized the acceptance of Funds HUD Healthy Homes Production Grant; AND

WHEREAS, the requirements of this grant are not feasible; AND

WHEREAS, the Health and Human Services Committee of the Cortland County Legislature recommends not moving forward with this grant award, upon recommendation of the Public Health Director; NOW THEREFORE BE IT

RESOLVED, that Resolution No. 64-25 be and hereby is rescinded.

Minutes Acceptance: Minutes of May 22, 2025 6:00 PM (Approval of Minutes)

AGENDA ITEM NO. 18 – Authorize Agreement Healthy Alliance Foundation, Inc. Social Care Network/Healthy Alliance IPA, LLC - 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, Prentice, Price, Van Dee, VanGorder, Waldbauer, Fitch
EXCUSED:	Christopher Newell

ON MOTION OF VAN DEE **RESOLUTION NO. 115-25**

Authorize Agreement Healthy Alliance Foundation, Inc. Social Care Network/Healthy Alliance IPA, LLC - Health Department

WHEREAS, the Health Department recommends entering into an agreement with the Healthy Alliance Foundation, Inc. ("Healthy Alliance") and the Healthy Alliance IPA, LLC ("IPA") to collect data for social determinants of health; AND

WHEREAS, Healthy Alliance has recently been designated as a Social Care Network ("SCN") Lead Entity to establish, contract and coordinate a network of Community-Based Organizations (CBOs) and other organizations providing or arranging for health-related social needs (HRSN) services as part of the New York Health Equity Reform (NYHER) 1115 Waiver Demonstration Amendment (the "1115 Demonstration Waiver"); AND

WHEREAS, IPA is an independent practice association approved by the New York State Department of Health to arrange for the provision of health and health related services to members of managed care organizations (MCOs) and other community members outside of the 1115 Demonstration Waiver; AND

WHEREAS, the Health Department wishes to participate in certain initiatives to advance the objectives of the 1115 Demonstration Waiver and other key aspects of the operations of the SCN and IPA including but not limited to collaboration and performance monitoring of SCN and IPA participants and data sharing; AND

WHEREAS, the data collected can assist on the scope of the Community Health Improvement Plan/Community Health Assessment by using the shared data in prevention strategies within the community; AND

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

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon review and approval by the County Attorney or designee, is hereby authorized to sign agreements with Healthy Alliance Foundation, Inc. and the Healthy Alliance IPA, LLC to collect data for social determinants of health.

AGENDA ITEM NO. 19 – Reject Bids for Opioid Settlement Funds RFP

Minutes Acceptance: Minutes of May 22, 2025 6:00 PM (Approval of Minutes)

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

ON MOTION OF VAN DEE **RESOLUTION NO. 116-25**

Reject Bids for Opioid Settlement Funds RFP

WHEREAS, Cortland County advertised and received bids for the Utilization of Cortland County Opioid Settlement Funds for Prevention, Treatment, Recovery, and Harm Reduction Initiatives; AND

WHEREAS, the County received bids from the following:

Family & Children's Counseling Services
165 Main Street, Suite B
Cortland, NY 13045

Access to Independence of Cortland County, Inc.
26 North Main Street
Cortland, NY 13045

IPRO
1979 Marcus Avenue
Lake Success, NY 11042

Cortland County Mobility
60 Central Ave, Suite 114
Cortland, NY 13045

Rural Health Institute of New York
45 Crandall Street
Cortland, NY 13045

National Opinion Research Center
55 East Monroe Street, 30th Floor
Chicago, IL 60603

; AND

WHEREAS, based upon evaluation of the bids it has been determined that it is in the County's best interest to reject all bids; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby formally rejects the bid proposals received for the Utilization of Cortland County Opioid Settlement Funds for Prevention, Treatment, Recovery, and Harm Reduction Initiatives.

AGENDA ITEM NO. 20 – Authorize Adoption of Cortland County Indigent Burial Policy

Minutes Acceptance: Minutes of May 22, 2025 6:00 PM (Approval of Minutes)

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

ON MOTION OF VAN DEE **RESOLUTION NO. 117-25**

Authorize Adoption of Cortland County Indigent Burial Policy

WHEREAS, The Cortland County Department of Social Services pursuant to Section 141 of the Social Services Law of the State of New York is responsible to provide for the care, removal and burial of the body of any recipient of public assistance or care including stillborn infants, who shall die, or of any person found dead in the welfare district, if the deceased leaves no funds sufficient to pay the expense of burial and there are no known relatives or friends or personal representatives liable or willing to accept responsibility for such expense; AND

WHEREAS, the Cortland County Department of Social Services has established a limit on the amount of money that can be spent on the burial of indigent persons within Cortland county and the limits defined below constitute an "indigent burial"; AND

WHEREAS, Cortland County indigent burial rates have not been adjusted since April 2017 when Resolution No. 126-17 established such rates; AND

WHEREAS, local funeral homes are working with Cortland County to provide essential services at reduced rates; AND

WHEREAS, if money is spent above the limits established herein, the burial is not an indigent burial and the Cortland County Department of Social Services is prohibited from providing any money to the funeral directors of services rendered to a deceased indigent person; AND

WHEREAS, it is appropriate and necessary at this time to revise said rates; NOW THEREFORE BE IT

RESOLVED, Resolution No. 126-17 be and hereby is rescinded effective June 30, 2025 at 11:59 PM; AND BE IT FURTHER

RESOLVED, that this County Legislature hereby authorizes the following rates and procedures, with an effective date of July 1, 2025:

1. **General Policy**:

   A. Indigent burials must be prior approved by the Cortland County Department of Social Services (hereinafter Department) at the time funeral arrangements are made. If funeral arrangements need to be made on a holiday or a weekend, the Department must be contacted on the next business day. In no case will the Department be liable for more than the amounts listed below. A member of the family or a representative will be required to complete a written application and face to face interview with the Department to determine eligibility for a Social Services burial unless the Department waives this for good cause.
   B. Cortland County **will only authorize payment for <u>direct</u> burials or cremations with no services**. The only exception is for a Veteran's funeral for which Cortland County will pay an additional $1,000 to the above rates for a one (1) hour service including sundry items either at the funeral home or graveside.

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C. All burials and cremations, as well as any ancillary services provided herein, are to be in compliance with all local and state laws governing such practices.
D. No funeral home will charge the Department more than the rates charged to the public for any item or service. All funeral homes providing indigent burial services will submit a list of their public rates to the Department by January 31st of each year. Whenever rates are adjusted, the Department will be notified.
E. Within 48 hours of receiving approval from the Department for an indigent burial, funeral homes will provide the Department with a copy of the contract signed by the family.
F. If the decedent has a life insurance policy, the beneficiary of that policy is a responsible party of the deceased, and the value of the policy is greater than the cost of burial/cremation, the application will be denied.

2. **Base Rates**:

A. **Burials**

Stillborn to 6 months -	$638
Seven months Adult -	$2,169

B. **Cremations** - $2,169
C. **Anatomical Donations** - $2,169

The base rates shall be recalculated by February 1st of each subsequent year using the US Department of Labor Consumer Price Index (CPI-U Northeast) previous calendar year average up to a maximum annual increase of 4%. The Department shall issue a letter to the funeral home directors each year on or about February 1st outlining the adjusted rate amounts.

Included in the base rates are the following items:
A. Preparation of remains
B. Use of preparation room
C. Transportation within 10 miles to cemetery
D. One courtesy death notice in the newspaper

The Department will not pay for the vault, urn or grave opening/closing for a cremation. Cremains will be returned to family.

3. **Additional Allowances to Funeral Homes**:

The following incidental burial items will be reimbursed at actual cost with properly documented receipts when applicable:

A. Minimum casket required
B. Minimum outer enclosure
C. Minimum oversized vault
D. Cemetery equipment
E. Cemetery grave opening/closing charges up to $800
F. Winter vault storage
G. Crematory costs
H. Outside professional services up to $500
I. One death certificate provided to the Department, if required
J. When determined necessary, a disaster pouch and a sealed metal casket

4. **Transportation**: Transportation of deceased from place of death to the funeral home or crematory and from the crematory to the funeral home shall be at the rate of $2.00 per mile for those miles in excess of ten (10) miles from the funeral home not to exceed 30 miles. Transportation from the funeral home to crematory is not reimbursable. Transportation of

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deceased from funeral home to place of interment shall be at a rate of $2.00 per mile for those miles in excess of ten (10) miles from the funeral home not to exceed 30 miles. When anatomical donation is chosen, transportation costs to the State University of New York at Upstate Health Science Center, Syracuse, New York will be paid. When it is necessary to transport a body back to Cortland County, mileage at the rate of $2.00 per loaded mile will be allowed from place of removal to funeral home with prior approval and at the discretion of the Department. Mileage back to Cortland County applies only in those cases where a Cortland County resident has been placed in a nursing home or hospital outside of the County.

5. **Cemetery Plots**: The Department will not pay for cemetery plots. Exceptions may be considered with proper documentation that no indigent burial plots are available within Cortland County.

6. **Supplementation**: Family or friends may not supplement the cost of the burial/cremation in any manner. Relatives or friends assume responsibility for the entire cost of burial/cremation arrangements should they wish to arrange a more expensive funeral or upgrade merchandise for the deceased beyond amounts in this policy resolution.

7. **Headstones**: These are not to be placed on plots that are either donated or purchased by the Department unless they are prior approved by the Department. With prior approval, the family or arranging party will be allowed to place a flush grave marker on the plot, at their expense, provided that the grave marker falls within the following guidelines: granite gray, no larger than 24”x12”x4”, includes deceased’s name and dates of birth/death only, and cost does not exceed $1,200 (not including installation if required). For approval, the family or arranging party must submit to the Department a purchase order indicating size, stone type, lettering and cost to the arranging party.

8. **Benefits Due**: If through Social Security, life insurance or other sources, there are funds available, the Department will pay the difference between the combined assets/resources and the above stated maximum burial allowances. If the decedent has assets/resources equal to or above the maximum rates as adjusted each year, the Department will not contribute toward the burial/cremation. Where the Department is eligible to claim assets/resources, such as bank accounts and Veteran’s benefits, the Department will pursue these assets after paying funeral homes the maximum allowable burial expenses.

9. **Billing and Remittance**: Claims for burials approved by the Department must be billed to the Department on a Cortland County voucher accompanied by an itemized billing statement and receipted bills as applicable. Vouchers must be submitted to the Department within thirty (30) days of the date of services. In the event that circumstances delay the submission of vouchers beyond thirty (30) days, consideration will be given if the funeral director can submit appropriate documentation justifying the circumstances leading to the late submission. All burial allowances receiving prior approval from the Department will be paid to the funeral home within thirty (30) days of receipt of all required items.

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AGENDA ITEM NO. 21 – Authorize Agreement with Response4Help - Office for Aging

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

ON MOTION OF VAN DEE **RESOLUTION NO. 118-25**

Authorize Agreement with Response4Help - Office for Aging

WHEREAS, the Expanded In-Home Services for the Elderly (EISEP) and the National Family Caregiver Support (Title IIIE) programs provide critical services to frail older adults; AND

WHEREAS, the Office for Aging requires the services of outside service providers and private organizations to fulfill its charge; AND

WHEREAS, the Office for Aging wishes to enter into a contract with Response4Help medical alert services for the provision of Personal Emergency Response Systems (PERS); AND

WHEREAS, the total amount of all EISEP and Title IIIE contracts shall not exceed the available funds allocated to each program:

Total Allocation for EISEP PERS units is $10,800
Total Allocation for Title IIIE PERS units is $5,400

; NOW THEREFORE BE IT

RESOLVED, that the County Administrator 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, be and hereby is authorized to execute said agreement.

AGENDA ITEM NO. 22 – Authorize Agreements for Advancing Tobacco Free Communities Program - Health Department

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

ON MOTION OF VAN DEE **RESOLUTION NO. 119-25**

Authorize Agreements for Advancing Tobacco Free Communities Program - Health Department

WHEREAS, the New York State Department of Health has awarded Cortland County funding of the Advancing Tobacco Free Communities Grant (ATFC), Contract C40621GM for $1,675,000 for the contract period of 5/1/2025-4/30/2030; AND

WHEREAS, the ATFC grant requires Cortland County to provide funding to one or more community organizations within its catchment area (Cortland, Tompkins and Chenango Counties) in support of addressing work plan deliverables related to tobacco use and exposure in multi-unit housing and/or tobacco waste in the environment; AND

WHEREAS, that recipient organizations should serve individuals/communities most impacted by tobacco-related morbidity and mortality; AND

WHEREAS, $35,000 will be allocated to one or more community organizations within the ATFC catchment area between 5/1/2025 to 4/20/2026; AND

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WHEREAS, Cortland County will release an application seeking proposals from eligible organizations which will be reviewed with approval from the New York State Bureau of Tobacco Control; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby accepts this grants funding and authorizes the Finance Director to accept the funding and modify the budget as appropriate; AND BE IT FURTHER;

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon review and approval by the County Attorney or designee, are hereby authorized to sign agreements with the approved agencies; AND BE IT FURTHER

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

AGENDA ITEM NO. 23 – Authorize First Quarter 2025 Sales Tax Distribution - Finance Department

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 120-25**

Authorize First Quarter 2025 Sales Tax Distribution - Finance Department

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

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

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

WHEREAS, the 2024 first quarter sales tax information has been provided by the New York State Comptroller's Office showing a total collection for first quarter 2025 to be $9,900,920.39; AND

WHEREAS, the total amount available for distribution is $9,525,920.39, after the direct deduction for County purposes; AND

WHEREAS, individual municipalities by resolution have opted to apply a portion of their sales tax dollars to off-set the property tax levy and that amount ($635,000.00) is to be withheld from the quarterly distribution; AND

WHEREAS, Cortland County receives (55%), or $5,239,256.21 of the total net quarterly distribution; AND

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

RESOLVED, that the Cortland County Legislature authorizes the County Treasurer or designee

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to release sales tax payments for the first quarter of 2025 as so stated below from Account No. A19855.54101 in either the form of a county check or by direct bank transfer as per the request of the receiving municipality:

Municipality	Distribution Amount Pre-Tax Credit	Applied Tax Credits	Net Distribution After Tax Credit	Balance Owed Against Tax Credits
Cortland, City of	$1,655,604.96	$-0-	$1,655,604.96	$-0-
Cincinnatus, Town of	$70,033.07	$-0-	$70,033.07	$-0-
Cortlandville, Town of	$818,444.29	$-0-	$818,444.29	$-0-
Cuyler, Town of	$68,391.46	$(28,750.00)	$39,641.46	$-0-
Freetown, Town of	$56,270.62	$-0-	$56,270.62	$-0-
Harford, Town of	$80,257.34	($70,000.00)	$10,257.34	$-0-
Homer, Town of	$275,202.45	$-0-	$275,202.45	$-0-
Homer, Village of	$192,606.02	$-0-	$192,606.02	$-0-
Lapeer, Town of	$105,961.17	($330,000.00)	$-0-	($224,038.83)
Marathon, Town of	$81,704.87	$-0-	$81,704.87	$-0-
Marathon, Village of	$41,527.23	$-0-	$41,527.23	$-0-
McGraw, Village of	$35,928.74	$-0-	$35,928.74	$-0-
Preble, Town of	$154,385.58	$-0-	$154,385.58	$-0-
Scott, Town of	$88,290.39	$-0-	$88,290.39	$-0-
Solon, Town of	$82,786.65	$-0-	$82,786.65	$-0-
Taylor, Town of	$41,385.68	($20,000.00)	$21,385.68	$-0-
Truxton, Town of	$109,662.78	$-0-	$109,662.78	$-0-
Virgil, Town of	$256,482.55	($25,000.00)	$231,482.55	$-0-
Willet, Town of	$71,738.33	$-0-	$71,738.33	$-0-
Total	$4,286,664.18	($473,750.00)	$4,036,953.01	($224,038.83)

; AND BE IT FURTHER

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

AGENDA ITEM NO. 24 – Authorize Agreement with Pracademic Partners for Recruiting Services for the Position of County Administrator

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 121-25**

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Authorize Agreement with Pracademic Partners for Recruiting Services for the Position of County Administrator

WHEREAS, the current Cortland County Administrator has announced retirement effective May 29, 2025; AND

WHEREAS, the Cortland County Legislature recognizes the importance of an efficient and professional search process to identify qualified candidates for the position of County Administrator; AND

WHEREAS, Pracademic Partners, located at 6534 Florence Lane, Livonia, NY 14487, has been identified as a qualified recruitment agency specializing in public sector executive searches; AND

WHEREAS, the County Legislature finds it in the best interest of Cortland County to enter into an agreement with Pracademic Partners to conduct a comprehensive recruitment process; NOW THEREFORE BE IT

RESOLVED, that the Chair of the Legislature, upon review and approval by the County Attorney or designee, is hereby authorized to enter into an agreement with Pracademic Partners, of 6534 Florence Lane, Livonia, NY 14487, for professional recruitment services to assist in the hiring of a County Administrator, for an amount not to exceed $19,500, to be paid from Account No. A12305.54055; AND BE IT FURTHER

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

INCREASE

A12305.54055	Professional Services	$19,500

DECREASE

A12305.51005	Personnel Services	$19,500

Announcements

Adjournment

The meeting was closed at 7:46 PM

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CORTLAND COUNTY LEGISLATURE

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

Please Note: Five Minute Time Limit

Rules for Speaking under Privilege of the Floor

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

Name (**please print**): Danielle C. Wimbish

Municipality of Residence: Cortland, NY 13045

Representing (organization, etc.): Community Topic: Agenda Item 20

Signature

Written materials may be submitted to the Clerk of the Legislature.
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Attachment: Privilege of the floor sheets - June 2025 (13126

CORTLAND COUNTY LEGISLATURE

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Name (**please print**): Cyle Glover

Municipality of Residence: McGraw

Representing (organization, etc.): BSG Topic: DPW merger

Cyle Glover

Signature

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Name (**please print**): Matthew Whitman

Municipality of Residence: Cortland

Representing (organization, etc.): RHT Topic: Code Blue Funding

Signature

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Name (**please print**): Kim Cameron

Municipality of Residence: Preble

Representing (organization, etc.): _____ Topic: Agenda Item 17 & 20

Kim Cameron
Signature

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Name (**please print**): PATTY Francis

Municipality of Residence: Cortlandville

Representing (organization, etc.): _____ Topic: Warming Centers for Unhoused

Patricia Francis
Signature

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Name (**please print**): Lori G. Canestaro

Municipality of Residence: Cortland County

Representing (organization, etc.): Buildings and Grounds Dept. Topic: Agenda Item VI.6 - Abolish/Create Positions for Dept. of Public Works

Lori G. Canestaro
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Name (**please print**): Carol Costell Corbin

Municipality of Residence: Cortland

Representing (organization, etc.): _____ Topic: Agenda Item Nos. 17, 12 + 20

Carol Costell Corbin

Signature

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Name (**please print**): Patrick Clune

Municipality of Residence: Homer

Representing (organization, etc.): Myself Topic: Unpaid Committee Members

Patrick M. Clune

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Name (**please print**): Kristen Case

Municipality of Residence: Cortland

Representing (organization, etc.): NA Topic: Code Blue Funding

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Name (**please print**): Jennifer Manis

Municipality of Residence: Cortland

Representing (organization, etc.): Grace B Holy Spirit Church Topic: agenda #2&

Signature

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Attachment: Privilege of the floor sheets - June 2025 (13126

TO: Cortland County Legislature

FROM: Patty Francis

Date: June 24, 2025

Re: Day Warming Center for Cortland Unhoused

Tonight the Cortland County Legislature will consider a resolution that would authorize Warming Center services at the Salvation Army from October 2025 through April 2026. I commend the Legislature for such action on behalf of some our most vulnerable citizens.

I want to take this opportunity to bring to this body's attention a related matter of vital importance. As critical as the Salvation Army Warming Center services are, we all know that they are not sufficient because they only are offered at night, leaving unhoused individuals with nowhere to go for shelter during the day during the winter months.

Recently I attended a Focus Cortland meeting at which Matt Whitman, Chair of the Cortland County Housing & Homelessness Coalition, provided an update on Grace Space. Located in downtown's Grace and Holy Spirit Church, this space provided a warming center for unhoused people during the day for six months this past winter.

I left that meeting deeply concerned about these community residents. Most troubling is the fact that, only four months before it gets cold again, there are no concrete plans for establishing a day warming center for the coming winter. Grace Space only worked because of the incredible generosity of the Church as well as community non-profits – notably CAPCO and Catholic Charities – but that approach is unsustainable for the long term. Especially now that the federal government has threatened to cut funding to our community non-profits.

Noticeably lacking in the group discussion about Grace Space was the role that our county and city governments are playing in addressing this critical problem. When that topic came up, participants' comments basically reflected the belief – and perhaps acceptance – that the unhoused are not a priority for our elected officials.

So I also left the meeting concerned about our community itself, because it seems obvious to me that a community's attitudes toward homelessness are not just about the unhoused individuals themselves; they reflect the community's own values. Intentionally or not, we have failed to act collectively to protect these people. And we certainly haven't made it clear to our city and county officials that we expect them to. Because there's no indication that it is a priority for them.

As a result, even though the winter seems far away, we're already facing a close-to-emergency situation with no designated spot identified for day warming services. And something that always gets overlooked is the fact that the hot summer months are just as dangerous for people who don't have access to fans or air conditioners.

Attachment: Privilege of the floor sheets - June 2025 (13126 : Privilege of the Floor - June 2025)

I am here tonight to say to you that I believe Cortland is a better community than this. And that there is a sizable group of voting citizens in Cortland County who feel the same way. We would greatly appreciate knowing that you realize the magnitude of this problem and intend to do something about it. We look forward to your actions in this regard.

Thank you.

Attachment: Privilege of the floor sheets - June 2025 (13126 : Privilege of the Floor - June 2025)

Cortland County Proclamation

Declaring June 2025 to be Pride Month in Cortland County

WHEREAS, Cortland County values diversity and recognizes the significant contributions of LGBTQ+ individuals to our civic, cultural, and economic life; AND

WHEREAS, June is observed nationally as Pride Month, commemorating the June 28, 1969 Stonewall Uprising, which sparked the modern movement for LGBTQ+ rights; AND

WHEREAS, proclamations at the local level, while symbolic, serve to express public support and create welcoming, inclusive communities for LGBTQ+ individuals; AND

WHEREAS, Cortland County supports diversity, equality, and inclusion, and condemns discrimination against any individual because of sexual orientation or gender identity; AND

WHEREAS, local groups like PFLAG Ithaca/Cortland meet monthly at the Cortland LGBTQ Center to offer education, advocacy, and support for LGBTQ+ individuals and families; NOW THEREFORE BE IT

RESOLVED that the Cortland County Legislature hereby proclaims June 2025 as **LGBTQ+ Pride Month** in Cortland County and encourages all residents, community organizations, schools, and businesses to Promote inclusive policies and ensure safe, respectful environments free from discrimination based on sexual orientation and gender identity.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of June, 2025.

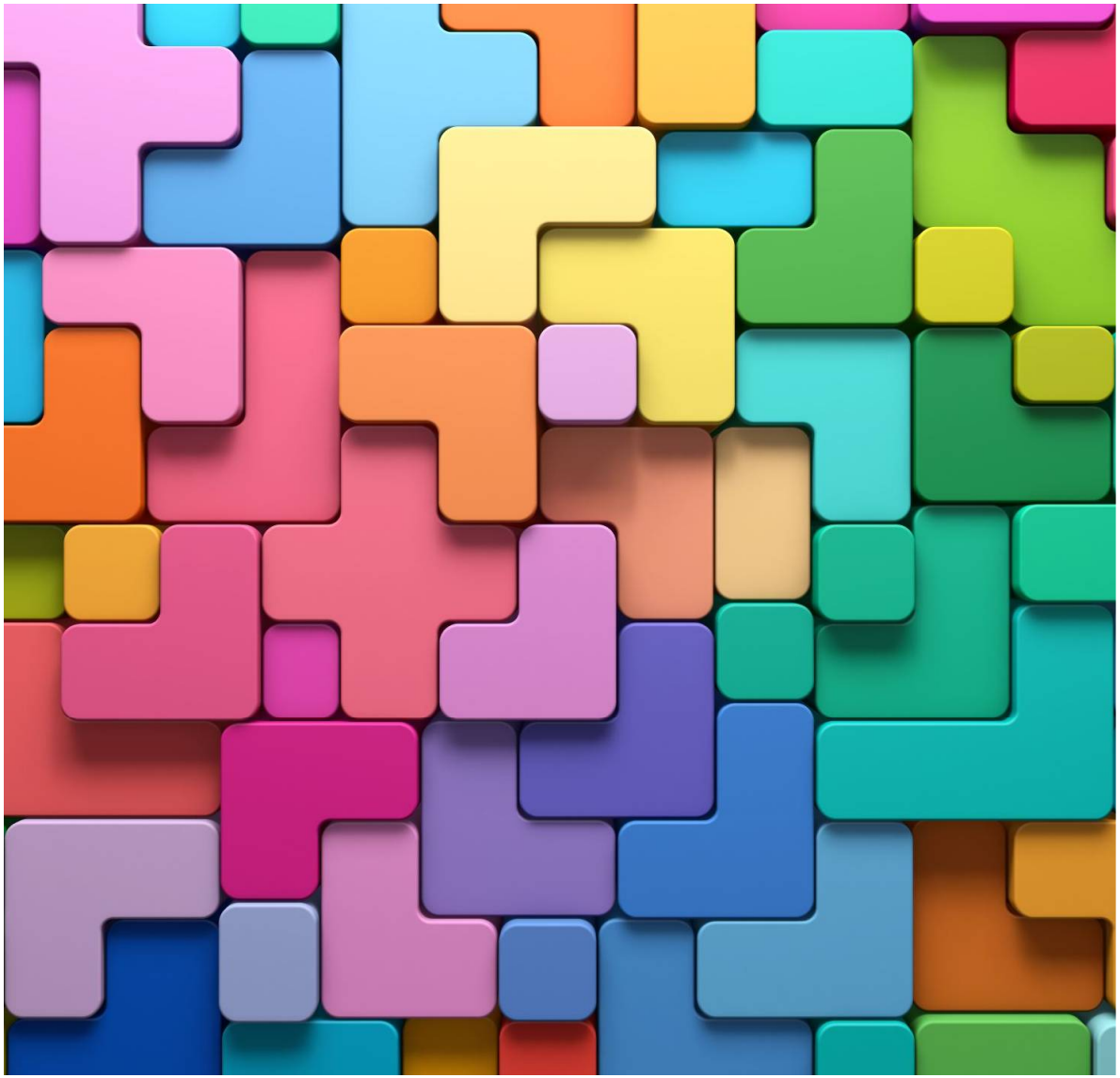
Kevin Fitch, Chair
Cortland County Legislature

Attachment: Pride Month 2025 (13122 : Pride Month Proclamation)

CODE BLUE

WARMING CENTER PRESENTATION

June 26, 2025



Attachment: Code Blue Presentation June 2025 final (13123 : Code Blue Presentation - DSS

The mandate: NYS Regulations

18 CRR-NY 304.1

NY-CRR

STATE COMPILATION OF CODES, RULES AND REGULATIONS OF THE STATE OF NEW YORK
TITLE 18. DEPARTMENT OF SOCIAL SERVICES
CHAPTER II. REGULATIONS OF THE DEPARTMENT OF SOCIAL SERVICES
SUBCHAPTER A. GENERAL WELFARE
ARTICLE 1. PROGRAM AND ORGANIZATION
PART 304. PROTECTION OF VULNERABLE HOMELESS PERSONS

18 CRR-NY 304.1
18 CRR-NY 304.1

304.1 Emergency measures for the homeless during inclement winter weather.

(a) For purposes of this section, *inclement winter weather* shall mean air temperatures at or below 32°F, including National Weather Service calculations for windchill.

(b) In order to mitigate the effects of inclement winter weather and the resulting impacts of such weather on individuals experiencing homelessness, each social service district shall:

(1) work with police agencies, including the New York State Police, and State agencies to take all necessary steps to identify individuals reasonably believed to be homeless and unwilling or unable to find the shelter necessary for safety and health in inclement winter weather, and to direct and offer to move such individuals to the appropriate sheltered facilities;

(2) take all necessary steps to extend, or to have providers extend, shelter hours, to allow individuals experiencing homelessness to remain indoors;

(3) instruct homeless service outreach workers to work with other relevant personnel and to work with local police in relation to the involuntary transport of individuals who refuse to go inside and who appear to be mentally ill and at-risk for cold-related injuries to appropriate facilities for assessment consistent with the provisions of section 9.41 of the Mental Hygiene Law;

(4) work in coordination with the State Police and all police agencies to ensure that individuals facing homelessness receive assistance as needed to protect their health and safety; and

(5) ensure that all facilities used to shelter homeless individuals during periods of inclement winter weather are safe, clean, and well-maintained and supervised, as required by State and local laws, regulations, administrative directives, and guidelines including local building and fire codes.

Attachment: Code Blue Presentation June 2025 final (13123 : Code Blue Presentation - DSS

Different from other Social Services emergency housing programs

Temporary Assistance Programs

- Application required
- Income based
- Eligibility and resource limit criteria must be met
- Compliance with accepting recommended medical or behavioral health services required
- Compliance with motel rules required
- Compliance with other program rules including child support and employment required
- Must be offered regulated emergency housing when eligible – motels in small counties

Code Blue – during inclement weather

- Anyone presenting in need of shelter must be placed in warm setting
- No application requirements
- No screening or eligibility requirements
- Must serve regardless of any needs an individual presents with, or what actions/behaviors are displayed
- Cannot require a name be provided
- Cannot refuse to offer these services even after unsafe behavior occurred

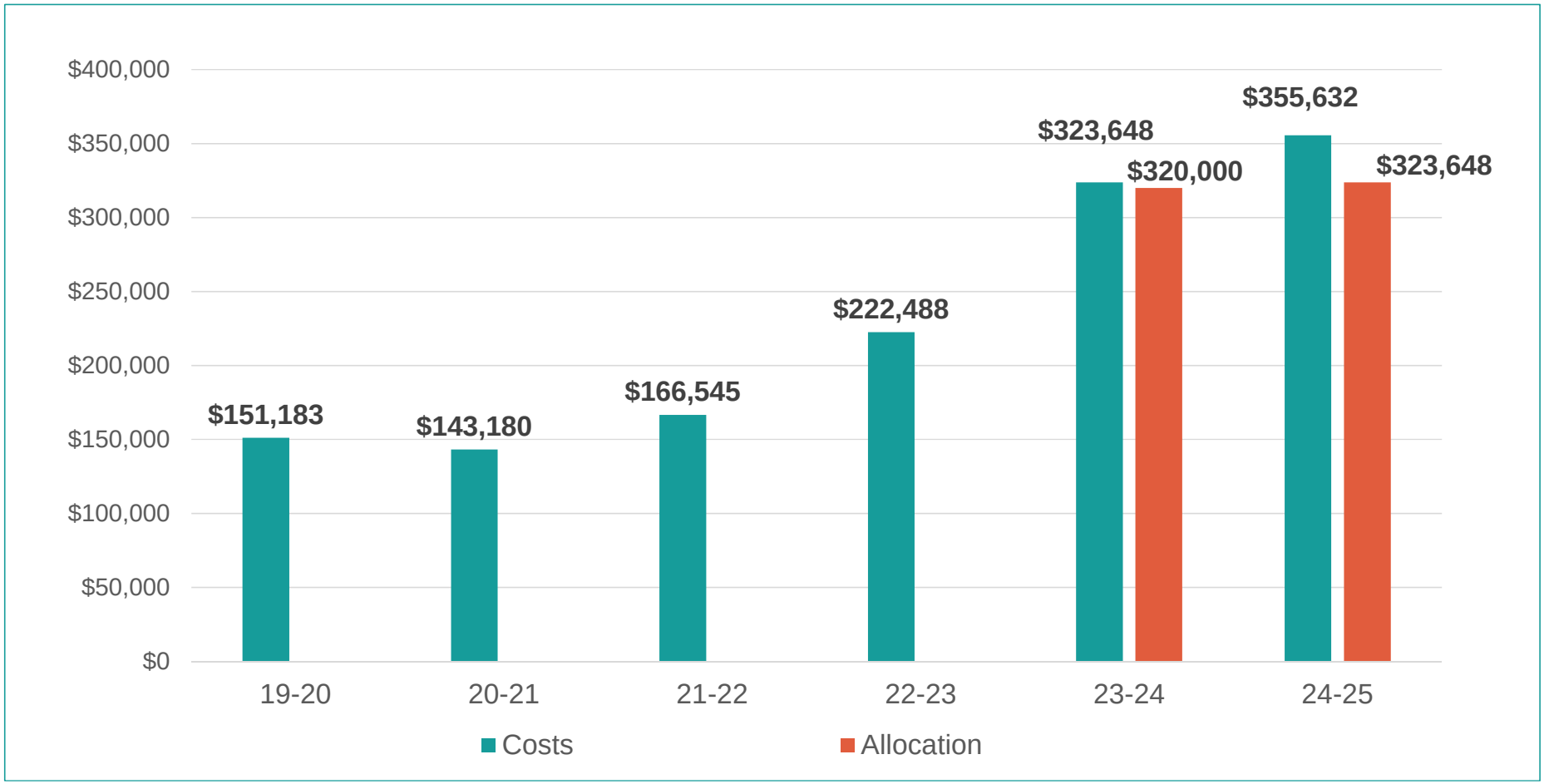
Attachment: Code Blue Presentation June 2025 final (13123 : Code Blue Presentation - DSS

Funding from New York State for Code Blue

- From first emergency executive order in December 2016, unlimited funding for all county costs was guaranteed.
- The 2023-2024 State Budget capped Code Blue funding to counties at $20 million statewide and county allocations were issued. This meant no more guarantee that actual expenses will be covered. **A new unfunded mandate on counties was created**.
- Cortland County received an allocation of $320,000 in 2023-2024.
- Cortland County received an allocation of $323,648 in 2024-2025.
  - Ø Actual expenses claimed were $355,632 – includes motel costs, Salvation Army contract, Catholic Charities payments for Grant Street and DSS staff costs to the program.
  - Ø A request for more funding can be made to NYS in the fall and if other counties did not spend all their money, Cortland County may receive the difference of $32,000 spent over allocation.
- The county allocations for 2025-2026 season will not be provided until October.
  - Ø The resolution assumes a flat allocation of $323,648.

Attachment: Code Blue Presentation June 2025 final (13123 : Code Blue Presentation - DSS

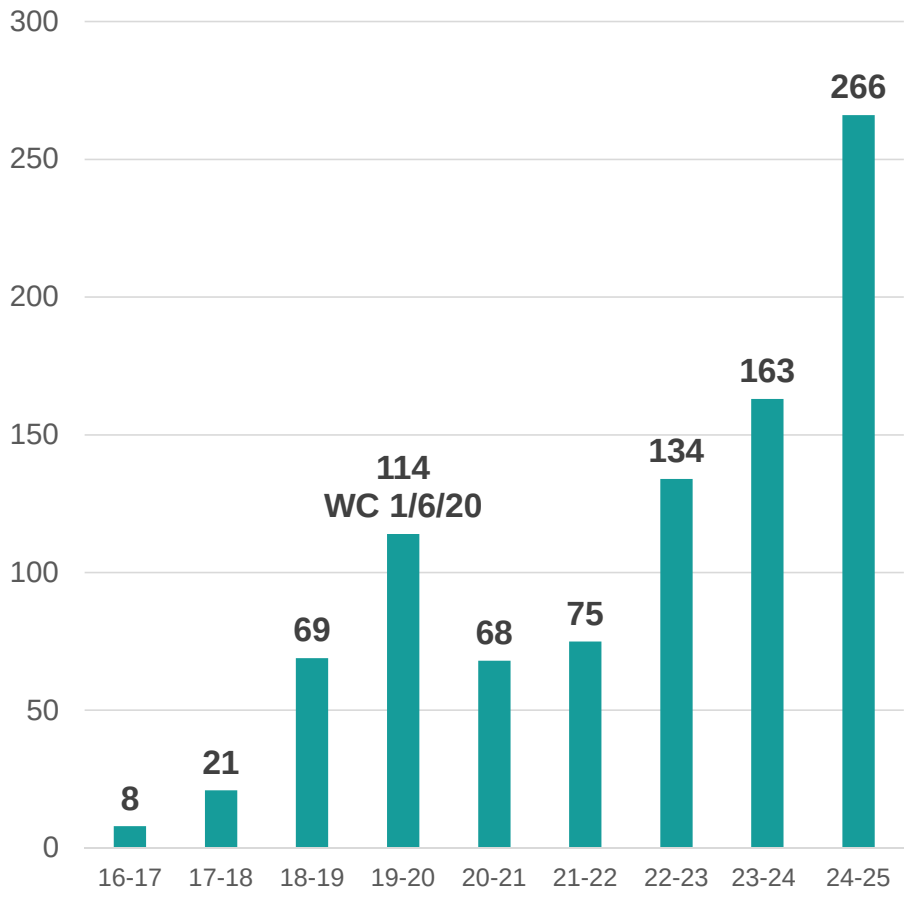
Historical Cortland County Code Blue Costs



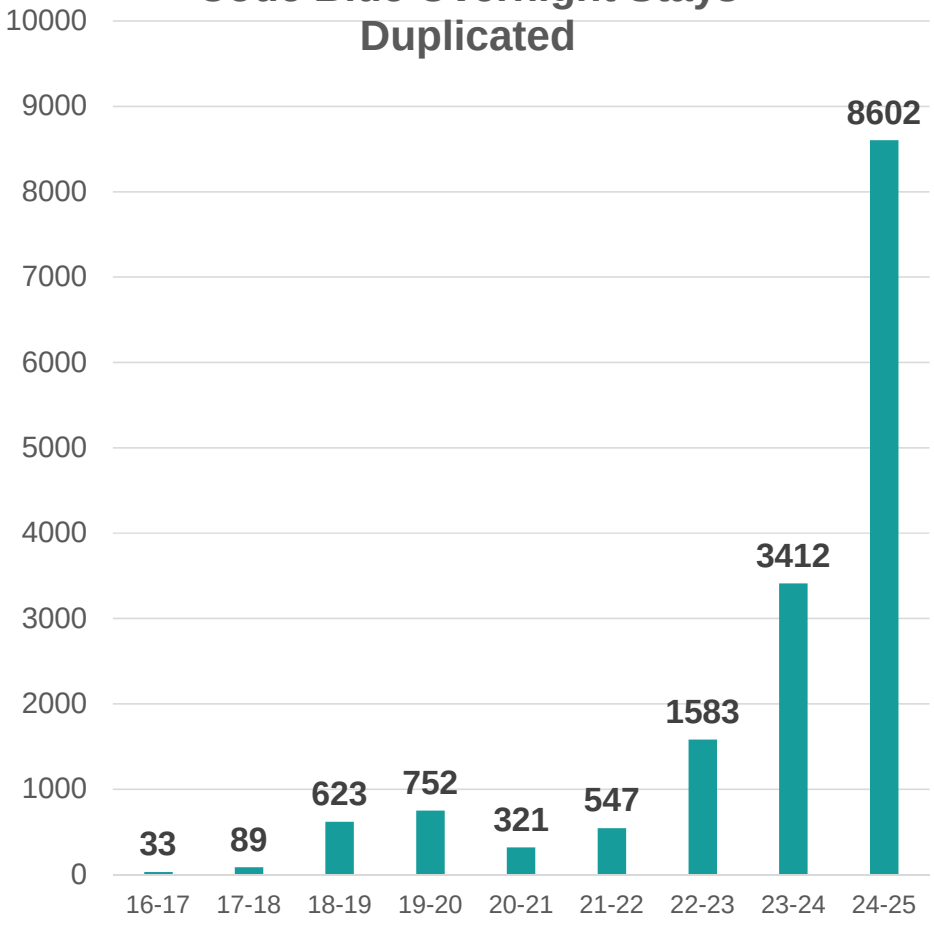
Attachment: Code Blue Presentation June 2025 final (13123 : Code Blue Presentation - DSS

Cortland County Code Blue Utilization Trends

Code Blue Unduplicated Recipients



Code Blue Overnight Stays Duplicated



Attachment: Code Blue Presentation June 2025 final (13123 : Code Blue Presentation - DSS

Salvation Army Partnership Since Jan 2020

- Stepped in when demand for motels under Code Blue became unsustainable.
- Until 2024-2025 season, had partnership with Grace and Holy Spirit Church to use their space during weekday evenings and weekend days.
- The 2024-2025 season meant far more hours to be covered at the Salvation Army space.
- Every weekend meant being open 64 hours straight. Several weekends required 3 and 4 days straight – up to 112 consecutive hours with guests.
- The 2024-2025 contract began with just two employees on at a time. The contract was amended in Jan 2025 to allow for three employees during busy times.
- They served 63% more unduplicated guests in 2024-2025.



Attachment: Code Blue Presentation June 2025 final (13123 : Code Blue Presentation - DSS

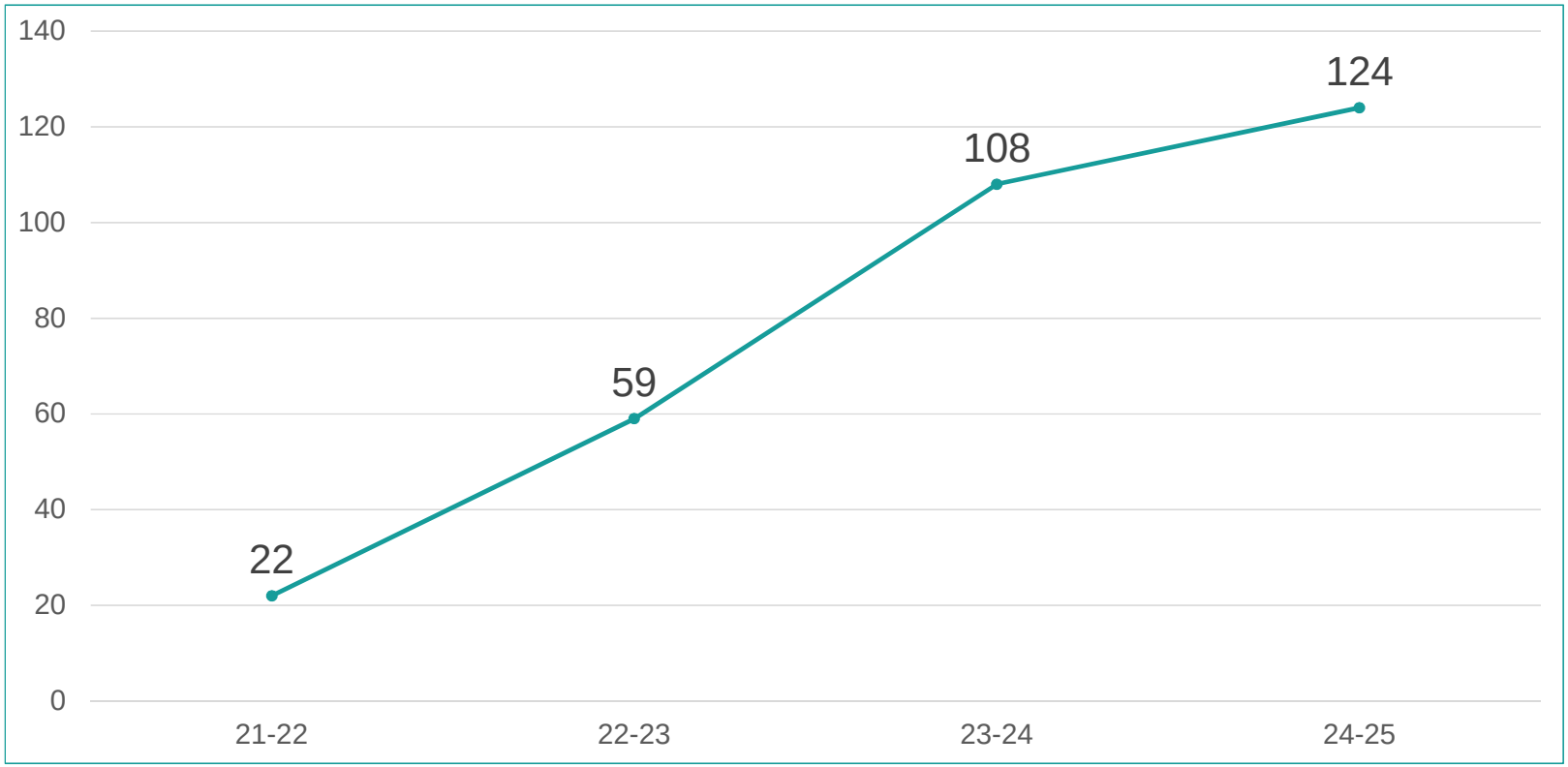
The 2024-2025 Season Changes Presented Increased Challenges

- The large number of overnight guests was challenging. There were frequently 40-50 guests staying overnight.
- The length of time being open without a break on weekends presented new challenges.
- The Salvation Army could not close when their staff were sick, needed a break or quit.
- Many guests with untreated mental illness or substance use disorders presented with difficult disruptive behaviors at bedtime and when waking up overnight.
- They are not successful if they ban people and they are committed to working through very serious behavioral challenges.
  - Ø Guests were given time to cool off, be evaluated by other professionals and invited to return when they were calm.
- They relied heavily on the City of Cortland Police to provide urgent responses when this large group of guests became disruptive to help them restore a safe environment.

Attachment: Code Blue Presentation June 2025 final (13123 : Code Blue Presentation - DSS

All Law Enforcement Calls to the Salvation Army

(Cortland City Police, Cortland County Sheriff and State Police)



Attachment: Code Blue Presentation June 2025 final (13123 : Code Blue Presentation - DSS

2025-2026 Code Blue Planning

- A contract must be approved and signed by the end of August to allow the Salvation Army time to recruit and hire staff in September to be ready for October training.

- The resolution had to be entered before all pieces of information are known.

  ØAs a result, the cost of a proposed security guard will be adjusted to $126,000 from the $139,000 in the resolution.

  ØIt is still unknown what space will be found or if there will be a cost for the three 3-hour times the Salvation Army will have to close in the 2025-2026 season (two evenings and Sunday mornings). As a result, $25,000 is in the resolution to allow us to determine a plan in the next two months.

Attachment: Code Blue Presentation June 2025 final (13123 : Code Blue Presentation - DSS

Why an Unarmed Security Guard?

- Based on the experiences of the past season, this is something the Salvation Army, DSS and the City Police discussed as an idea to enhance safety and calmness in the Center.
- Other counties hire security, both armed and unarmed, for warming centers and homeless shelters.
- The security company proposed has experience with the unhoused population and will work to establish rapport and trust with guests. They will wear casual clothing and endeavor to avoid an authoritarian approach. They will have specialized training and supervisory support.
- The more people can feel safe, the fewer incidents and disruptions there will be for guests and employees.
- Again, the Salvation Army is the only place for our most vulnerable people to be during inclement weather over night and on weekends. We must support them in being able to stay safe and open.

  Ø Please note that in May 2025 at the Salvation Army soup kitchen in Binghamton, NY, a guest was stabbed to death by another. The center immediately closed. The Salvation Army is deeply committed to serving the unhoused, but they are also deeply committed to doing it in a way that protects guests and employees.

Attachment: Code Blue Presentation June 2025 final (13123 : Code Blue Presentation - DSS

Cost Concerns

Thoughts for consideration about comments that the 2025-2026 Code Blue costs are higher than they should be.

- The warming center proposal in no way diminishes the great work done by the community agencies who provided the Grace Space.
- The Grace Space provided a much needed and invaluable service to the unhoused in our community.
- The warming center purpose and operations are much different than the Grace Space. They are also the mandate of NYS Code Blue policy.

  ØThe warming center must provide basic warm care for people for days in a row during non-business hours and is not designed or able to provide the service rich activities that the Grace Space provided.

Attachment: Code Blue Presentation June 2025 final (13123 : Code Blue Presentation - DSS

Costs for Salvation Army 2025-2026 Season

The cost for the Salvation Army contract without security is $379,700. This is 21% more than the $315,000 in the 2024-2025 season. It includes more staff to care for more guests.

- More employees means higher salary costs, which means higher employer taxes and fringe benefit costs.

- They do not charge rent but do include $13,100 for utilities given the long hours they are open, $2,400 for POD storage of guest belongings, and $2,000 for building repairs from wear and tear and guest damages.

Attachment: Code Blue Presentation June 2025 final (13123 : Code Blue Presentation - DSS

Salvation Army Warming Center Costs vs. Grace Space Costs

- Different services, but comparisons have been made

2024-2025 Cost comparison for Code Blue Season

Salvation Army Warming Center	Grace Space
• Cost $315,000 per contract	• Cost of $95,000 to operate (as reported in news, but not verified)
• Open approximately 3,280 hours	• Open approximately 932 hours
ØThis is approximately $96/hour of operation	ØThis is approximately $102/hour of operation

Attachment: Code Blue Presentation June 2025 final (13123 : Code Blue Presentation - DSS

The Future

- It remains to be determined exactly what the warming center will cost to guarantee it can stay open in the up-coming season.
- It remains to be determined if alternative space will need to be rented for $25,000.
- It remains to be determined what the guest utilization rate at the warming center will be.

  ØIf guest utilization trends drop, the staff resources at the warming center can be adjusted downward yielding potential savings. If they continue to increase, future costs will likely increase.
- The possibility of joining efforts with community agencies to find better solutions and support other community spaces in the future remains a hope.

Attachment: Code Blue Presentation June 2025 final (13123 : Code Blue Presentation - DSS



TC3 Update and 2025-2026 Operating Budget

Presented to Cortland County Legislature

June 26, 2025

Attachment: TC3 - Cortland County Legislature presentation - 6-26-25 (13124 : TC3 2025-2026 Budget

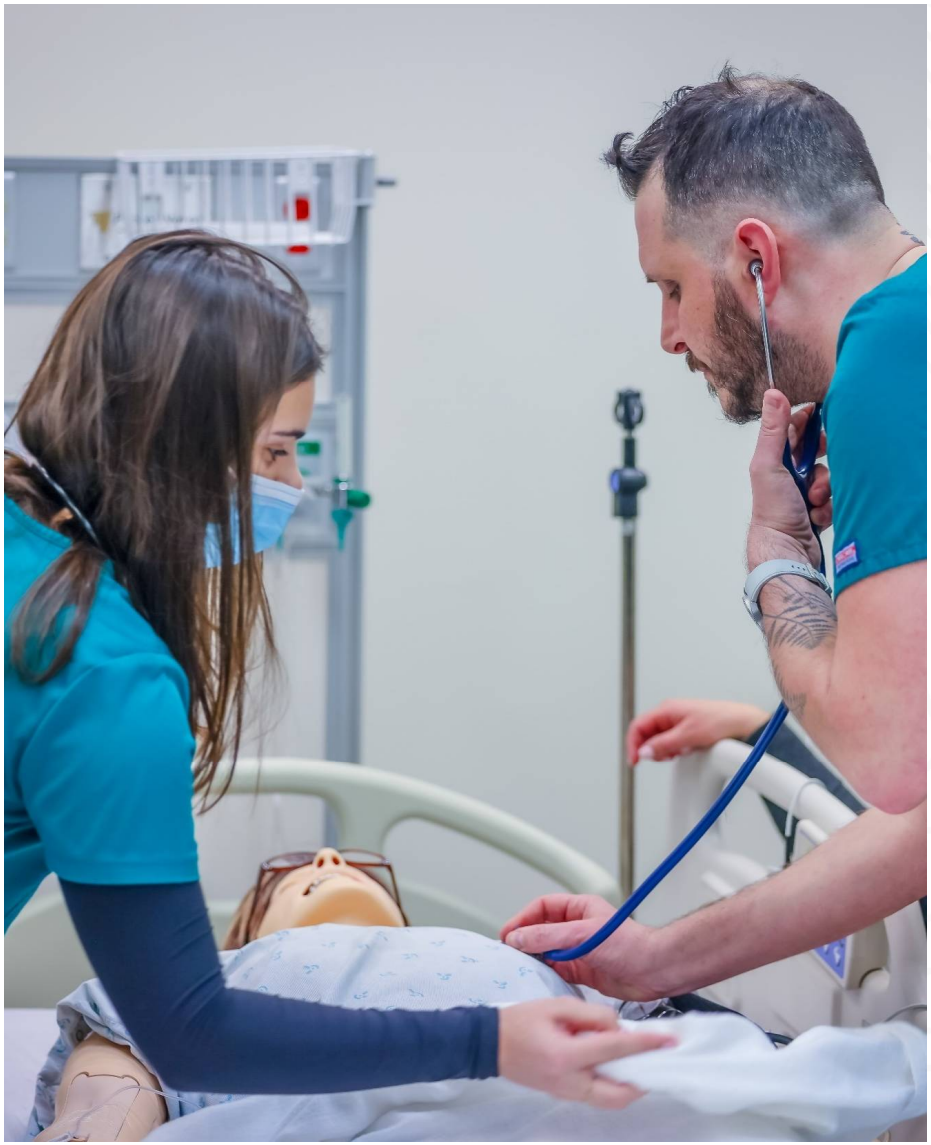


College Update

- **Fall 2025 enrollment increasing signi#icantly**
- **#5%# students #rom Sponsor and Donut Counties**
- **Redesigned Panther #elcome Center**
- **S#NY Reconnect# Free Community College #or Adult Learners in # high#demand #ields**
- **#or##orce Training: Certified Nurse Assistant (CNA), Commercial Driver's License (CDL) and #mergency Medical Technician (#MT)**

TOMPKINS CORTLAND COMMUNITY COLLEGE

Attachment: TC3 - Cortland County Legislature presentation - 6-26-25 (13124 : TC3 2025-2026 Budget

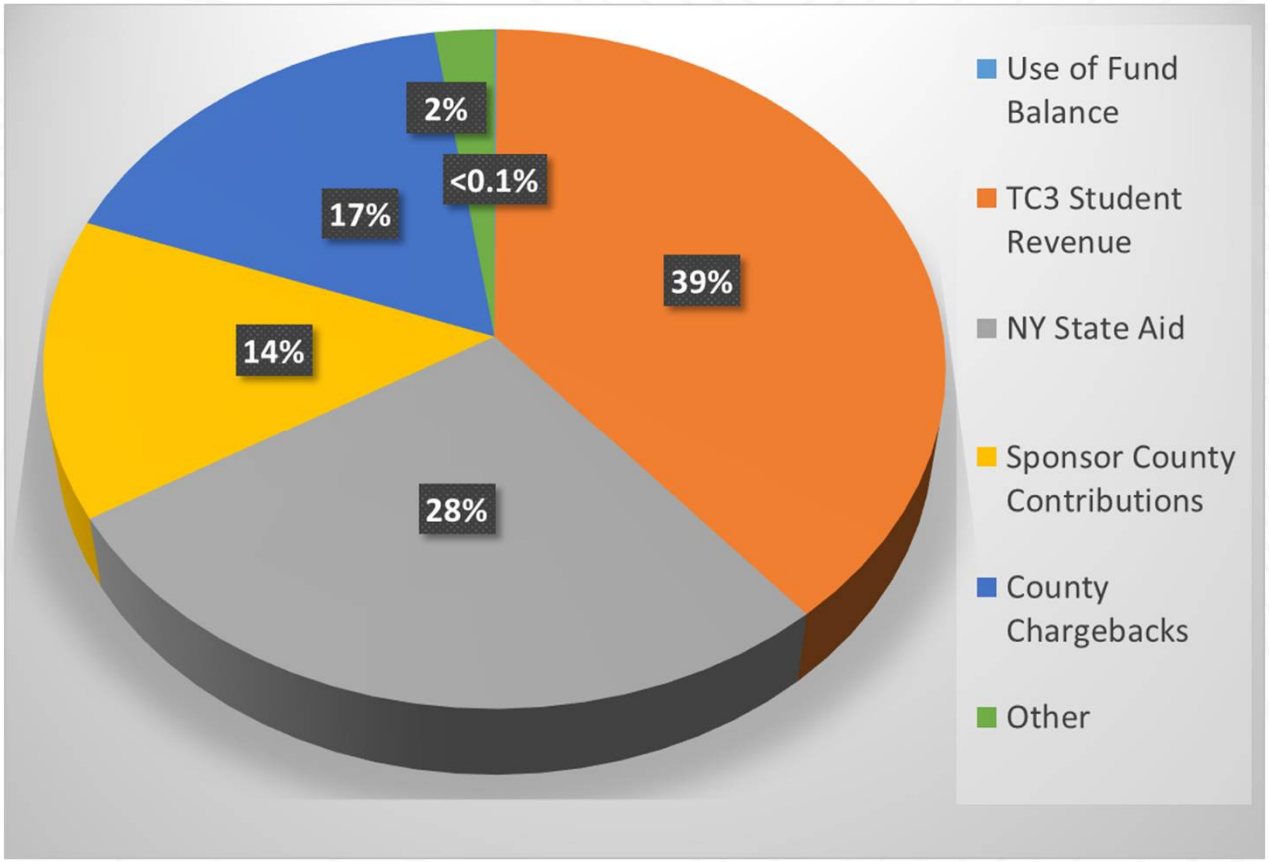


2025-26 Operating Budget

TOMPKINS CORTLAND COMMUNITY COLLEGE

Attachment: TC3 - Cortland County Legislature presentation - 6-26-25 (13124 : TC3 2025-2026 Budget

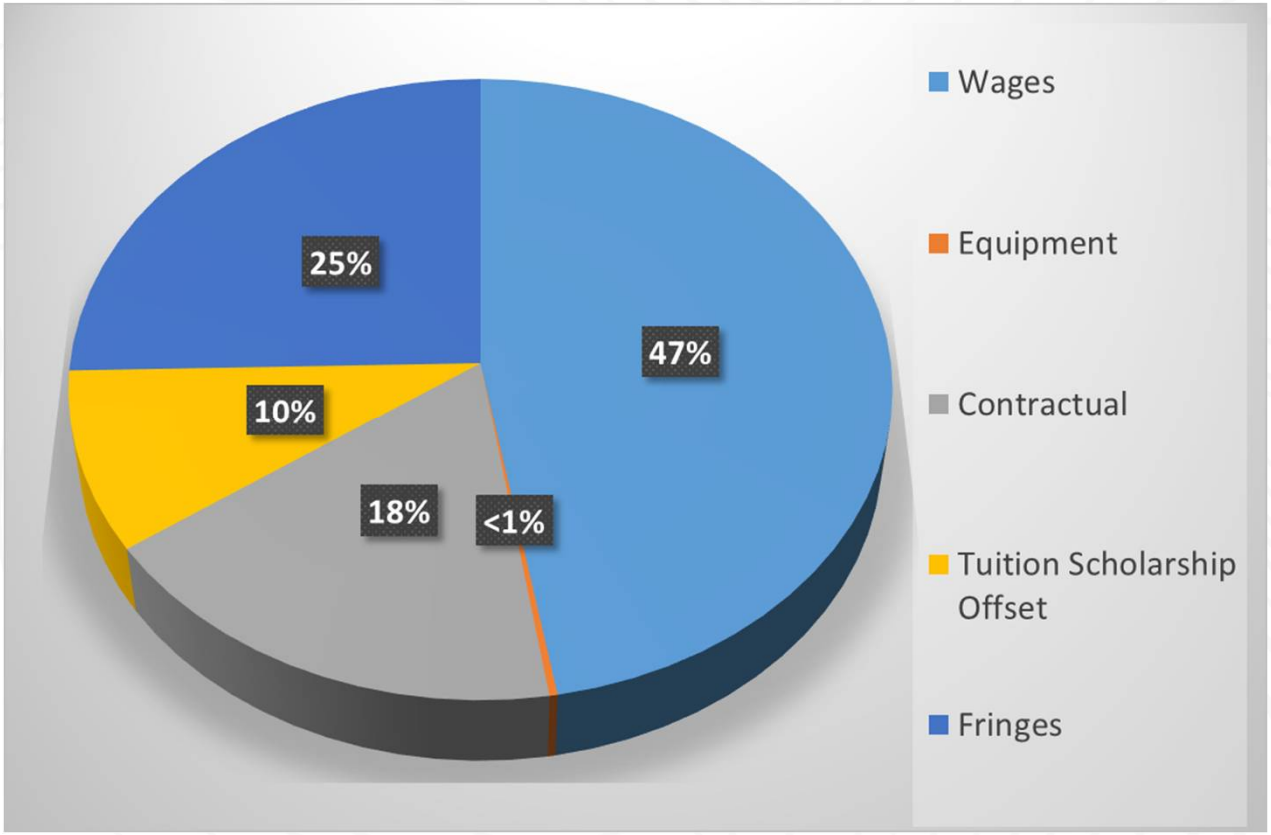
2025-26 Revenue Analysis



TOMPKINS CORTLAND COMMUNITY COLLEGE

Attachment: TC3 - Cortland County Legislature presentation - 6-26-25 (13124 : TC3 2025-2026 Budget

2025-26 Expense Analysis



TOMPKINS CORTLAND COMMUNITY COLLEGE

Attachment: TC3 - Cortland County Legislature presentation - 6-26-25 (13124 : TC3 2025-2026 Budget

TC3 2025-26 Operating Budget			
	2024-25 Budget		2025-26 Budget
Revenues			
Core Student Tuition	$8,905,672	$	9,057,068
Concurrent Student Tuition	$3,290,136	$	3,200,000
Core Student Fee Revenue	$982,033	$	982,033
NY State Aid	$9,762,800	$	9,384,444
Sponsoring County Contributions	$4,882,882	$	4,882,882
Chargebacks other NY Counties	$5,700,000	$	5,800,000
Other Revenues	$534,327	$	800,000
Revenues	$34,057,850	$	34,106,427
Approved Use of Fund Balance	$1,127,425	$	28,515
Operating Revenues	**$35,185,275**	**$**	**34,134,942**
Expenses			
Wages	$16,679,820	$	16,129,462
Equipment	$100,000	$	100,000
Contractual	$6,775,409	$	6,043,959
Tuition Scholarship Offsets	$3,290,136	$	3,200,000
Fringes	$8,339,910	$	8,661,521
Operating Expenditures	**$35,185,275**	**$**	**34,134,942**

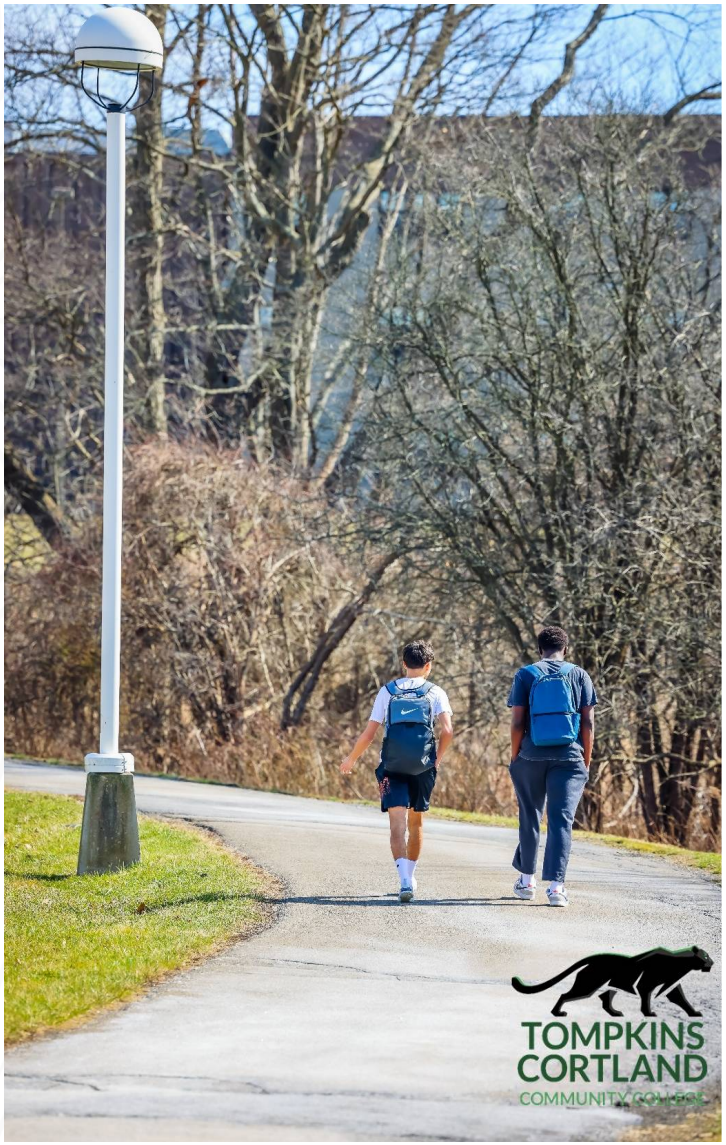
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2025-26 Operating Budget Highlights

- 3% reduction in expenses resulted $1.1M less in use of fund balance
- 11% decrease in non-personnel expenses
- 1.7% approved tuition increase: TC3 9th highest of 29 SUNY Community Colleges
- State aid level since 2019 (reduction in rental aid)
- Sponsor county contributions level since 2019
- Reduced physical footprint (Extension Centers and Coltivare): Positive net effect of $600K
- 15% reduction in expenses of TC3 Faculty Student Association



SUNY Community Colleges Estimated Tuition Rates 25-26

College	Actual 2022/23	Actual 2023/24	Actual 2024/25	Estimated 2025/26
Herkimer County	5,116	5,116	5,116	5,116
Niagara County	5,040	5,136	5,136	5,136
Erie	5,200	5,200	5,200	5,200
Monroe	4,756	4,900	5,050	5,200
Dutchess	4,600	4,800	5,000	5,250
Genesee	4,950	5,150	5,250	5,250
Hudson Valley	4,800	5,056	5,056	5,277
Schenectady County	4,704	4,824	4,968	5,280
Onondaga	5,190	5,290	5,290	5,290
Mohawk Valley	4,870	5,162	5,266	5,372
Columbia-Greene	5,112	5,256	5,400	5,400
Cayuga County	4,992	5,136	5,280	5,436
Westchester	4,730	4,980	5,230	5,490
North Country	5,280	5,280	5,400	5,520
Finger Lakes	5,112	5,280	5,376	5,535
Fulton-Montgomery	5,184	5,376	5,520	5,620
Clinton	5,518	5,518	5,518	5,656
Jefferson	5,160	5,304	5,448	5,664
Rockland	5,212	5,472	5,664	5,664
Sullivan County	5,208	5,472	5,664	5,664
Tompkins-Cortland	5,462	5,570	5,570	5,664
Ulster County	5,080	5,280	5,480	5,680
Adirondack	5,088	5,328	5,544	5,760
Jamestown	5,300	5,440	5,660	5,824
Broome	5,280	5,472	5,664	5,832
Corning	5,304	5,520	5,688	5,860
Orange County	5,544	5,664	5,808	5,980
Nassau	5,800	5,800	5,800	5,990
Suffolk County	5,470	5,640	5,830	6,050
Average	**$ 5,140**	**$ 5,290**	**$ 5,410**	**$ 5,540**

TOMPKINS CORTLAND COMMUNITY COLLEGE

Attachment: TC3 - Cortland County Legislature presentation - 6-26-25 (13124 : TC3 2025-2026 Budget



TC3 Fund Balance 2015-2025

Balance as of	Total balance available to BOT
08/31/15	$ 1,287,771.83
08/31/16	$ 1,364,461.36
08/31/17	$ 1,369,461.36
08/31/18	$ 1,222,339.36
08/31/19	$ 887,526.97
08/31/20	$ 754,749.87
08/31/21	$ 770,066.06
08/31/22	$ 4,732,290.78
08/31/23	$ 6,296,691.21
08/31/24	$ 5,536,819.00
08/31/25	$ 4,380,534.21

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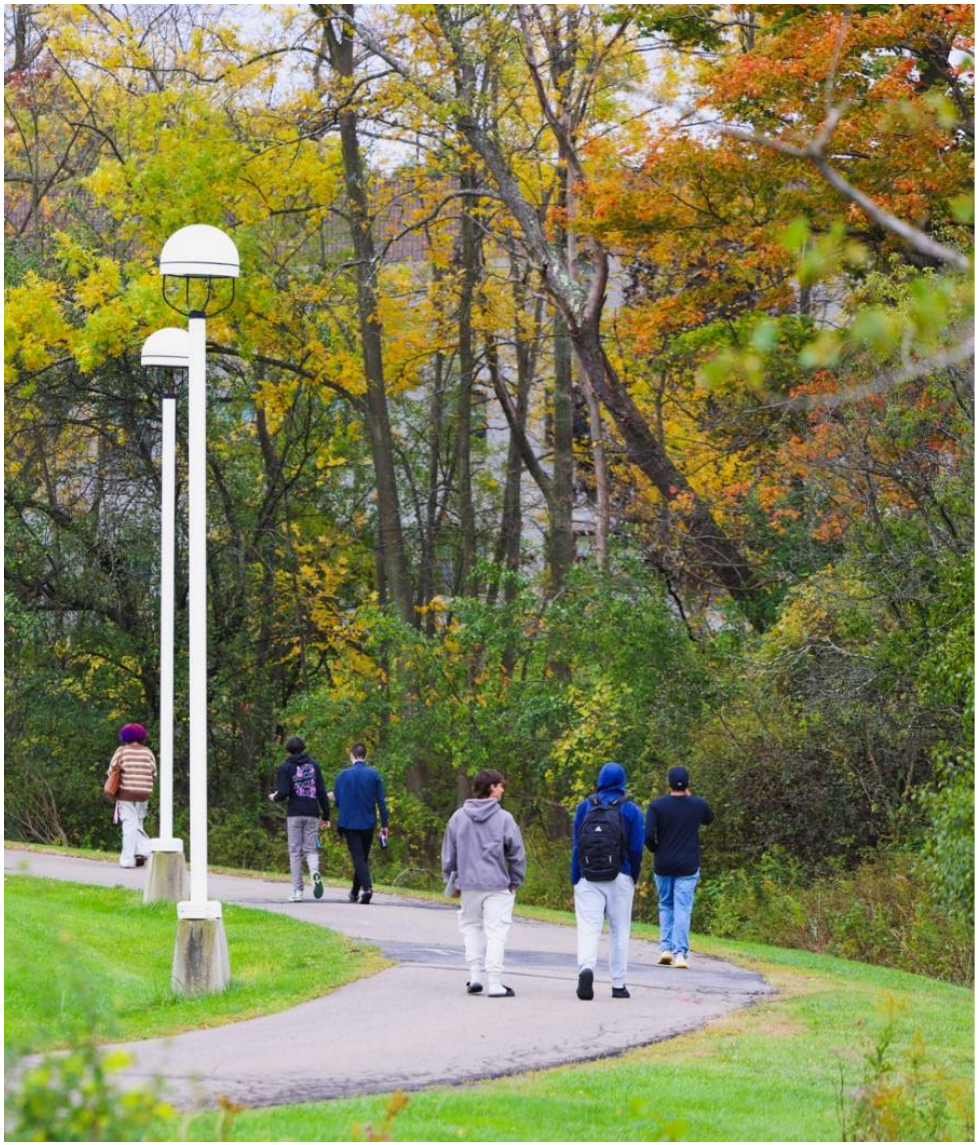
Looking Forward

- Continuing focus on enrollment growth and retention
- Alignment of academic and workforce programs with regional needs
- Strengthening financial position – Expense and Revenue
- Facilities Master Plan – September 2025
- 2025-28 Strategic Plan: *Sustaining a Vibrant Future*



TOMPKINS CORTLAND COMMUNITY COLLEGE

Thank you!



Attachment: TC3 - Cortland County Legislature presentation - 6-26-25 (13124 : TC3 2025-2026 Budget

CORTLAND COUNTY 2025 STATE OF THE COUNTY ADDRESS

PRESENTED BY : KEVIN FITCH
CHAIR OF THE LEGISLATURE

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

CORTLAND COUNTY

Kevin Fitch
Chair, Cortland County Legislature
60 Central Avenue
Cortland, NY 13045

www.cortlandcountyny.gov
kfitch@cortlandcountyny.gov
(607) 753-5048

2025 State of the County Address

Since becoming a county legislator I have seen improvements to our county government and the service we provide to our residents.

What I have also seen is the increases in the costs of the services we are mandated to provide, some funded, some partially funded and also unfunded. Cortland County, along with other counties in New York State, have 42 programs they are mandated to provide. The burdens are on the taxpayers for providing the services that are underfunded and not funded by New York State.

With this Address I am to report on 2024, well I'm not, only with lessons learned. I am going to talk about 2025 and the future of 2026 and beyond.

Budgeting (lessons learned):

First, Cortland County needs to do everything it can in better financial forecasting. It is difficult, but needs to do a better job.

Second, be steadfast in staying within the approved twelve month county budget. Cortland County, last year spent two (2) million dollars above their approved budget. This can't happen anymore.

We are all living in difficult and uncertain times. Counties throughout New York State are starting their 2026 budget season with deficit starting $5 million on up before searching for the pen. Why? Uncertainty on what the State and Federal governments' budgets look like and how much counties will be impacted!

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Uncertainties:

- Unfunded mandated programs
- Percentage of reimbursement from mandating governments
- Increasing county costs for these mandated programs

Certainties:

- Increasing costs of Cortland County operations
- Health care for fulltime and retired employees
- Salary increases
- Premium increases
- Material cost increases
- Fuel cost increases

What Are We Doing About It?

We will no longer make statements like “this is how we have always done it.”

Our new outlook will be “let’s think outside the box” or “how can we keep services, improve services while reducing costs?”

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Cortland County is doing a deep dive in every department's budget making sure we are properly budgeted looking at overages and underfunded. This needs to be done for better forecasting. We are also looking at where we can be more efficient and for cost savings.

We have started this process and found that combining the Highway Department with Buildings and Grounds together, creating our new Department of Public Works, will be an efficiency increase using skillsets of Public Works skilled labor. In time the public will see the cost savings with this legislative move.

We will also be working with every Department head in reviewing services they provide in seeing where changes can be made for improving, reducing costs. We will be looking at government operations that aid every department in doing their jobs that will be cost savings to County and taxpayers like:

- Information Technology (IT)
- Centralized Purchasing
- Vehicle Pool
- Contracting out services

Am I painting a dismal outlook? No, I, along with the Cortland County Legislature, with the help of our skilled department heads, are looking to right the ship. Putting Cortland County in the proper path of future financial stability which will prepare us to weather any future storm in our horizon to lessen any financial burden to our taxpayers.

By working together as a team I have the confidence that Cortland County will succeed in navigating us to calmer waters of prosperity.

As always Cortland County would not be what it is today if not for the residents, its business owners and it leaders!

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(607) 753-5048

My utmost thanks goes out to all of our employees for a job well done in support to the top notch service you all provide. I also say as Chair of the Cortland County Legislature, I am proud of all of the Legislature and their unwavering dedication to Cortland County and their districts. Working together as we do, I see the fruits of our labor!

And a special thank to our Clerk of the Legislature, Savannah Hempstead, for her superb dedication to us and Cortland County! Job well done! Another special thank you to Wendy Canfield for her invaluable assistance during this hiatus of having me as the interim County Administrator. You have my deepest gratitude.

Kevin Fitch, Chair of the Legislature Cortland County

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the

COUNTY CLERK



Brooke Kemak
County Clerk

MARCIA FORD
DEPUTY COUNTY CLERK

TAMMY BARRINGER
DEPUTY COUNTY CLERK

Transitioned Laserfiche from Tompkins County to Cortland County

Began an electronic Records Center

Prepared for office relocation

Worked with Administration, Legal teams and Planning to implement additional Mortgage Ta
for Transportation services purposes

Maintained seamless staffing through 2 vacancies! Immediately filled both

Began a Social Media presence with Facebook

Implemented electronic Process for criminal background checks

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Management of Audit & Financial Projects

Performed audits of claims on approximately $85.2 million in disbursements from the County's significant funds. Disallowed disbursements during the five-year period of 2020-2024 totaled approximately $340,000.00

Completed a review of subrecipient use of ARPA funding for all seventeen awards (totaling $2.4 M) approved by the Legislature

Assisted with the development of formal written consequences for non-compliance with the County's purchasing policy. In addition, recommended key updates to the County's whistleblower protection policy.

Conducted a review of the 2023 Tourism marketing grants and tested claims submitted by recipient agencies.

Performed departmental review procedures with several departments across the County, including the Probation department, Mental Health department, Landfill, and Sheriff's Civil office

Performed testing procedures over a County-Wide sample of overtime pay that included all departments that incur overtime

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

COUNTY ATTORNEY OFFICE

THE COUNTY ATTORNEY IS REQUIRED BY COUNTY LAW §501 AND SERVES AS THE LEGAL ADVISOR TO THE COUNTY LEGISLATURE AND EVERY OFFICER WHOSE COMPENSATION IS PAID FROM COUNTY FUNDS IN ALL MATTERS INVOLVING AN OFFICIAL ACT OF A CIVIL NATURE. AS SUCH, THE COUNTY ATTORNEY'S OFFICE PROSECUTES OR DEFENDS IN ALL CIVIL ACTIONS/PROCEEDINGS BROUGHT BY OR AGAINST CORTLAND COUNTY, THE LEGISLATURE OR ITS OFFICERS.



IN ADDITION, THE COUNTY ATTORNEY'S OFFICE:

-PREPARES CONTRACTS, LOCAL LAWS, RESOLUTIONS, AND LEGAL OPINIONS FOR THE LEGISLATURE AND ALL DEPARTMENTS OF THE COUNTY
(364 CONTRACTS IN 2024)

-PROSECUTES PINS, JD, AND VIOLATIONS OF PROBATION RELATIVE TO ORDERS OF SUPPORT IN FAMILY COURT CASES
(28 JD, 7 PINS, & 3 SUPPORT VIOLATIONS IN 2024)

-WORKS WITH THE CORTLAND COUNTY SHERIFF ON EXTREME RISK PROTECTION ORDER (ERPO/RED FLAG LAW) APPLICATIONS, HABEAS CORPUS APPLICATIONS, AND RETURN OF FIREARMS PETITIONS
(8 HABEAS CORPUS, 5 ERPO, & 2 RETURN OF FIREARMS IN 2024)

-IS AN ACTIVE MEMBER OF THE MULTI-DISCIPLINARY TEAM (MDT) WHICH ALLOWS OUR OFFICE TO TAKE PART IN DISCUSSIONS WITH OTHER TEAM MEMBERS SUCH AS THE CAC, LAW ENFORCEMENT, PROBATION, DSS, AND MENTAL HEALTH PROFESSIONALS CONCERNING FAMILIES WHO MAY END UP WITH INVOLVEMENT IN THE FAMILY COURT SYSTEM. ULTIMATELY, THIS ALLOWS OUR OFFICE TO BE PART OF THE SOLUTION AND SAFEGUARD THE COMMUNITY BEFORE FAMILY COURT INVOLVEMENT TAKES PLACE.

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)



VICTORIA J. MONTY, ESQ.
COUNTY ATTORNEY



NICOLE COMPTON
PROMOTED TO
PARALEGAL AND
THEN TO EXECUTIVE
ASSISTANT IN 2024





JERI DUVALL, ESQ.
PROMOTED TO FULL
TIME CHIEF
ASSISTANT COUNTY
ATTORNEY IN 2024

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

SAFETY DIRECTOR

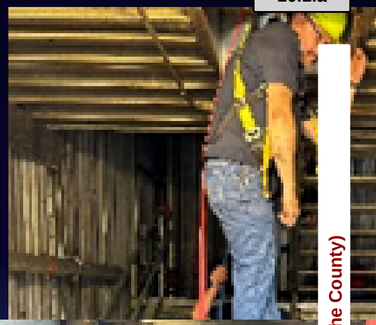
In 2024 the position of the Safety Director was relocated back to the County Attorney's Office and we welcomed Jason DeRaiche to the County.

Since joining the office in June, Jason has strengthened confined space training, increased park safety, regenerated interest and participation in quarterly workplace violence committee meetings, improved incident and accident reporting procedures to include follow up and future risk assessment and introduced many other safety related training and initiatives county -wide. We are pleased to have Jason on our team and anticipate his presence will continue to promote the enhancement of safety procedures throughout the county.



JASON DERAICHE
SAFETY DIRECTOR









Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Board of Elections



2024 ELECTIONS ADMINISTERED:

- PRESIDENTIAL PRIMARY IN APRIL
- 4 SCHOOL DISTRICTS IN MAY
- GONGRESSIONAL PRIMAY IN JUNE
- GENERAL PRESIDENTIAL ELECTION AND
  19 OTHER ELECTED POSITIONS ALONG WITH
  4 PROPOSITIONS AND 2 VILLAGE ELECTIONS IN NOVEMBER

IMPLEMENTED ON DEMAND BALLOT PRINTERS IN ALL OF THE VOTE CENTERS. BY USING THESE PRINTERS TO PRINT A BALLOT FOR EACH VOTER, IT ELIMINATES THE NEED TO HAVE LARGE QUANTITIES OF PRE-PRINTED BALLOTS THAT GO UNUSED, THUS CREATING A LARGE COST SAVINGS.

IMPLEMENTED A COUNTY WIDE VOTE CENTER AT THE BOARD OF ELECTIONS WHERE ANY VOTER IN THE COUNTY COULD COME TO ONE LOCATION AND VOTE INSTEAD OF HAVING TO GO TO A SPECIFIC ASSIGNED POLLING PLACE.

APPLIED FOR AND RECEIVED ONE GRANT IN THE AMOUNT OF $50,000.00 FOR CENTER FOR TECH AND CIVIC LIFE

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Information Technology





Successfully changed Email carriers
Jack Hess Retired!

Maintains the following External Agencies:

- SUNY Cortland
- Homer PD & FD
- Cortland PD & FD
- NYS Police
- MAVAC
- TLC
- Town & Village Assessors
- Soil & Water
- Town of Cortlandville
- Town of Freetown
- NYS DMV
- NYS Board of Elections

What we do:

- Provide desktop support to all County Agencies
- Camera and Security Systems
- Prepare all computers and devices for departments
- Mailing and print services county wide
- Continuous monitoring of the security of the County
- Telecommunications support maintenance
- Maintain and enhance application programs for various departments to provide accurate and timely reports

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Trisha Hiemstra, PE
Director of Planning



Jessica Leet
Executive Administrative Assistant



Mission

The County Planning Department serves the community, agencies and local governments through planning, strategic partnerships, and community-driven solutions. We aim to ensure that the County's resources enhance the quality of life for all by guiding development, land use, and community design in an effective and equitable manner that also protects our natural environment.

Melissa Potter
Mobility Manager



Planning DEPARTMENT

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

STRATEGIC DEVELOPMENT PLAN ELEVATE CORTLAND

ELEVATE CORTLAND

COUNTY STRATEGIC DEVELOPMENT PLAN

IN 2024, THE PLANNING DEPARTMENT LED THE DEVELOPMENT OF ELEVATE CORTLAND, THE COUNTY'S STRATEGIC DEVELOPMENT PLAN. THE COMPREHENSIVE 77-PAGE PLAN WAS OFFICIALLY ADOPTED IN DECEMBER 2024 AND INCLUDES AN EXECUTIVE SUMMARY, FOUR KEY FOCUS AREAS, AND A CONCLUSION. IT IS SUPPORTED BY APPENDICES A–F, WHICH PROVIDE DETAILED BACKGROUND DATA, MAPS, AND SUPPORTING RESEARCH.

THE PLANNING PROCESS PRIORITIZED PUBLIC ENGAGEMENT THROUGH COMMUNITY MEETINGS, TARGETED FOCUS GROUPS, AND A COUNTY-WIDE COMMUNITY SUMMIT, WHICH WAS WELL ATTENDED AND INSTRUMENTAL IN SHAPING THE PLAN'S DIRECTION. THE RESULTIS A COMMUNITY-DRIVEN ROAD MAP DESIGNED TO GUIDE CORTLAND COUNTY'S GROWTH, RESILIENCE, AND COLLABORATION OVER THE COMING YEARS.

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

MOBILITY & TRANSPORTATION

transdev
the mobility company

centro

DEVELOPED AND RELEASED A REQUEST FOR PROPOSALS (RFP) FOR OPERATIONS AND MAINTENANCE OF THE PUBLIC TRANSIT SYSTEM.
THE RESPONSES REVEALED PROJECTED COSTS NEARLY $1 MILLION OVER CURRENT STATE AND FEDERAL FUNDING LEVELS, PROMPTING ONGOING DISCUSSIONS ABOUT SERVICE DELIVERY AND SYSTEM EFFICIENCY.

AFTER EVALUATING SERVICE NEEDS AND LONG-TERM SUSTAINABILITY, THE DEPARTMENT INITIATED THE TRANSITION FROM TRANSDEV TO THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY (CENTRO).

THIS CHANGE IS DESIGNED TO PRESERVE AND ENHANCE ACCESS TO AFFORDABLE PUBLIC TRANSPORTATION, WITH CENTRO OF CORTLAND LLC SET TO ASSUME FULL OPERATION ON MARCH 31, 2025

IN ADDITION, MOBILITY MANAGEMENT APPLIED FOR AND WAS AWARDED A NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER (NADTC) PLANNING GRANT, FOCUSED ON IDENTIFYING TRANSPORTATION CHALLENGES AND GAPS IN ACCESS FOR OLDER ADULTS, INDIVIDUALS WITH DISABILITIES, AND THEIR FAMILIES AND CAREGIVERS.

nadtc
National Aging and Disability Transportation Center

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)



MORGAN SPAULDING
GRANTS ADMINISTRATOR



Hank Day
Land Use Planner



Chris Jankus
GIS Planner

In 2024, Cortland County hired its first-ever full-time Grant Administrator, marking a significant step forward in strengthening the County's capacity to pursue and manage funding.

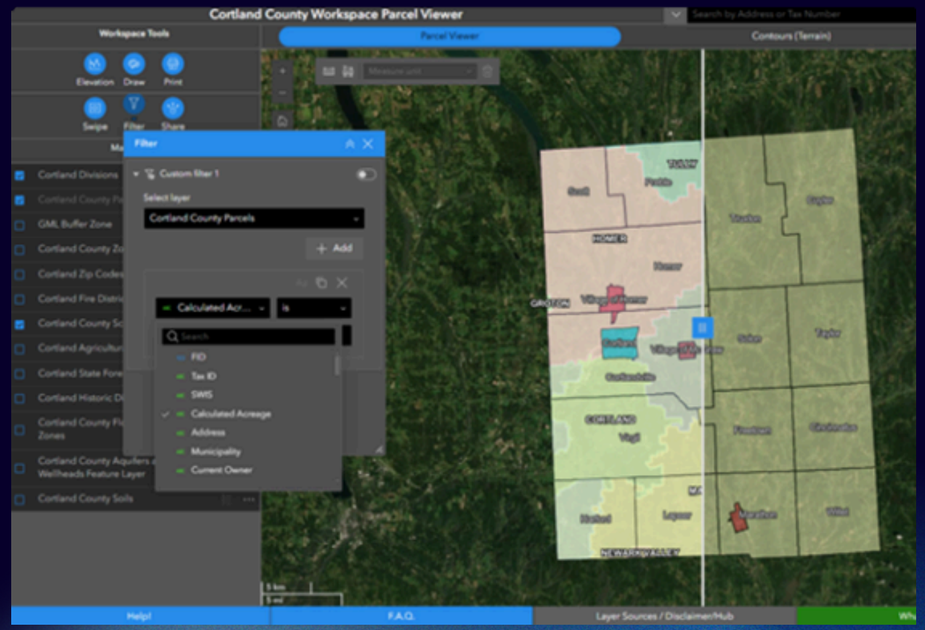




Laura Herrling
GIS Planner

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

GEOGRAPHIC INFORMATION SYSTEMS (GIS)



GEOGRAPHIC INFORMATION SYSTEMS (GIS)SERVICES TO BETTER SUPPORT MUNICIPAL DECISION-MAKING, PLANNING, EMERGENCY RESPONSE, AND PUBLIC ENGAGEMENT. GIS HAS BECOME AN INCREASINGLY ESSENTIAL TOOL FOR LOCAL GOVERNMENTS, OFFERING REAL-TIME ACCESS TO GEOGRAPHIC DATA THAT HELPS STREAMLINE OPERATIONS, INCREASE TRANSPARENCY, AND INFORM POLICY.

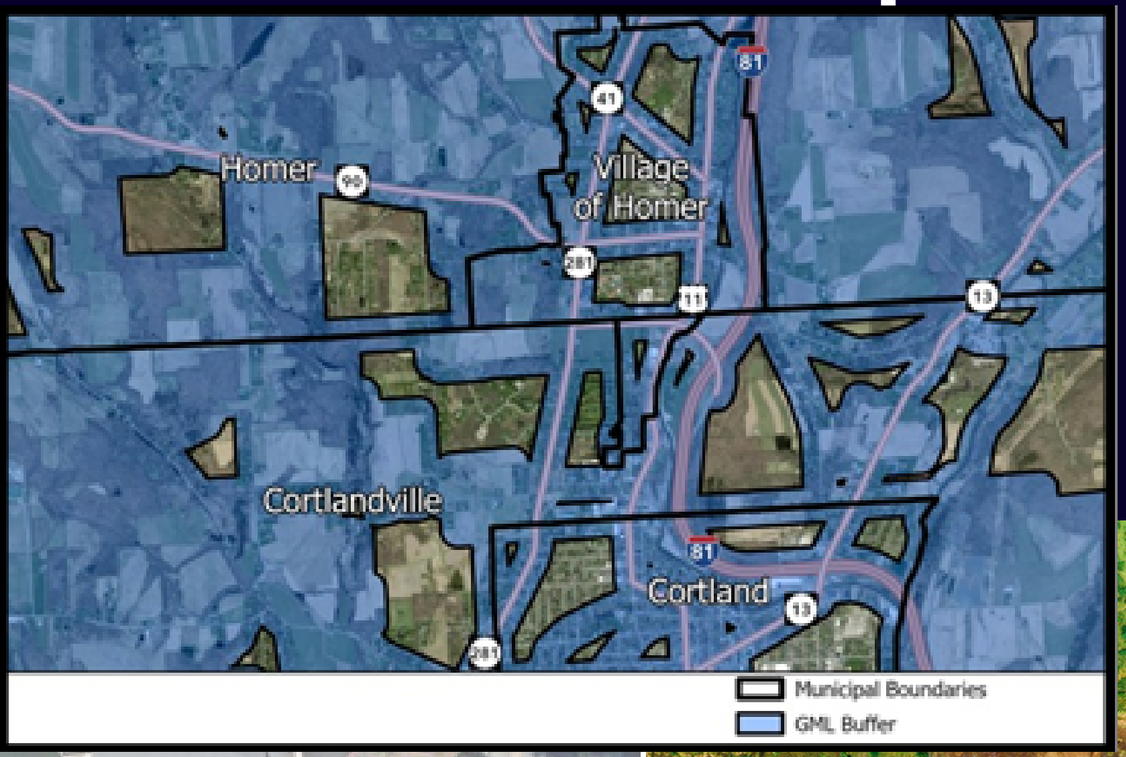
THIS YEAR, THE DEPARTMENT DEVELOPED AND UPDATEDA SUITE OF INTERACTIVE WEB-BASED MAPS AND APPLICATIONS, INCLUDING PLOWROUTE MAPS, DOWNTOWN PARKING MAPS, CONSERVATION EASEMENT OVERLAYS, AND MODERNIZED ADDRESS ASSIGNMENT TOOLS.

THESE TOOLS ARE WIDELY USED BY COUNTY STAFF, MUNICIPALITIES, EMERGENCY SERVICES, DEVELOPERS, AND RESIDENTS, REFLECTING THE GROWING DEMAND FOR USER-FRIENDLY, ACCESSIBLE GIS SOLUTIONS ACROSS THE REGION.

Application	Total Views
Cortland County GIS Portal	11,360
Cortland Parcel Viewer Instant App	10,765
Cortland County Workspace Parcel Viewer	3,055
Cortland County 911 and Postal Addressing	350

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

General Municipal Law(GML) Reviews



IN 2024, THE PLANNING DEPARTMENT CONDUCTED OVER 130 GML 239 REVIEWS, ENSURING CONSISTENCY IN LAND USE PLANNING, ENVIRONMENTAL PROTECTION, AND INTERMUNICIPAL COORDINATION ACROSS CORTLAND COUNTY.

PROJECTS RANGED FROMSITE PLANS AND SUBDIVISIONS TO SPECIAL PERMITS, ZONING AMENDMENTS, AND LOCAL LAWS. MINOR ACTIONS WERE RETURNED TO MUNICIPALITIES FOR LOCAL DETERMINATION, SUPPORTING HOME RULE AUTHORITY.





NOTABLE REVIEWS INCLUDED CANNABIS RETAIL ZONING UPDATES, LARGE-SCALE SOLAR PROJECTS, SENIOR HOUSING DEVELOPMENTS, AND EV INFRASTRUCTURE—ALONGSIDE COMPREHENSIVE PLAN AND CODE UPDATES—REFLECTING THE COUNTY'S GROWING FOCUS ON SUSTAINABILITY, HOUSING, AND RESPONSIBLE DEVELOPMENT.

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Mental Health

IN 2024, OUR LONGSTANDING MEDICAL DIRECTOR RETIRED AND WE WELCOMED DR. SOYNA GULHATI BACK TO BE THE DEPARTMENT'S MEDICAL DIRECTOR. WE ALSO WELCOMED 5 COLLEGE LEVEL INTERNS INTO OUR DEPARTMENT TO SUPPORT THE CLINICAL CARE AND SINGLE POINT OF ACCESS (SPOA) SERVICES WITHIN OUR COMMUNITY. IN ADDITION, THE COUNTY NAMED A NEW DIRECTOR OF COMMUNITY SERVICES FOR THE MENTAL HEALTH DEPARTMENT, PATRICIA SCHAAP.



2024 Statistics



- Family Support Services: 65 unduplicated individuals serve
- Horizon House Day Treatment: 4 unduplicated individuals serve
- Clinic: 1,130 total clients served
  - 18,576 Total Sessions for the Mental Health Clinic
  - 6,292 were completed through telehealth options
  - 488 new admissions/ 468 discharges

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Specialized Training

The Mental Health Department, in partnership with the NYS Suicide Prevention Center and Guthrie Cortland Medical Center, participated in comprehensive training on the Pillars of Postvention. All staff were trained to enhance their ability to respond effectively to postvention efforts, ensuring a compassionate and informed approach to supporting individuals and communities impacted by suicide. These trainings have strengthened the Department's preparedness and commitment to providing critical postvention support.



The Department's nurses provided 29 comprehensive Narcan trainings to staff both within the Mental Health Department and across the county and handed out 49 kits. To support overdose prevention efforts, Narcan is available at no cost to both staff and community members, reinforcing our commitment to public health and safety.

Four clinicians from the Mental Health Department recently completed training in Eye Movement Desensitization and Reprocessing (EMDR), bringing the total number of trained clinicians in the county to six. This expansion enhances our capacity to provide evidence-based trauma treatment, further supporting the mental health needs of our community.

Four clinicians from the Mental Health Department recently completed training in Dialectical Behavior Therapy (DBT), strengthening our ability to provide effective, evidence-based treatment for individuals struggling with emotional regulation, distress tolerance, and interpersonal challenges.

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

SEVEN VALLEY HEALTH COALITION

TO ASSISTS IN PAYING FOR 211 CORTLAND AND THE CRISIS INTERVENTION TRAINING PROGRAM.

JM MURRAY CENTER

TO SUPPORT EMPLOYMENT AND PSYCHOSOCIAL REHABILITATION SERVICES.

MENTAL HEALTH ASSOCIATION (MHA)

THIS SUPPORTS MENTAL HEALTH EDUCATION WITHIN THE COMMUNITY

CONTACT COMMUNITY SERVICES

SUPPORTS 988 CRISIS INTERVENTION FOR THE COMMUNITY.

CATHOLIC CHARITIES OF CORTLAND COUNTY

THIS ASSISTS NON-MEDICAID FUNDED PROGRAMS THAT SUPPORT POSITIVE OUTCOMES.

STATE AID CONTRACTS:

OUR DEPARTMENT PROVIDED STATE AID FUNDING TO 10 LOCAL AGENCIES TO SUPPORT PROGRAMING, EDUCATION, AND CRISIS RESPONSE WITHIN THE COMMUNITY.

CLEAR PATH FOR VETERANS

THIS ASSISTS DWYER PEER TO PEER PROGRAM FOR THE CORTLAND COMMUNITY

FAMILY AND CHILDREN'S COUNSELING SERVICES

THISY SUPPORTS THE CLINIC BASED MENTAL HEALTH SERVICES, SCHOOL-BASED SERVICES AND ADDICTION COUNSELING.

RACKER

THIS SUPPORTS THE YOUTH DAY TREATMENT PROGRAM.

GUTHRIE CORTLAND MEDICAL CENTER

THIS ASSISTS MENTAL HEALTH EVALUATION SERVICES IN THE COUNTY JAIL AFTER NORMAL BUSINESS HOURS.

SPRINGBROOK INC.

THIS SUPPORTS INTEGRATED SUPPORTED EMPLOYMENT PROGRAMS.

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)



IN PARTNERSHIP WITH MANY LOCAL AGENCIES, CORTLAND COUNTY MENTAL HEALTH DEPARTMENT TOOK LEAD WITH THE COMMUNITY MENTAL HEALTH AWARENESS WALK. IN 2024, THERE WERE OVER 300 PARTICIPANTS IN ATTENDANCE.



2024 WAS A BIG YEAR FOR SPEAK UP (SUICIDE PREVENTION EDUCATION, AWARENESS, KNOWLEDGE UNDERSTANDING AND PERSEVERANCE) CORTLAND: CORTLAND'S SUICIDE PREVENTION COALITION. THEY CONTINUE TO RAISE AWARENESS FOR SUICIDE PREVENTION AND, IN PARTNERSHIP WITH CORTLAND CITY POLICE AND THE VETERANS ASSOCIATION, WERE ABLE TO PROVIDE FREE GUN LOCKS, MEDICATION LOCK BOXES AND PILL ORGANIZERS TO INDIVIDUALS IN NEED. SPEAK UP ALSO PARTNERED WITH MOLLY REAGAN, A LOCAL ARTIST, TO CREATE A MURAL ON A BASKETBALL COURT AT SMITH ELEMENTARY SCHOOL IN CORTLAND.

988
SUICIDE
& CRISIS
LIFELINE

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

DEPARTMENT OF SOCIAL SERVICES

Organized community meetings regarding homeless and housing needs with private and public agency partners. This group is becoming an on-going coalition to achieve set goals.

MANAGED THE EMERGENCY HOUSING NEEDS OF OVER 450 CASES PRESENTING AS HOMELESS TO THE DEPARTMENT. A HIGHLIGHT IN THIS AREA WAS THE CREATION OF A HOMELESS HOUSING TEAM TO ENHANCE SERVICE COORDINATION FOR THOSE PLACED IN MOTELS.

PROVIDED CODE BLUE WARMING CENTER SERVICES TO 230 INDIVIDUALS (NOV. 2024 – MAR. 10, 2025)

THE CHILD CARE ASSISTANCE PROGRAM (CCAP), WHICH PROVIDES DAYCARE FUNDING TO ELIGIBLE FAMILIES, INCREASED 34% IN THE PAST YEAR WITH OVER 205 CASES/MONTH BEING SERVED DUE TO NYS EXPANSION OF INCOME ELIGIBILITY GUIDELINES.

AUTHORIZED DISBURSEMENTS OF $4.4 MILLION IN CHILD SUPPORT PAYMENTS TO CUSTODIAL PARENTS.

ENHANCED OUR FAMILY PREVENTIVE SERVICES SPECTRUM TO HELP FAMILIES AVOID OUT OF HOME PLACEMENTS OF THEIR CHILDREN. SPECIFICALLY, TWO EVIDENCE BASED SERVICES WERE ADDED UNDER CONTRACT. ONE CALLED SAFE CARE IS AN INTENSIVE IN-HOME PARENTING PROGRAM FOR FAMILIES WITH YOUNG CHILDREN WHO ARE AT HIGH RISK OF ABUSE OR NEGLECT. THE OTHER IS CALLED FUNCTIONAL FAMILY THERAPY FOR FAMILIES WITH CHILDREN UP TO 18 YEARS OLD WHO ARE AT RISK DUE TO BEHAVIORAL OR MENTAL HEALTH CONCERNS.

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

THIRTY-NINE CHILDREN LEFT FOSTER CARE TO RETURN TO PARENTS, RESIDE WITH ANOTHER FAMILY MEMBER, OR TO BE ADOPTED.





·OF THE 67 CHILDREN IN FAMILY FOSTER HOMES, ONE THIRD WERE IN HOMES OF RELATIVES WHO BECAME CERTIFIED TO CARE FOR THEM.

·INVESTIGATED 980 CHILD PROTECTIVE SERVICES REPORTS AND 57 ADULT PROTECTIVE REPORTS.

·DESPITE EXPERIENCING INCREASING EXPENDITURES RELATED TO MANDATED PROGRAM BENEFIT AND CARE COSTS, ENDED THE YEAR ON TARGET WITH BUDGETED COUNTY EXPENSES.

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Personnel/ Civil Service

- Corrections Unit labor contract was negotiated and ratified
- Data clean up in current Personnel/Civil Service software system to allow for a smooth transition to the new Personnel/ Civil Service software system in 2025
- Continued review of Personnel related policies for compliance' implemented many policy changes after complaince review





- Ongoing cross training for current and new employees in our department
- Continued analysis of health insurance plans
- Many operational changes in payroll processing, including training new Payroll Coordinator

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Child Advocacy Center

2024 Highlights











Supported 171 children and families experiencing victimization abuse.

RECEIVED SPECIALIZED FUNDING THAT ALLOWED MULTIDISCIPLINARY MEMBERS TO ATTEND THE CHILD SAFETY SUMMIT

CONTRACTED WITH JOSIES JOURNEY TO ALLOW FOR LUNA, A THERAPY DOG, TO PROVIDE COMFORT TO CHILDREN DURING FORENSIC INTERVIEWS AND WHEN TESTIFYING

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Public Health

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

- The Tobacco Free Zone program of Cortland, Tompkins & Chenango Counties (an Advancing Tobacco-Free Communities grant funded through the New York State Department of Health's Bureau of Tobacco Control) uses evidence-based, policy-driven, and community-level strategies to alleviate the health, social and economic 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, program highlights included:
  - Engaging with City of Cortland lawmakers to adopt a local tobacco retail license law that requires businesses that sell tobacco within the City, to have a City license. The law caps the number of places that can sell tobacco, and prevents new sales within 1000' of youth-related venues & within 1000' of another tobacco retailer. The law plays a significant role in reducing youth use and helps those wanting to quit.
  - Collaborated with the Homer Recreation Department, WXHC, Chenango Health Network, Cortland County & City Youth Bureaus, Cortland County Legislature, Senator Lea Webb, Assemblymember Anna Kelles, Homer, Cortland, Norwich, Sherburne School Districts to recognize the advocacy efforts of our Reality Check teens, and giving them a platform to share information related to tobacco industry marketing practices and urge others to take action in meaningful ways to reduce the harmful impact of commercial tobacco use.
  - Increased the number of tobacco-free outdoor policies at highly-visible, and well-known worksite establishments within our catchment area, including Purity Ice Cream, Downtown Bainbridge businesses, TCAT leaders also worked with us to heighten awareness and boost compliance of its smoke-free policy for its bus stops.
  - Launched the *Keep Your Focus, Not Your Fix* anti-vape campaign in Tompkins County, aimed at young people to raise awareness of the impact vaping has on quality of life. The campaign sparked more than 700 hits to the local Reality Check Instagram page, which in turn, generated additional followers.











Public Health
Prevent. Promote. Protect.

Accredited Health Department · PHAB · Advancing Public Health Performance · Public Health Accreditation Board

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

PUBLIC HEALTH

Cortland County Youth Bureau

In 2024, the Cortland County Health Department/ Youth Bureau funded 15 local organizations to enhance initiatives that benefit young people. The Cortland County Youth Bureau supports and partially funds programs and initiatives that enable youth to build on their strengths. It supports programs that provide opportunities for youth to gain important life skills and core competencies, and that allow youth to have meaningful roles in their communities. Youth development initiatives benefit young people in their homes and neighborhoods, in schools, as well as in foster care and residential treatment. The goal is for all Cortland County Youth to reach their full potential and become healthy, productive adults.

- $68,687 Youth Development – 11 agencies funded
- $23,440 Youth Sports and Education- Six agencies funded
- $21,231 Youth Team Sports – Seven agencies funded
- $10,344 Youth Sports and Recreation Infrastructure- One agency funded

Twenty-five youth programs were funded in 2024 through Youth Bureau (OCFS) funding.

CCHD Workforce Development Initiatives Continue

In 2023, CCHD staff established the 3Cheers! Committee with the goal of strengthening employee morale and workforce culture through appreciation, recognition, and engagement. The committee is funded until 2027 through the CDC's Public Health Infrastructure Grant (PHIG Grant).

3Cheers! Committee goals align directly to:

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

We look forward to continuing our mission in 2025!

Public Health
Prevent. Promote. Protect.

PHAB Advancing Public Health Performance
Accredited Health Department
Public Health Accreditation Board







Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Public Health

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 local 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 2024, 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 .5 FTE Public Health Fellow to maintain staff support for the program until July 2026.



Public Health

Accredited Health Department
PHAB
Advancing Public Health Performance

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)







ACTIVELY MAINTAINING AND CREATING RELATIONSHIPS WITH SCHOOLS TO PROVIDE AWARENESS OF SERVICES AND PROGRAMS TO HELP YOUTH TRANSITION INTO THE WORKFORCE THROUGH EMPLOYMENT OR POST-SECONDARY EDUCATION OPPORTUNITIES

IN PARTNERSHIP WITH THE CORTLAND COUNTY GRANT ADMIN OFFICE, CORTLAND COUNTY STREET BEATERS, AND SUNY CORTLAND, WE HOSTED THE 2024 HIGH SCHOOL OPPORTUNITY FAIR, WHICH WAS ATTENDED BY DIFFERENT SCHOOL DISTRICTS WHO BROUGHT APPROXIMATELY 350 STUDENTS TO VISIT WITH 66 EMPLOYERS FROM ACROSS THE CNY REGION.

CAYUGA • CORTLAND WDB

Cortland Works! Career Center

22 FUNDED IN HIGH DEMAND OCCUPATIONS ON ON-THE-JOB TRAININGS

SUMMER YOUTH EMPLOYMENT PROGRAM: 56 YOUTH, 24 WORK SITES





In November 2024, hosted a Round Table Discussion about the Registered Apprenticeship Program with the NYS Department of Labor Commissioner, Roberta Reardon, as well as Melissa Johnston from the Apprenticeship Unit and some of our local manufacturing business owners.

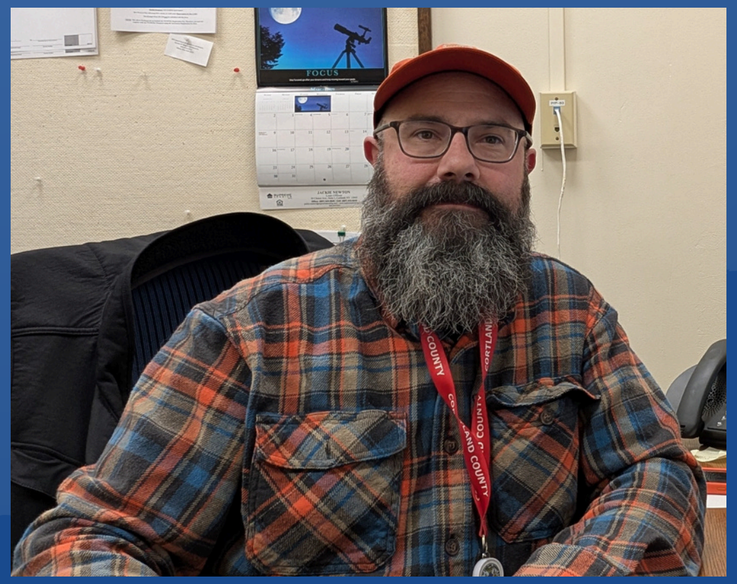
IN MARCH OF 2024, I-SPICE OPENED, LOOKING TO HIRE 300 PEOPLE

AS OF TODAY, THEY HAVE APPROXIMATELY 140 PEOPLE EMPLOYED ON THE COMPLETED PRODUCTION LINES

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Department of Weights & Measures

In October of 2024, Chris Holl, was appointed as the Temporary Director of Weights and Measures. Chris's appointment came as part of a decision by the Cortland County Legislature and current Director of Weights and Measures, Wes Foley, to maintain the integrity and efficiency of the Weights and Measures Department. Beginning in January 2025, Chris became the Director of Weights and Measures





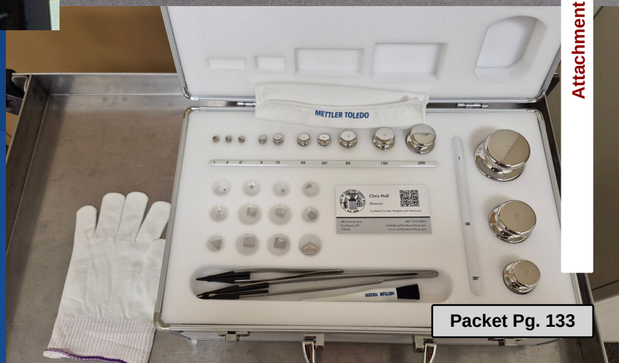
PERFORM PETROLEUM SAMPLING AND DO INVESTIGATION AT THE RETAIL LEVEL FOR THE NEW YORK STATE PETROLEUM QUALITY PROGRAM. (FUNDED BY NEW YORK STATE)







INSPECT AND OR TEST ALL COMMERCIALLY USED WEIGHING AND MEASURING DEVICES AND SYSTEMS AT LEAST ONCE A YEAR.



Perform test buys and do investigations to ensure proper business practices involving transactions based on weight, measure, or count

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)



Veterans Services

2024 in Review

WE MADE MONTHLY VAN TRIPS UP TO CLEAR PATH FOR VETERANS FOR LUNCH BRINGING UP 8-10 VETERANS EACH TRIP

WE HELD 6 CANTEENS (LUNCHES) AT VARIOUS LEGIONS IN CORTLAND COUNTY SERVING 60 80 VETERANS AND THEIR FAMILIES AT EACH OF THEM.

HELD A FAMILY DAY AT THE COUNTRY MUSIC PARK SERVING 90 VETERANS AND THEIR FAMILIES.

WE TOOK 25 VETERANS TO EACH OF THE TWO HOCKEY GAMES IN BINGHAMTON HELD A FLY FISHING CLASS FOR VETERANS AT YAMAN PARK

TOOK 20 VETERANS AND THEIR FAMILIES TO FT. STANWIX IN ROME NY WITH LUNCH

TABLED AT THE CORTLAND AMERICAN LEGION'S VETERANS RESOURCE FAIR AND AT SENATOR LEA WEBB'S VETERANS FAIR

HELD TWO MOVIE NIGHTS AT THE CORTLAND MOVIE THEATER FOR VETERANS AND THEIR FAMILIES.

HELD 3 PROFESSIONAL DEVELOPMENT TRAININGS FOR VETERANS GOING OVER, DISABILITY CLAIMS, TAXES STATE AND FEDERAL DISCOUNTS AND HELPE VETERANS WITH COMPUTER LOGINS FOR THEIR GOVERNMENT ACCOUNTS.

SERVED VETERANS ON A DAILY BASIS FILING CLAIMS FOR HEALTH BENEFITS, SURVIVORS PENSION, AND VETERAN DISABILITY COMPENSATION, AND ANSWERING GENERAL QUESTIONS ABOUT VETERAN BENEFITS.

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Highway Department



- 22.45 Miles of County Roads Resurfaced
- 36 Miles of road preserved
- Replaced large box culvert on Landers Corners Rd
- Replaced bridge deck on Michigan Hill Rd.
- Installed 900 linear feet of culvert pipe
- Removed and replaced concrete loading dock at Tompkins Cortland Community
- Partnered with Cortland County Soil and Water to install Stream Bank Stabilization

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Division of Solid Waste

Scale house processed 1,846 Residential Permits and 179 Business-Commercial permits.

Accepted 31,101.35 tons of Mixed Solid Waste.



Accepted 5,279.43 tons of wastewater sludge from the City of Cortland Wastewater Treatment Plant.

Hauled 11,820,500 gallons of leachate to the wastewater treatment plant.

Installed a Gas Collection System that burns off harmful methane gases.

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)



Probation Department

WON THE 2024

HOLIDAY CUP



317 Criminal Court Investigations/Reports Completed

31 PINS intakes (lowest in 6 years)
43 JD intakes

4304 hours of Community Service ordered



Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Real Property Tax Services



- Maintained and updated 506 tax maps that depicts the boundaries of 23,050 parcels.
- Created 65 new parcels and 10 new neighborhood subdivisions in 2024.
- Printed 1,548 tax maps for local assessor’s offices and the general public.
- Processed & Printed 34,027 tax bills (towns/county/schools/villages).
- Processed 1,450 deeds which is the second highest year in the history of our office.



- Generated $41,823.05 in revenue.
- Created 675 Sales Cards for local real estate agencies.
- Produced Assessor’s Annual Reports (AAR).
- Assisted the City of Cortland in a revaluation of 5,005 city parcels.
- Trained 16 individuals, from 13 municipalities, for Board of Assessment Review.
- Trained a new Assessor for the town of Cortlandvill

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Office for Aging



Held their 1st Spring Artisan & Craft Fair in April 2024. Over 40 vendors sold locally crafted items to raise funds for the CCOFA Food Pantry.





Elder Abuse Awareness Month June 2024



The 2024 Senior Picnic in August was a huge success! Live performances, INCLUDING ELVIS, a Chicken BBQ dinner and many great games with over 300 older adults in attendance.

MEALS on WHEELS AMERICA
2025 MEMBER

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Department of Emergency Response & Communications

20,966 incoming 911 calls
91,887 calls for service
78,427 seven digit calls

Moved into 22 West Court Street



CORTLAND COUNTY
12
N.Y.
DOERC
1808



Held two Firefighter training Series resulting in 45 new interior ready volunteer Firefighters!

6 dispatchers honored for their lifesaving efforts

487 hours of Fire Service Trainings with 218 students

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

County Administration



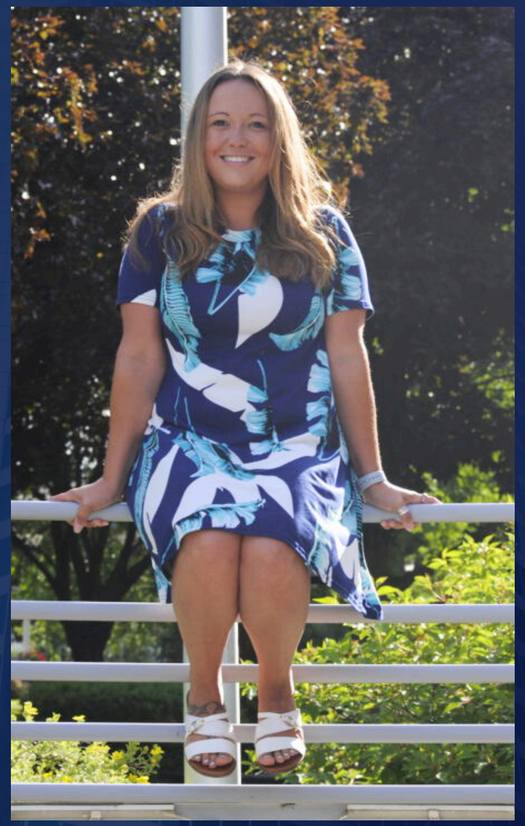
- Developed the 2025 operating budgets.
- Updated/established policies within the Administrative Policy Manual.
- Oversight of the County Wide Workers' Compensation Plan with PERMA.
- Renewed the County's insurance policies with NYMIR and Skyward Specialty Insurance.
- Administered contracts
- Negotiated the Corrections contract.
- Capital project oversight of the Courthouse and Mental Health building.
- Oversight of the Strategic Plan.

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Clerk of the Legislature

<u>Prepared and Completed</u>
113 Full Committee Meetings, Legislative Sessions, Special Committee Meetings, 2 Municipal Round Table Meetings and 1 Town Hall Meeting

Processed and closed
113 FOIL Requests



Savannah Hempstead, CLBC
Clerk of the Legislature

Ashley Millard
Deputy Clerk of the Legislature



Processed the Adoption of 272 Resolutions and 7 Local Laws

Implemented a
PAPERLESS
Legislature

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)







Clerk of the Legislature/Public Information Officer

The Clerk of the Legislature also serves as Cortland County's Public Information Officer, acting as the central hub for public communication on behalf of the County and its Legislature. This role includes:

- Coordinating and leading press conferences on key County matters
- Drafting and distributing official press releases and public statements
- Managing all legislative social media content and community updates
- Publishing legal notices and public hearing announcements
- Ensuring transparent, timely, and accessible communication to residents, media, and stakeholders

Through these efforts, the Clerk promotes government transparency, strengthens public trust, and keeps the community informed and engaged.

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)







The Courthouse Steps dedication ceremony





Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

2024 SPRING NYSAC CONFERENCE







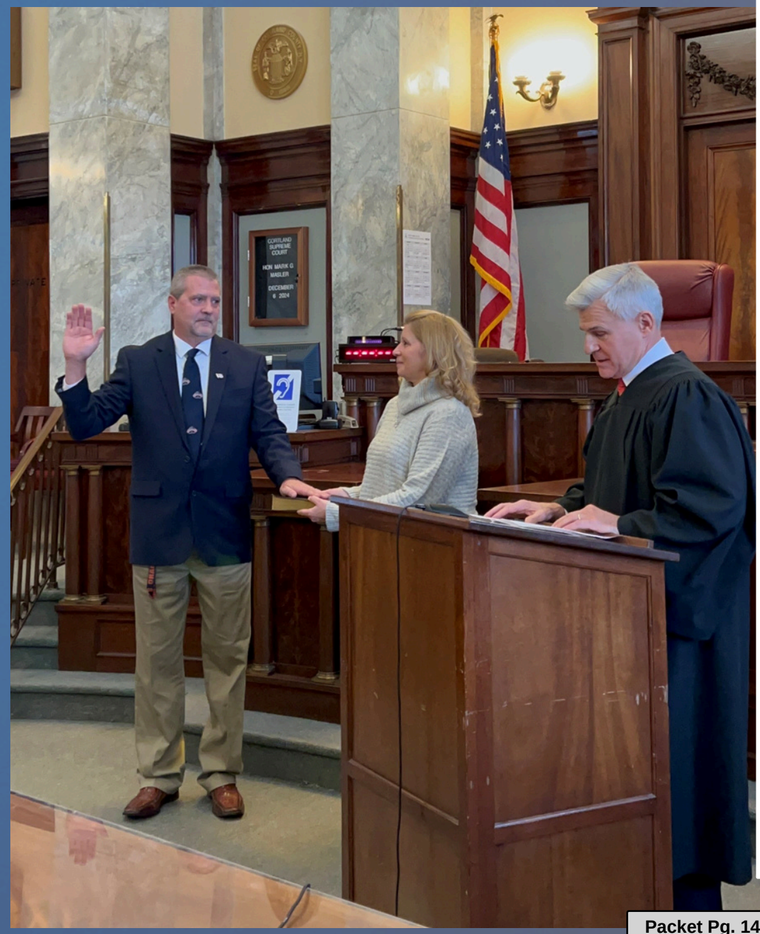
Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)



Kris Valentine Behnke

In June, Legislator Susan Wilson, LD 5, stepped down and Kris Valentine Behnke stepped up until the end of 2024. After the primary vote in November, we welcomed Jason Prentice as the new LD 5 Legislator

Jason Prentice



Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)











Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)



50 Years





Celebrated 50 years of TC3 Dryden Campus and 50 years of CAPCO

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)









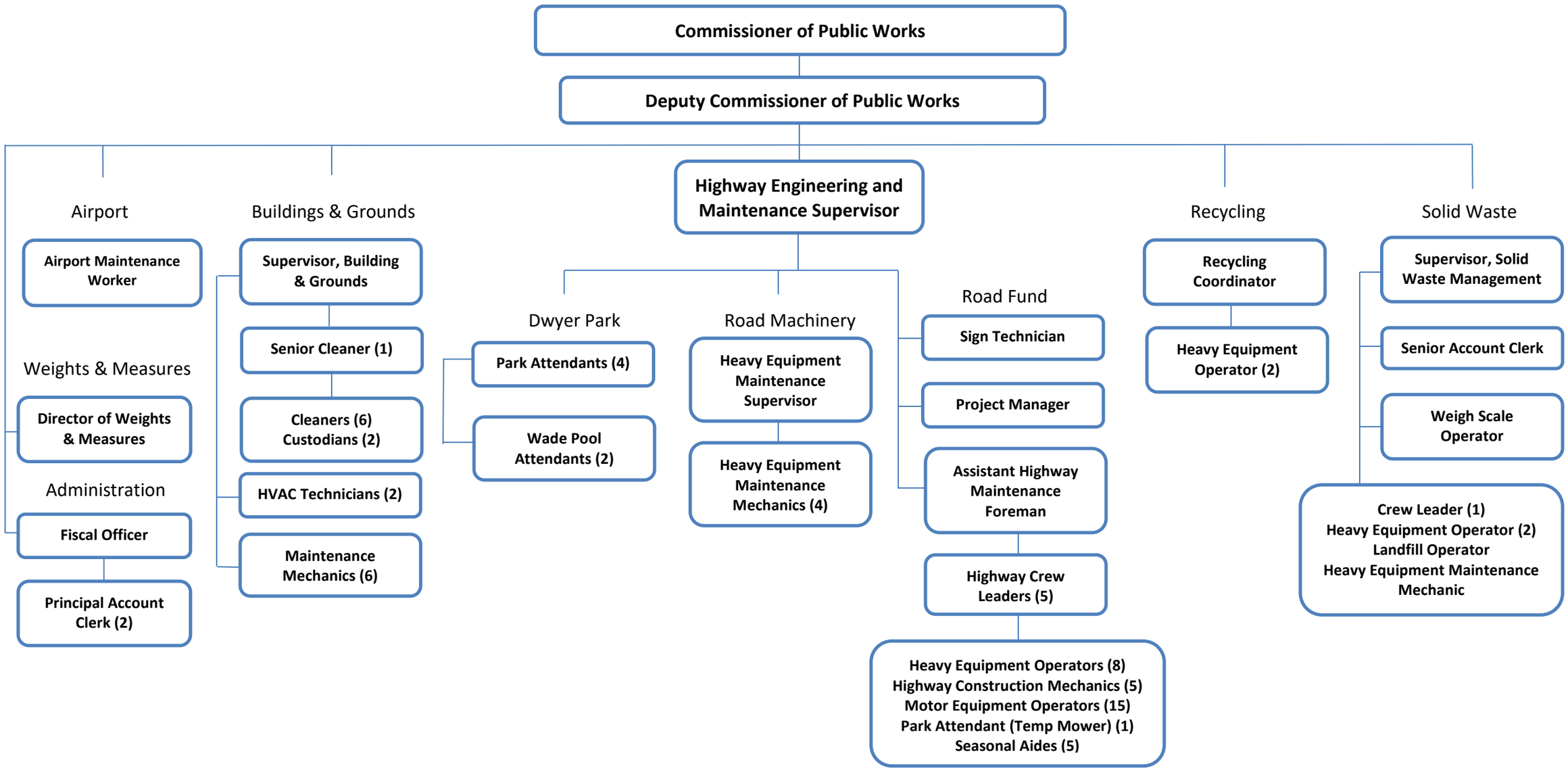
Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Thank You

Attachment: Cortland County 2025 State of the County (13125 : Cortland County 2025 State of the County)

Public Works Department

ORGANIZATIONAL CHART



Attachment: DPW Org Chart_2025 - FINAL (126-25 : Adopt Local Law 6 of 2025 - A Local Law to Establish

Jurisdiction: Cortland County
Jurisdictional Classification: Pending jurisdictional classification
Adopted:

DEPUTY COMMISSIONER OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS:

This is a full-time administrative and technical position involving executive and engineering ability. The incumbent is responsible for coordinating the planning, inspection, design, engineering, surveying, construction, and maintenance of county highways. The incumbent assists with overseeing the operations of the all divisions of the Public Works Department: Highway, Airport, Solid Waste, Recycling, Buildings and Grounds, Weights and Measures, and Dwyer Park. The incumbent also assists with overseeing county capital improvement projects. The work is carried out in accordance with the policies and procedures formulated by the Commissioner of Public Works. Supervision is exercised over all subordinate highway department employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees development of bid specifications and documents for highway material purchases and assist with airport and landfill material purchases;
Develops highway project proposal list for up-coming year;
Assists in overseeing and directing county capital improvement projects;
Monitors and reports on progress of all highway construction projects and assists with airport and landfill construction projects;
Reports to the Commissioner of Public Works on a regular basis and implements directives;
Confers with various state and local officials on highway problems within the county;
Studies the needs for improvement of the county highway system and stays abreast of advances in methods, techniques, and equipment;
Oversees and directs the Public Works Engineering Division;
Oversees and directs the Heavy Equipment Maintenance Supervisor and mechanic division;
Assists with the coordination of all division of the department's operations in order to ensure compliance with federal, state, and local rules;
Provides project management on all federal and state funded projects;
Inspects airport buildings and grounds and directs any needed repairs and maintenance;
Acts as Commissioner of Public Works in the Commissioner's absence.

FULL PERFORMANCE AND KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices involved in the initiation, planning, and development of highway maintenance and construction projects;
Good knowledge of administrative procedures and techniques;
Good knowledge of modern road construction and maintenance methods and procedures; Ability to organize, plan, and coordinate maintenance, construction, and engineering projects; Ability to anticipate future needs of the public as it applies to the development of long-range maintenance programs;
Ability to read and understand sketches, detailed road, bridge, and airport construction and maintenance plans;
Ability to obtain the cooperation and support of others;

Attachment: Deputy Commissioner of Public Works FINAL (129-25 : Abolish/Create Positions for DPW June 2025)

Ability to communicate both orally and in writing;
Tact and courtesy;
Physical condition commensurate with the demands of the position.

SUGGESTED TRAINING AND EXPERIENCE (NOT REQUIRED):

(a) Possession of a bachelor's degree in Civil Engineering or related engineering field AND five (5) years of experience in road or highway maintenance, construction, design, or development; two (2) years of which shall have been in a supervisory capacity; OR

(b) Possession of an associate's degree in either Construction or Engineering Technology and seven (7) years experience in highway construction or maintenance activities, two (2) years of which shall have been in a supervisory capacity.

NOTE:
NYS license to practice professional engineering desired but not required.

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

SPECIAL REQUIREMENT:
Possession of a valid NYS Class D Driver's License.

Attachment: Deputy Commissioner of Public Works FINAL (129-25 : Abolish/Create Positions for DPW June 2025)

Jurisdiction: Cortland County
Jurisdictional Class: Competitive
Adopted:

SUPERVISOR OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for supervising the custodial and maintenance activities of county buildings and grounds. Although certain activities are performed in the office, the incumbent inspects worksites and various county properties on a routine basis. Work is performed in accordance with general policies and under the administrative direction of the Commissioner of Public Works or designee. The incumbent formulates custodial and maintenance policy with guidance from the Public Works Department administration, and has leeway for the use of independent judgment in carrying out the details of the work. Supervision is exercised over custodial and maintenance staff. Does work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs, and assigns employees to various cleaning, maintenance, renovations and security tasks;
Inspects painting, carpentry, plumbing, electrical and other mechanical maintenance or construction work performed by custodial or maintenance employees or private contractors;
Inspects and supervises the maintenance of boilers and related heating, ventilating and air conditioning system equipment;
Oversees the care and maintenance of lawns, walks, trees, shrubs and grounds;
Inspects buildings, equipment and premises for hazards and violations of safety codes;
Monitors departmental budget;
Prepares cost estimates for specific custodial or maintenance activities;
Supervises the in-service training of custodial and maintenance employees;
Acts as liaison between county and contractors or municipalities engaged in providing services to county properties;
Responds to inquiries from employees, and the public regarding county buildings and grounds activities;
Maintains records and prepares reports related to operations;
May perform various cleaning and maintenance duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern buildings and grounds maintenance operations and practices;
Thorough knowledge of safety regulations, procedures and security in the workplace and public buildings;
Thorough knowledge of the operation and maintenance of heating and ventilation equipment;
Thorough knowledge of the practices and techniques of one of the standard trades;
Ability to plan, direct and supervise a program of buildings and grounds maintenance;
Ability to communicate effectively both orally and in writing;
Ability to read and interpret plans, drawings, and blueprints;
Ability to prepare cost and materials estimates;
Ability to detect errors in materials or work;
Ability to maintain records and prepare reports;

Attachment: Supervisor of Buildings and Grounds (129-25 : Abolish/Create Positions for DPW June 2025)

Ability to establish and maintain effective working relationships with others;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Possession of an Associate's degree or higher in electrical, engineering, building or construction technology and three (3) years of supervisory experience in building maintenance and repair activities; OR

(b) Possession of a high school equivalency diploma and five (5) years of experience in building maintenance and repair activities, with three (3) years of supervisory experience; OR

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE:

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

Jurisdiction: Cortland County
Jurisdictional Class: Pending jurisdictional classification
Adopted:

COMMISSIONER OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for planning, coordinating, overseeing and directing the operation and activities of the Cortland County Department of Public Works, including the Highway Department, Solid Waste, Dwyer Park, Airport, Recycling, Buildings and Grounds, and Weights and Measures. The incumbent acts as the County Highway Superintendent. The incumbent also oversees all county capital improvement projects. The administrative responsibilities of the position are broad in scope and encompass a wide range of departmental activities, including the design, construction, maintenance and repair of county roads and bridges. The incumbent may also provide consultation, direction and technical assistance to Town Highway Superintendents. The work is performed under the general direction of the County Administrator and Legislative Committees, with broad leeway allowed for the exercise of independent professional judgment. Administration supervision is exercised over all subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises, oversees, integrates and directs all county road and bridge construction, maintenance and rehabilitation projects;
Supervises, oversees, integrates and directs all county capital improvement projects;
Supervises, oversees and reviews the design of county road and bridge construction and reconstruction projects;
Evaluates the condition of county roads and bridges and prioritizes construction and rehabilitation needs;
Establishes quality control standards for departmental projects and reviews and inspects design and construction activities for compliance with standards;
Responsible for assigning and allocating staff and equipment to departmental projects;
Supervises, oversees and directs the operation, maintenance and activities of the following divisions: Highway, Solid Waste, Recycling, Buildings and Grounds, Airport, Weights and Measures, and Dwyer Park;
Supervises, oversees and directs all county snow removal activities;
Prepares the annual Public Works operating budget and monitors revenues and expenditures;
Conducts long-range studies to determine and anticipate future highway and bridge construction, maintenance and repair needs;
Establishes departmental goals and objectives and evaluates departmental progress in meeting those goals;
Responsible for hiring, firing, promoting, demoting, evaluating and disciplining departmental employees;
Prepares and maintains a variety of administrative records and reports;
Prepares bid specifications, reviews bids and makes recommendations for acceptance of bids to the Public Works Legislative Committee;
Prepares, executes, oversees and administers contracts, leases and agreements for services, equipment and supplies;
Provides technical information and professional guidance to the County Administrator, Town

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Highway Superintendents, Town Boards, County Department Heads, and Legislative Committees;
Monitors emergency situations and their corresponding impact on road and traffic conditions and coordinates emergency response efforts with the Sheriff's Department, State Police, Emergency Management Office, and related agencies;
Represents the Department of Public Works and/or the County at a variety of meetings, conferences.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of civil engineering;
Comprehensive knowledge of the modern methods, materials and techniques of highway and bridge construction, maintenance and repair;
Comprehensive knowledge of applicable codes, laws, rules and regulations governing engineering design and construction;
Thorough knowledge of the principles and practices of Public Works administration;
Ability to plan, coordinate, integrate and direct a broad range of Public Works projects and activities;
Ability to supervise and direct subordinate personnel;
Ability to prepare and analyze plans, complex designs, specifications and reports;
Ability to analyze construction and maintenance programs and techniques for effectiveness;
Ability to understand and interpret complex written material;
Ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative working relationships;
Initiative;
Resourcefulness;
Creativity;
Integrity;
Sound professional judgment;
Physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS: Either:

(a) Possession of a Bachelor's degree in Civil Engineering or directly related field AND six (6) years of full-time paid progressively responsible experience in highway and bridge design and construction, three (3) years of which must have been in an administrative and supervisory capacity; OR

(b) Possession of an Associate's degree in Construction Technology, Civil Engineering or directly related field AND eight (8) years of full-time paid progressively responsible experience in highway and bridge design and construction, three (3)) years of which must have been in an administrative and supervisory capacity.

NOTE:

Degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside of the United States and its territories, applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be

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found at http://www.cs.ny.gov/jobseeker/degrees.cfm. Applicants must pay the required evaluation fee.

PREFERRED REQUIREMENTS:

1. Possession of a Professional Engineer's license issued by the NYS Education Department; AND

2. Possession of a Land Surveyor's license issued by the NYS Education Department.

NOTE:

Possession of a valid NYS Class D Driver's License appropriate to the vehicles operated. Failure to maintain a NYS driver's license including driving privileges throughout employment will result in disciplinary action or dismissal.

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Attachment A – Graded Salary Schedule for 2025

2025 Management Salary Table

Grade	Step 1 1	Step 2 2	Step 3 3	Step 4 4
1	$113,603	$124,964	$137,460	$151,206
2	$105,677	$116,245	$127,869	$140,657
3	$98,304	$108,136	$118,949	$130,843
4	$91,446	$100,591	$110,650	$121,715
5	$85,067	$93,572	$102,930	$113,223
6	$79,132	$87,044	$95,749	$105,324
7	$73,611	$80,971	$89,069	$97,976
8	$68,475	$75,323	$82,854	$91,141
9	$63,697	$70,068	$77,074	$84,781
10	$59,254	$65,179	$71,697	$78,866
11	$55,119	$60,632	$66,696	$73,364
12	$51,274	$56,402	$62,042	$68,246

2025 Management Confidential Table

Hourly

Grade	Step 1 1	Step 2 2	Step 3 3	Step 4 4
1H	$17.5248	$19.2773	$21.2050	$23.3256
2H	$18.8392	$20.7231	$22.7954	$25.0749
3H	$20.2522	$22.2774	$24.5050	$26.9556
4H	$21.7710	$23.9481	$26.3430	$28.9773
5H	$23.4039	$25.7442	$28.3187	$31.1506
6H	$25.1590	$27.6751	$30.4426	$33.4868
7H	$27.0460	$29.7507	$32.7258	$35.9984

2025 Management Attorney Table

Grade	Step 1 1	Step 2 2	Step 3 3	Step 4 4
0	n/a	n/a	n/a	$146,802
1	n/a	n/a	n/a	$125,000
2	$100,000	$105,000	$110,000	$115,000
3	n/a	n/a	n/a	$74,160

Attachment: June 2025 handout Flow chart and Management Salary Table (129-25 : Abolish/Create Positions for DPW June 2025)

Attachment B – Positions within Grade

Department Heads/Management Employees

Grade 1

Grade 2

Commissioner of DSS
Director of Finance
Superintendent of Highway

Grade 3

Director of Community Mental Health Services
Director of Information Technology
Director of Planning
Personnel Officer
Public Health Director
Sheriff

Grade 4

Deputy County Administrator
Undersheriff

Grade 5

Deputy Director of Information Technology
Deputy Commissioner of DSS
Director of Emergency Response and Communications
Deputy Superintendent of Highway

Grade 6

Deputy Director of Finance
Clinical Director of Mental Health
County Clerk
Deputy Director of Community Mental Health Services
Deputy Personnel Officer
Deputy Public Health Director
Director of Administrative Services/DSS
Director of Area Agency on Aging
Director of Real Property Tax Services
Manager of Audit and Financial Projects
Probation Director

Grade 7

Clerk of the Legislature
Compliance and Privacy Officer
Deputy Director of Emergency Response & Communications
Director of Environmental Health
Director of Social Services
Highway Engineering and Maintenance Supervisor
Workforce Development Director
Human Resources Manager

Grade 8

Deputy Director, Area Agency on Aging - Aging Services
Epidemiology Manager
Superintendent of Buildings and Grounds

Attachment: June 2025 handout Flow chart and Management Salary Table (129-25 : Abolish/Create Positions for DPW June 2025)

Grade 9

Assistant Director of Emergency Response and Communication
Safety Director
Nutrition Program Manager/RD
Family Support Services Director
Employment and Training Director
Supervisor, Solid Waste Management

Grade 10

Benefits Manager
Child Advocacy Director
Deputy County Clerk
Mobility Manager
Director of Veterans Services
Deputy Workforce Development Director
Director of Weights and Measures
Assistant Director of Administrative Services
Public Health Programs Manager
Grants Administrator
Motor Vehicle Director
Community Mental Health Manager

Grade 11

Executive Administrative Officer
Executive Assistant to the District Attorney
Executive Assistant to County Administrator
Executive Assistant to the County Attorney
Fiscal Manager
Recycling Coordinator
Assistant Landfill Supervisor

Grade 12

Coroners
Deputy Clerk of County Legislature
Deputy Election Commissioner

Off Scale Management Employees

The following positions' salaries are off scale and receive the same annual increases as positions above:

County Administrator
Medical Advisor
Medical Director/Psychiatrist
Mental Health Practitioner

Election Commissioners

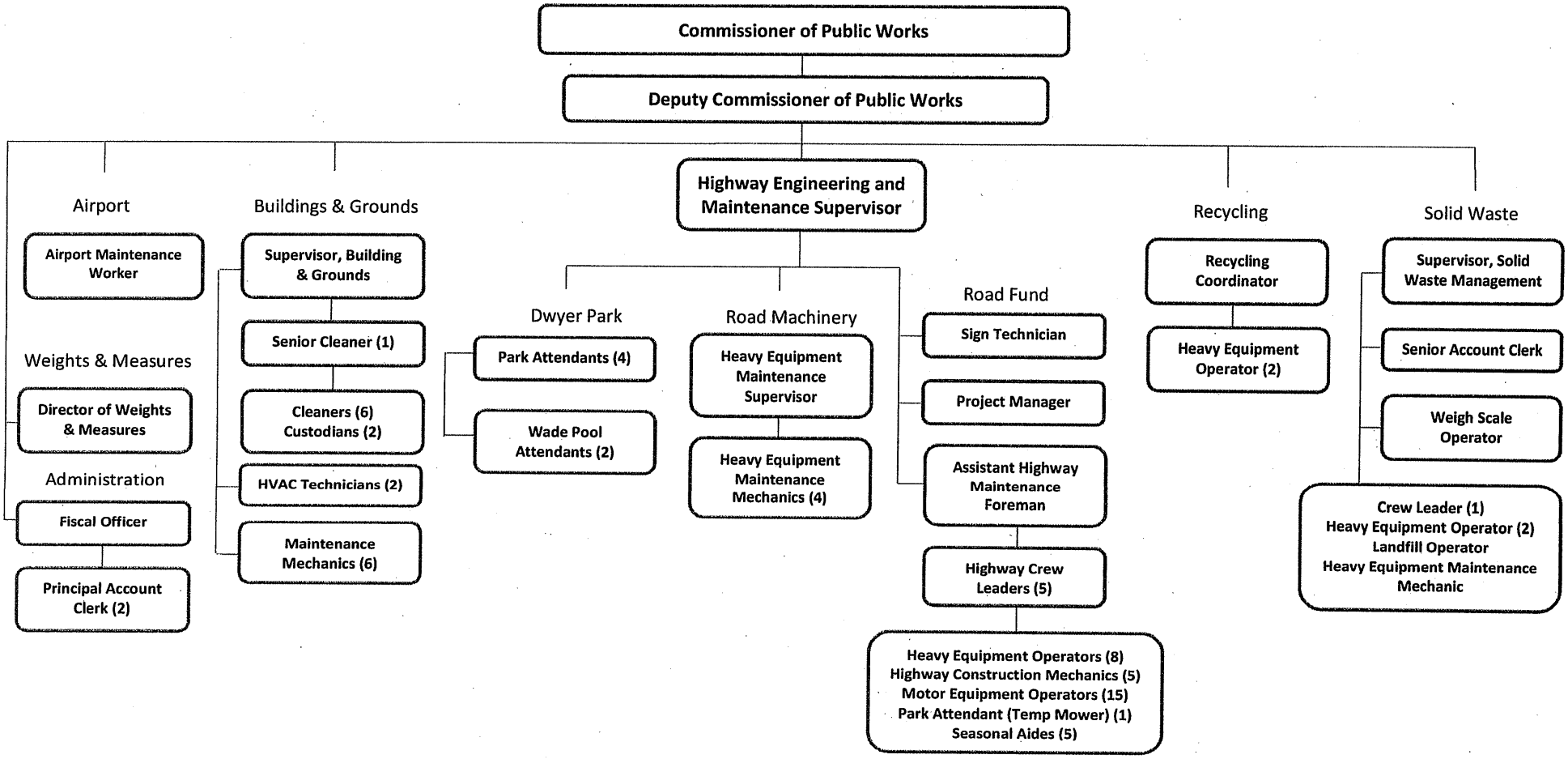
These positions are eligible for health insurance and leave accruals, but not longevity

Salaries set by the Legislature annually

Attachment: June 2025 handout Flow chart and Management Salary Table (129-25 : Abolish/Create Positions for DPW June 2025)

Public Works Department

ORGANIZATIONAL CHART



County of Cortland

Cortland County Department Heads, Management Employees, and Management/Confidential Employees

JANUARY 1, 2025

Attachment: 01.001_ManagementComp_2025-06-05 (130-25 : Authorize Amendments to Management Comp Plan)

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Cortland County
Administrative Policy Manual

Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees

Policy/Procedure Number: 01.001

Modified Date (s): 12/7/2005; 1/20/2012; 11/20/2012; 12/20/2012; 12/19/2013; 10/30/2014; 5/28/2015; 1/1/2016; 11/4/2016; 1/1/2017; 1/1/2018; 1/1/2019; 1/25/2019; 1/3/2020; 1/2/2021; 4/22/2021; 4/28/2022; 1/1/2023; 1/1/2024; 1/1/2025; 6/5/2025

Resolution No.: *106-21,123-22,182-23,197-24*

Effective Date: 4/22/2021
Next Review: 9/1/2025

Objective: The purpose of this policy manual is to provide Department Heads, Management employees, and Management/Confidential employees with a reference for the basic terms and conditions of employment with Cortland County.

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

Legislative Policy Statement:

The County Legislature is committed to providing a high quality of services to the citizens of Cortland County. The administrative employees of the County are one of the essential elements required to fulfill this commitment. Through their leadership and professionalism, the Board's philosophy and policy is manifested in the efficient and effective operation of the County departments.

The County Legislature values the dedication and service of its administrative employees. The policy and the provisions contained herein establish and provide the terms and conditions of employment for Department Heads, Management, ~~and~~ Management/Confidential, and elected personnel in the employment of Cortland County Government. This policy statement is intended to provide those employees with a better understanding of the privileges and responsibilities of their positions and to assist in the mission of the professional delivery of services in Cortland County.

Responsible Department: Personnel Department

Attachment: 01.001_ManagementComp_2025-06-05 (130-25 : Authorize Amendments to Management Comp Plan)

General Information:

I. Definitions:

The term "Administrative employee" is used in this policy manual to refer to all employees who occupy positions that are exempt from the bargaining unit under the Taylor Law. For the purposes of this manual, we have defined the administrative employees by using five major categories, which are explained below. Policies or benefits that apply to all employees have been referred to as applying to Administrative employees or employees covered by this policy. Specific benefits or responsibilities that pertain to specific groups of employees, for example, Department Heads, have been noted as such. Employees under this policy are governed by the Fair Labor Standards Act (FLSA) and, as such, are subject to the terms and conditions of employment set forth by the FLSA.

Department Heads - Employees who are appointed by the County Legislature. Department Heads function in the primary leadership position in the department and are directly responsible for the development of departmental policies and the implementation of legislative initiatives. The County Administrator will complete an annual performance evaluation on department heads based on legislative policies.

Management Employees - Employees who are appointed by the Department Head to positions authorized by the County Legislature. Management employees have significant managerial responsibility in the areas of supervision and policy formation.

Management/Confidential - Employees who perform support functions for management positions and/or other assignments, which require them to be unrepresented by collective bargaining agreements.

Elected Officials - Employees who are elected by popular vote. Due to their unique status, elected officials are exempt from leave and attendance requirements and are therefore ineligible for any fringe benefits related thereto. The elected positions of Sheriff, County Clerk and Coroner are eligible for health insurance, but no other fringe benefits. They are also exempt from the probation period.

Attorneys – Employees who require a license to practice law in New York State. Attorneys are those who act as practitioners in the court of law.

Positions within each category are included in Attachment B.

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II. Policy:

A. Appointments

1. Full-Time Appointments

Department Heads, Management employees, and Management/Confidential employees are for fixed or continuing terms.

a. Fixed Term Appointments - Certain appointments are for a pre-established number of years as prescribed by the N.Y.S. Constitution, various State and County Laws, General Municipal Law, and Local Law or Rule. Included in this category are appointments which are made for the "Term of the Board", which is four years.

b. Continuous Term Appointment - The remainder of appointments are continuous are, in most instances afforded Civil Service Status and Protection, and are renewed contingent on satisfactory performance and authorization by the County Legislature and/or the County Administrator or Department Head. This group includes administrative employees who are appointed "at the pleasure of" the County Legislature or the Department Head, within the confines of Civil Service. Information regarding the type of appointment is provided to candidates during the recruitment and selection process. Questions concerning the term of appointment may be directed to the Personnel Department.

2. Part-time Appointments and Benefits

In certain cases, the County Legislature may establish part-time and/or temporary appointments to accommodate unique situations. Employees appointed to part-time positions and who work less than the standard work week, shall receive the approved salary for the position and the statutory benefits referenced herein, including Retirement (if eligible), Unemployment Insurance, Social Security, Worker's Compensation and Health, Dental and Vision Insurance. There shall be no earned leave benefits unless said part-time appointment consists of a regular schedule equal to or greater than one-half (1/2) of the standard work week for the position. In this case, leave benefits shall be prorated.

Fringe benefits shall be limited to the above-referenced items unless otherwise approved by the County Legislature.

3. Probationary Period

Employees in the classified service are subject to a probationary period in accordance with Cortland County Civil Service Rules. The classified service includes the Competitive, Non-Competitive, Exempt, and Labor classes of Civil Service. Employees

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who have been promoted to a position in the classified service are also subject to a probationary period.

Employees in the unclassified service or elected classification are not subject to a probationary period.

4. Promotions/Demotions/Out of Title/Rehires

Administrative positions are critical to the efficient and effective operation of County government. It is the policy of Cortland County to seek professionals with the qualifications and experience necessary to fulfill this goal. Emphasis will be placed on recruitment of current employees who possess the qualifications, experience, and employment history necessary for the quality operation of the department. Employees who are working out-of-title shall be placed at the minimum of the new grade unless the current hourly rate is above the minimum, in which case, they will be placed in the Step immediately above their current hourly rate. No one shall exceed the top of the range for the new grade. Out-of-title shall be defined as duties and responsibilities assigned beyond that of an employee's regular position for a period greater than five consecutive business days due to an absence, exclusive of annual leave.

Employees who are promoted may be placed at the step that the candidate's experience warrants with approval by the County Administrator and Personnel Officer. Demotion means movement to a lower salary grade.

Employees who are demoted shall be placed at the step that the candidate's experience warrants with approval by the County Administrator and Personnel Officer.

Employees who are reinstated /rehired after separation may be placed at the step that the candidate's experience warrants with approval by the County Administrator and Personnel Officer. They may be given the same amount of vacation and longevity time credit and shall have accrued sick leave reinstated. This may only be used for employees being rehired/reinstated to the same title from which they left. This is at the discretion of the County Administrator and the Personnel Officer.

5. Secondary Employment

Full-time Employees covered by this policy understand and agree that their employment with the County is of primary importance, and that secondary employment must not inhibit or impede the efficient and effective performance of their job duties, responsibilities, or attendance; nor shall it impair their judgment in exercising of their official duties. Department Heads, Deputy Department Heads, and Division Heads will discuss and receive written approval annually from the County Administrator prior to engaging in secondary employment. Any changes to the terms of the secondary employment approval, requires subsequent approval. Copies of all correspondence will be kept in the personnel files.

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Certain positions covered by this manual also have a prohibition on secondary employment embodied in New York State statute or local rule.

B. Compensation

1. Annual Salary

Cortland County maintains a competitive salary structure and benefit package for administrative employees. The County will review the compensation structure annually through the Management Compensation Review Committee to ensure it is competitive in current market conditions.

The Management Compensation Review Committee will be comprised of: the Chair of the Government Operations Committee, the Vice Chair of the Government Operations Committee, the County Administrator, the Personnel Officer, one additional legislator, and two department heads.

The committee will: review the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees for any changes to the language within the document. Additionally, the committee will review the compensation structure and position groupings within the salary grade plan to determine if any changes are necessary.

Attachment A outlines a four step increment system fitting each employee into the proper grade and step for Management and Management/Confidential employees. Effective January 1, 2024, there will be a separate schedule for Attorneys . All employees covered by this policy manual are placed in the graded salary schedule which has been adopted by the County Legislature. This graded salary schedule shall receive an annual adjustment equal to the increase given to CSEA unit 6550. Employees who are hired at Step 1 shall move across the step increments as follows:

Step 1: hire rate
Step 2: upon completion of two years in the position
Step 3: upon completion of four years in the position
Step 4: upon completion of eight years in the position

Employees who are hired at a step other than Step 1 shall move across the step increments as follow:

Movement to Step 3 from Step 2: after two years at Step 2
Movement to Step 4 from Step 3: after four years at Step 3

Employees shall begin employment at Step 1 for the grade unless the County Administrator and Personnel Officer determines that the need for the services or the employee's experience require that compensation be fixed at a higher step.

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2. Longevity

Employees, with the exception of elected officials and Election Commissioners, who have been continuously employed with the County shall receive a non-cumulative annual longevity incentive upon completion of continuous County service in accordance with the schedule listed below.

	Full Time	Part-Time (halftime or less)
Completion of 10th Year	$ 1,000	$ 500
Completion of 15th Year	$ 1,500	$ 750
Completion of 20th Year	$2,000	$1,000
Completion of 25th Year	$2,500	$1,250
Completion of 30th Year	$3,000	$1,500
Completion of 35th Year	$3,500	$1,750

For the purposes of this program, continuous service shall be defined as no break in employment that exceeds one (1) year unless said break in service is the result of personal illness, accident, military service or layoff.

Employees who are less than full time but are more than half time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours. Employees who move from less than half-time to half-time or more will receive service credit for longevity purposes from the initial part time date of hire as long as the service is continuous.

If an employee has been on full pay status for less than eleven (11) working days of the calendar month, longevity will not be credited for that calendar month.

Longevity payments shall be made by the County in one lump sum payment in a separate paycheck to the employee in the payroll period after the employee's anniversary date.

Only regularly scheduled employees who are on the County payroll at the time of longevity payment will be entitled to the longevity benefit. Employees who retire prior to the longevity payment will receive a prorated amount at the time of retirement based on their date of retirement.

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3. Health, Dental, and Vision Insurance

a. Health Insurance:

Cortland County provides group health, hospitalization, major medical insurance, and prescription drug coverage through a self-insured Participating Provider Network (PPN) for all full time and part-time employees covered by this policy and their eligible dependents. Effective January 1, 2007, both the full and part-time employee share of this coverage shall be twenty percent (20%). The County's Health Benefits Program is fully described in the Plan Booklet.

All employees hired on or after 1/1/2023 will be enrolled in the Personal Choice PPO Plan if they wish to enroll in the County's insurance.

Prescription Drug Coverage:

The County Health Insurance Plan includes a three tier formulary plan for prescription drugs. Employees may obtain prescription medications through the following providers and will pay the following co-pays:

Maintenance Medications

i Employees may obtain available brand name prescription maintenance medications through the voluntary international mail order program from CortlandMeds at $0 co pay. Please check available medications list at the Personnel Office or CortlandMeds.com.

ii The following co-pays apply to 90-day maintenance medications through the mail order program:

Generic	$10
Brand Name Formulary	$40
Brand Name Non-Formulary	$70

The co-pay for specialty medications are up to $50 per 30-day supply.

iii Employees who fill prescriptions for maintenance medications at a retail pharmacy will pay one co-pay per 30-day supply. Only 30 day fills will be available at the retail pharmacy.

$10 for generic
$20 for brand name
$35 for non-formulary

UPON THE FOURTH REFILL AT RETAIL, EMPLOYEES SHALL PAY A PENALTY CO PAY AT 50% OF THE **DRUG COST.**

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Maintenance medications that are not able to be filled through the mail order program are excluded from the fourth refill penalty and may be processed as non-maintenance medications as described below.

Non-maintenance medications

$10 for generic
$20 for brand name formulary
$35 for non-formulary

Employee contributions / Eligibility:

Employee contributions for the health insurance premium shall be deducted in equal amounts from each bi-weekly paycheck. Coverage for new employees hired prior to the 16th of the month shall become effective on the first of the following month. Coverage for new employees hired on or after the 16th of the month shall become effective on the first day of the second month following employment (e.g. date of hire of May 17 would result in coverage effective July 1).

Enrollment in the health insurance plan shall take effect as described herein or during the open enrollment period held at once per year.

b. Dental Insurance:

The County provides a self-insured dental plan for full-time and part-time employees. Employees shall be responsible for 50% of the monthly premium equivalent, if coverage is elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.

c. Vision Insurance:

The County provides a self-insured vision plan for full-time and part-time employees. Employees shall be responsible for 50% of the monthly premium equivalent, if coverage is elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.

The Employer provides the I.R.S. Section 125 spending account plan for employee contributions toward Health, Dental, Vision and other authorized and applicable health care related costs, and authorized and eligible day care expenses. The plan is administered by a Third Party Administrator and conforms with I.R.S. regulations.

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4. Health Insurance coverage upon retirement

Employees shall be eligible to continue health coverage for themselves and any eligible dependents in retirement, provided they have met the following requirements:

a. Employees hired previous to January 1, 2005 will require completion of a minimum of ten (10) years of service; Employees hired January 1, 2005 through December 31, 2023 will require ten (10) consecutive years with Cortland County; Employees hired January 1, 2024 or after will require twenty (20) consecutive years of service with Cortland County (effective 1/1/2024, exceptions to this requirement may be reviewed and approved by the County Legislature on a case by case basis).

b. are employed by Cortland County at the time of retirement; and

c. are enrolled in the health plan at the time of retirement; and

d. provide the Employer with proof of retirement and otherwise meet the definition of retirement as specified by the NYS Retirement System; and

e. be at least 55 years old.

The Retiree's share of Health Insurance costs shall be as follows:

Employees who retire and were hired prior to January 1, 2006:

	Employee Share	County Share
	10%	90%

Employees hired on or after January 1, 2006:

	Employee Share	County Share
10 consecutive years of service but less than 15	50%	50%
15 consecutive years of service but less than 20	35%	65%
20 consecutive years of service or more	20%	80%

For All Retirees: Upon qualification for Medicare Part B, all retirees must enroll and provide the Medicare Part B required information to the Personnel Department.

The spouse of a deceased retired employee may continue to participate in the County's Health Plan or County's Medicare Advantage Plan if Medicare eligible, upon payment of 100% of the monthly premium equivalent.

5. Retirement

The County participates in the New York State Employee's Retirement System with all rights and benefits presently provided by the Career Retirement Plan under Section

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75i and 14b of the Retirement and Social Security Law. All permanent, full-time employees are enrolled in the New York State and Local Retirement System. Due to changing legislation and regulations, you should check with the N.Y.S. and Local Retirement System directly to obtain information regarding your benefits.

In addition, Cortland County offers the following Retirement Enhancements:

* May not apply to 14b members

a. Section 41(j) - the application of unused sick leave accruals towards additional service credit upon retirement

b. Section 41(k) - military service credit buy back.

c. Section 60(b) - Minimum Death Benefit of up to three times the employee's annual rate of pay depending on length of service of employee at time of death and retirement tier.

d. New York State Defined Voluntary Contribution Program (VDC) for those who are eligible.

6. Social Security

Social Security provides income protection when an employee's earnings either cease or are reduced as a result of retirement, disability, or death. Social Security benefits are based on the employee's salary history up to the maximum Social Security taxable wage base. Each payroll period, payroll deductions made by the employee are matched by Cortland County to provide this benefit. Complete information is available from the Social Security Office.

7. Worker's Compensation

Employees who suffer an injury or illness which is directly related to their employment shall be eligible for Worker's Compensation Benefits amounting to a maximum of two-thirds of an employee's salary, depending on the degree of injury. Employees must file the required report form immediately following the job related accident.

8. Employee Assistance Program

The County will provide an Employee Assistance Program through a qualified provider of the County's choice. Employees will not be responsible for any co-payments applicable to the services provided. All records of the Employee Assistance Program are confidential between the employee and the provider. The fact that an employee utilizes such assistance shall not impact promotional opportunities or job security.

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9. Defense and Indemnification

The County of Cortland shall provide for the defense and indemnification of employees covered by this policy for actions or omissions made in the ordinary course of their employment in accordance with the procedures and policy outlined in Local Law # 3 of 2004. Employees requesting assistance under this section are advised to make a written request to their Department Head or County Administrator within three (3) business days of their receipt of any summons, complaint, process, notice, demand, or pleading that may require defense and indemnification coverage.

10. Deferred Compensation Plan (457c)

A Deferred Compensation Plan is a voluntary savings program created by federal and state law that enables public employees to save a portion of their gross pay before federal, state, and local income taxes are deducted. Currently, Cortland County participates in the NYS Deferred Compensation Program. The amount deferred accumulates tax free until the funds plus earnings are distributed, generally after retirement. Information regarding the complete details of the Deferred Compensation Program and payroll deduction forms are available in the Personnel Department.

11. Tuition Reimbursement

Employees covered by this policy are eligible for tuition, books and fees reimbursement for job related/advancement courses at the undergraduate and graduate level, subject to the approval of the Department Head and the oversight Committee. Reimbursement will be made at the four-year SUNY undergraduate or graduate rate, as applicable for approved courses upon receipt of satisfactory completion of the course. Employees who withdraw from a course after the deadline date for withdrawal without penalty may be required to reimburse the County for the cost of the course. The County will not duplicate reimbursement from any other source. Course requests are available in the Personnel Office.

The County shall reimburse the renewal cost of licenses and certifications required to perform their jobs.

An employee who resigns from County employment, excluding for reasons of disability, death or an event beyond the control of the employee, and has received tuition reimbursement shall be required to refund the County according to the following schedule:

# of Months Since Course Completion	% Refund Due the County
0 - 12	100
13 - 24	50

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In the event an employee fails to make such refund by the resignation date, the employee shall forfeit payment of accrued vacation and compensatory time, not to exceed monies owed. Any remaining balance shall be deducted from the employee's final paycheck.

Professional development requests will be reviewed as part of the annual County budget process subject to procedures developed by the County Administrator.

12. Travel for County Business

Employees covered by this policy will be reimbursed for necessary and reasonable expenses incurred in the performance of County business in accordance with separate policy and upon submission of an approved claim form. Generally, mileage will be reimbursed at the rate in cents per mile that is allowed by the IRS.

Travel authorization and conference attendance shall be required in all cases involving out of County and overnight travel. Travel will be in accordance with the Cortland County Policy and Procedure Authorization to Travel.

13. Safety Equipment

The County will, at its cost through reimbursement, provide managerial-level employees with necessary safety equipment and/or uniforms to carry out job duties. Requests for reimbursement will be processed by voucher submitted to the Manager of Audit and Financial Projects.

C. Attendance and Leave Benefits

1. Office Hours

County Offices shall be open for the conduct of business and convenience of the public in strict accordance with the hours prescribed by the Cortland County Legislature and in accordance with existing State and County regulations.

(Generally, 8:30 a.m. - 4:30 p.m. 9:00 a.m. to 5:00 p.m. or 8:00a.m. to 4:00 p.m.)

2. Base Work Day/Work Week

Department Heads and Management employees are responsible for performing the duties of their office. The work day is determined by the tasks to be performed. The work week for full time employees shall be a minimum of 35 hours per week or 40 hours per week, depending on the position. Part time employees vary dependent on the position.

Most Department Heads and Management employees are not eligible for overtime compensation; however, they may accumulate one (1) week of compensatory time on a rolling bank basis to be used during their employment. Part time employees compensation

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time may not exceed 40 hours unless approved by the County Administrator. Compensatory time will be earned hour for hour. Compensatory time is to be earned only for time worked in the actual performance of the job. Examples of time worked include (but not limited to) required attendance at evening Legislative Sessions, community meetings on evenings and weekends, completion of special projects requiring a deadline (ie: grant writing) and responding after hours and /or on weekends for work issues that cannot wait until normal work days/ hours. Compensatory time is not intended to be earned for occasional work at home, reading reports, or material that will otherwise prepare you and make you successful at your job.

Management employees shall receive prior approval to earn and use compensatory time from the Department Head. Earned and used compensatory time will be reported to Personnel like all other leave accruals.

*Compensation may be provided in special circumstances at the discretion of the County Administrator and report to oversight committee.

Department Heads are not required to obtain prior approval to earn compensatory time; however, in addition to reported, earned, and used compensatory time will be reported to Personnel like all other leave accruals. An e-mail will be sent to the County Administrator recording the date, reason, and amount earned.

Unused compensatory time will not be paid at time of separation from service for Grades 1-12 Department Heads and Management Employees, or for Attorneys, Grades 0-3.

3. Emergency Management Responsibilities

It shall be the responsibility of all employees covered by this policy to report for duty at times and places designated by the Chairman of the Legislature or County Administrator, or their designee, when a natural disaster or emergency has occurred. Designated radio and television station(s) shall be considered as carrying official information. A designated phone number and County website will also be accessible.

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4. Holidays

Employees covered by this policy who, in the judgment of the Department Head, can be spared without interfering with the operation of the department, will be allowed time off with pay to observe the following holidays, provided such employee shall have worked the work day immediately preceding such holiday and provided such employee works the work day immediately following such holiday unless the employee is using paid benefit time, other than sick time, for which prior approval has been given. Employees who are required to work on a holiday will receive equal time off in lieu of the holiday.

New Year's Day
Martin Luther King's Birthday
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve
Christmas Day

An annual holiday calendar will be issued by the Personnel Department designating when holidays will be observed.

In addition, employees on payroll prior to July 1st of any year will receive one (1) floating holiday.

If an employee is absent from work due to illness on either the last regularly scheduled work day prior to the holiday or the first regularly scheduled work day following the holiday, he/she shall forfeit being paid for the holiday unless the absence is verified by a medical provider's statement, if requested by the Department Head, Personnel Director or County Administrator.

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5. Annual Leave

a. Annual Leave will be earned and credited monthly. New employees must start on or before the 15th of a month to receive annual leave credit for that month. On the first of January of each year of employment and every year of full-time continuous service thereafter, annual leave will be credited as follows:

Years of Credit	Days of Vacation Accrued Monthly	Maximum Days Earned Annually
At Least		
1 month	0.8333	10
2 years	0.9167	11
3 years	1	12
4 years	1.0833	13
5 years	1.1667	14
6 years	1.25	15
7 years	1.3333	16
8 years	1.4167	17
9 years	1.5	18
10 years	1.5833	19
11 years	1.6667	20
15 years	1.75	21
18 years	1.8333	22
20 or more years	2.0833	25

For the first January 1 of employment, the employee shall be credited with two years of service credit for vacation. Each January 1 thereafter, the employee shall be credited with an additional year of service.

Part-time employees regularly scheduled to work greater than half the Full Time Equivalent will receive a pro-rated value of annual leave.

Employees shall not accrue vacation leave for any period during which they are off the payroll for more than half of the working days per month.

b. Department Heads and Management Employees may carry a maximum balance of 50 days of accumulated annual leave credit.

c. Management/Confidential employees may carry 50 days of accumulated annual leave.

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d. Upon the termination of an employee, either by resignation or retirement, the employee works ten (10) working days (days do not need to be consecutive but must include the last day of employment) following the day written notification is given, unless the employee has a death in his/her immediate family (as defined in II. Attendance and Leave Benefits- Bereavement), is required to report for jury duty (as defined in III. Attendance and Leave Benefits- Jury Duty), or is required to be absent from work for any other unforeseen reason that, at the discretion of the County Administrator and Personnel Officer, constitutes a valid reason for absence (for this clause only, if a paid holiday falls within the ten (10) day notice period, it shall be considered a day worked if all other required days are worked by the employee). Employees will receive a lump sum payment during the last payroll period for accumulated annual leave credits.

Employees shall submit requests for approval of use of annual leave to their Department Head. Department Heads shall notify the County Administrator and Chairperson of the oversight committee, in writing, of their intent to use consecutive days of annual leave, at least one (1) week in advance of the intended leave date, unless or except in special circumstances. Department Heads shall notify the County Administrator and Chairperson of the oversight committee when expecting to not report for work for the day.

e. Annual Leave shall be used in minimum increments of fifteen (15) minutes.

f. After six (6) months of continuous service, once per calendar year, upon written request to the Department Head/designee, an employee may choose to be compensated at their regular straight time rate of pay for up to 50% of their vacation balance. In order for an employee to eligible for a payout, the vacation balance may not be less than 80 hours at the time of the request. Employees being compensated under this section shall not be eligible to receive donations from the emergency pool for three (3) years after the date of receipt of vacation payout.

6. Use of Accrued Vacation to pay Health Insurance Premium

a. Employees may convert accrued vacation days to monies to be used toward payment of their health care premium. Up to 5 days may be converted annually. A minimum of 10 days of accrued vacation must be available at the time of declaration.

Individuals will declare in writing the intent to make this conversion during the health care open enrollment period of the prior year. The dollar amount will be applied

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toward the employee's health care premium contribution for the next calendar year and spread out equally to each pay period.

b. At the time of retirement, employees may opt to apply some or all of their accrued vacation towards payment of retiree health insurance premiums. If the retiree should die prior to exhausting all of the accrued vacation, the remainder shall be paid to the retiree's estate.

7. Sick Leave

Absence from duty by an employee of Cortland County by reason of the employee's own sickness, disability, or medical/dental appointments or that of their immediate family, shall be allowed as provided in this section. Absence from duty for such reasons, if duly granted by the Department Head, shall be considered and known as "sick leave".

a. Sick leave shall be credited at the rate of one and one-half (1½) days per month. Half-time employees shall earn a pro-rated amount of sick leave. Employees shall be charged sick leave time for actual hours used, in a minimum increment of fifteen (15) minutes. Sick leave credits will be earned when an employee is on full and active pay status for fifty percent (50%) of the working days in the calendar month.

b. An employee who is absent on sick leave shall report his absence, and reason therefore, to his supervisor prior to the start of their regularly scheduled work shift.

c. Sick leave shall be granted by the Department Head. Department Heads who are absent under the provisions of this section shall notify the County Administrator if the absence is anticipated to be of an extended nature and/or will interfere with departmental operations.

d. After 3 consecutive days of illness or after 12 cumulative days of illness during a 12 month period, a medical certificate may be required. When a pattern of abuse of sick leave is suspected, the department head may, upon advance notice, require an employee to provide proof of illness at any other time. The department head also may require the employee to be examined, at the County's expense, by a physician designated by the County Administrator.

e. Employees may utilize sick leave during the statutory waiting period while under Workers' Compensation.

f. Employees may accumulate unused sick leave up to a maximum of 200 days.

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g. An employee who is employed for a full calendar year and who does not use any sick leave during a calendar year shall accrue an extra day of annual leave.

h. At the time of retirement, employees shall use the first 165 *unused sick leave days as extra pension credit in accordance with the rules established by the New York State Employees Retirement System. Employees may convert up to 35 unused sick leave days in excess of the 165 not to exceed $10,000 to pay for the employee's portion of retiree health insurance.*Tier 6 employees hired after 12-31-14 are limited to one hundred (100) days or as provided in the retirement legislation for Tier 6.

8. Emergency Pool

In conformance with the rules, the Personnel Officer is authorized to permit the use of hours in the pool by any current County employee who qualifies and makes a request for such hours based on a personal or family emergency. All decisions by the Personnel Officer shall be final and binding.

9. Family Sick Leave

a. An employee shall be allowed to use up to a maximum of thirty-five (35) hours [for a seven hour per day employee] or forty (40) hours [for an eight hour per day employee] of accumulated sick leave per calendar year for absence from work necessitated by illness of the employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, son/daughter-in-law or other person who is a member of the household. The Department Head may request written documentation from the employee to verify residency of other household members.

b. Each employee may use up to an additional thirty (30) days of sick leave for a family event which is Family Medical Leave qualified. The additional leave is not applicable for an intermittent FMLA request.

10. Personal Leave

a. Personal leave with pay shall be granted for religious observance or personal business.

b. Effective January 1st of each year, employees shall be credited with four days of personal leave. Employees who work at least half time shall receive prorated personal leave. Employees hired after January 1 or

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terminating service before December 31st shall receive a prorated share of personal leave credit.

c. Whenever possible, a request for personal leave should be submitted to the department head or their designee forty-eight (48) hours prior to the requested date. Department Heads shall notify the County Administrator's Office of instances where a Department Head will not be reporting for work for the day.

Unused personal leave time shall be carried over at the end of the year credited as accumulated sick leave.

During the first year of hire, personal time shall be prorated as follows:

Date of Hire	Time Earned (40 hr/week)	Time Earned
1/10-2/14	32 hours	28 hours
2/15- 3/31	28 hours	24.5 hours
4/1-5/14	24 hours	21 hours
5/15-6/30	20 hours	17.5 hours
7/1-8/14	16 hours	14 hours
8/15-9/30	12 hours	10.5 hours
10/1-11/14	8 hours	7 hours
11/15-12/31	4 hours	3.5 hours

Upon permanent separation from County service, the time allowed for use prior to separation shall be pro-rated as follows:

Date of Resignation	Total Time Allowed to be Used (40hrs/week)	Total Time Allowed to be Used (35hrs/week)
1/10-2/14	4 hours	3.5 hours
2/15-3/31	8 hours	7 hours
4/1-5/14	12 hours	10.5
5/15-6/30	16 hours	14 hours
7/1-8/14	20 hours	17.5 hours
8/15-9/30	24 hours	21 hours
10/1-11/14	28 hours	24.5 hours
11/15-12/31	32 hours	28 ours

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11. Family Medical Leave

The County will abide by provisions and regulations of the Federal Family and Medical Leave Act (FMLA).

12. Leaves of Absence

a. A leave of absence without pay of up to one year may be granted to employees covered by this policy. A written request for a leave of absence must be submitted to the County Administrator (for Department Heads) or to the Department Head (for Management and Management/ Confidential employees) at least four (4) weeks prior to the requested date of leave stating the reason for the leave and the anticipated duration of the leave. Department Heads will confer with the County Administrator and the Personnel Director prior to granting a leave to Management and Management/Confidential employees.

b. A leave of absence shall not be granted to accept other employment.

c. No leave shall be authorized which may exceed the remaining period of a term appointment.

d. Not less than thirty (30) days prior to the expiration of an employee's leave, the employee shall be required to submit written notification to the County Administrator or Department Head of their intention to return to work.

e. When an employee is on a leave of absence for one-half of a month or longer, sick leave, longevity and vacation will be pro-rated to reflect the leave. Employees on an unpaid leave of absence will be required to contribute the full cost of health insurance and any other paid fringe benefits for the period beyond three (3) months, except as otherwise provided by law or rule.

13. Bereavement Leave

In the event of the death of an employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, or other person who is a member of the household (the Department Head may request written documentation from the employee to verify residency of other household members), the employee shall be excused from work, if the employee was scheduled to work, with pay at his/her request, for up to four (4) days. One (1) day of the four (4) may be retained for funeral later interment and/or celebration.

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The use of up to four (4) days referred to in "1" are to be used within thirty (30) days of the employee's receipt of notification of a qualifying death. The requested bereavement days must be used consecutively and cannot be spread over a 30-day period. Employees may still retain one (1) day for interment. Where special circumstances exist which prohibits use with in the 30-day period, a request may be made to the County Personnel Officer for other accommodations. The Personnel Officer shall have sole authority to grant an exception.

i. In the event of the death of any relative not outlined in Section 1 of this Article, the employee shall be excused from work at his/her request on the day of the funeral utilizing accrued personal leave, vacation leave, floating holiday or comp time.

ii. Employees covered by this Agreement who are less than full-time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours.

14. Jury Duty

Upon receipt of proof of the necessity of jury services or appearance as a witness to subpoena or other order of the court (for job related actions only), employees shall be granted leave with pay to provide time as needed for such service. Any compensation received, less expenses, for said service shall be returned to the Finance Department within five (5) working days from the time it is received by the employee. An employee, who is dismissed for the day or from service within two (2) hours or more remaining in his/her regular scheduled work day is required to report to work.

15. Military Leave

Employees serving as a member of an organized militia or any reserve force or reserve component of the Armed Forces of the United States are entitled to paid leave not to exceed thirty (30) calendar days or twenty-two (22) work days, whichever occurs first, in accordance with Section 242 of Military Law. Requests for military leave should be presented to the Department Head or County Administrator as soon as possible upon receipt of orders.

Miscellaneous

16. Reasonable Suspicion Alcohol and Controlled Substance Policy

Cortland County intends to maintain a drug and alcohol free workplace and, as such, has adopted procedures for conducting screenings of all employees for the use of illegal drugs and improper use of prescription drugs and alcohol based upon reasonable suspicion.

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17. Personal Appearance of Employees

It is important that all County employees project a professional image to the patients, clients and/or members of the general public with whom they interact. Employees are expected to dress in a manner appropriate to their working environment and to the type of work performed. Employees who are required to wear uniforms and safety equipment are expected to wear them in their entirety.

18. Employee Evaluations

With the exception of Elected Officials, all employees under this policy shall receive an annual performance appraisal 60 days prior to their anniversary date in accordance with adopted Legislative Policy.

19. Equal Employment Opportunity

It is the policy of Cortland County to provide equal opportunity in employment for all qualified persons; to prohibit unlawful discrimination in employment; and to promote the full realization of equal opportunity on a continuing basis through a realistic Affirmative Action Plan.

This Policy of Equal Employment Opportunity:

All applicants will be considered for employment without attention to age, race, color, religion, sex, sexual orientation, gender identity, national origin, political affiliation, veteran or disability status.

Applies to all County organizational departments and governs all County employment practices, policies, and actions.

Provides that no local practice, or procedure or policy exists which serves to diminish or negate such equal opportunity.

All Department Heads, Management, and Management/Confidential employees are expected to comply with this policy directive and to insure equal opportunity in all Human Resources practices within their individual departments.

20. Code of Ethics

Employees shall be bound by Section 806 of the General Municipal Law and Resolution of the County Legislature adopting a Code of Ethics. Employees shall behave in the highest moral and ethical conduct in accordance with State and County Law. A copy of the County's Code of Ethics is provided upon hire.

21. External News Media

Employees covered by this policy are to interact with external new media (ie: broadcast, electronic print) as prescribed below to provide an effective and efficient

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framework to facilitate the timely, accurate, comprehensive, authoritative and relevant to all aspects of Cortland County.

Refer all media inquiries to your respective department head. Please do not say you are not allowed to talk to the media. Instead, state that all media inquiries are to be directed to department heads. In some instances department heads may want to involve and/or refer to the County Attorney/County Administrator.

A department head may designate a deputy or an employee covered by this policy to speak in their absence. A written designation letter shall be filed with Personnel, County Attorney and the Clerk of the Legislature. Said designation may be revoked at any time.

22. Questions of Intent or Application of this Policy

Questions regarding the intent of proper application of any provision of this policy shall be directed to the Director of Personnel. The Director of Personnel shall meet with the County Administrator and Chairman of the Legislature to determine the proper course of action to take on any question.

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Attachment A – Graded Salary Schedule for 2025

2025 Management Salary Table

Grade	Step 1 1	Step 2 2	Step 3 3	Step 4 4
1	$113,603	$124,964	$137,460	$151,206
2	$105,677	$116,245	$127,869	$140,657
3	$98,304	$108,136	$118,949	$130,843
4	$91,446	$100,591	$110,650	$121,715
5	$85,067	$93,572	$102,930	$113,223
6	$79,132	$87,044	$95,749	$105,324
7	$73,611	$80,971	$89,069	$97,976
8	$68,475	$75,323	$82,854	$91,141
9	$63,697	$70,068	$77,074	$84,781
10	$59,254	$65,179	$71,697	$78,866
11	$55,119	$60,632	$66,696	$73,364
12	$51,274	$56,402	$62,042	$68,246

2025 Management Confidential Table

Hourly

Grade	Step 1 1	Step 2 2	Step 3 3	Step 4 4
1H	$17.5248	$19.2773	$21.2050	$23.3256
2H	$18.8392	$20.7231	$22.7954	$25.0749
3H	$20.2522	$22.2774	$24.5050	$26.9556
4H	$21.7710	$23.9481	$26.3430	$28.9773
5H	$23.4039	$25.7442	$28.3187	$31.1506
6H	$25.1590	$27.6751	$30.4426	$33.4868
7H	$27.0460	$29.7507	$32.7258	$35.9984

2025 Management Attorney Table

Grade	Step 1 1	Step 2 2	Step 3 3	Step 4 4
0	n/a	n/a	n/a	$146,802
1	n/a	n/a	n/a	$125,000
2	$100,000	$105,000	$110,000	$115,000
3	n/a	n/a	n/a	$74,160

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Attachment B – Positions within Grade

Department Heads/Management Employees

Grade 1
Commissioner of Public Works

Grade 2
Commissioner of DSS
Director of Finance

Grade 3
Director of Community Mental Health Services
Director of Information Technology
Director of Planning
Personnel Officer
Public Health Director
Sheriff

Grade 4
Deputy County Administrator
Deputy Commissioner of Public Works
Undersheriff

Grade 5
Deputy Director of Information Technology
Deputy Commissioner of DSS
Director of Emergency Response and Communications

Grade 6
Deputy Director of Finance
Clinical Director of Mental Health
County Clerk
Deputy Director of Community Mental Health Services
Deputy Personnel Officer
Deputy Public Health Director
Director of Administrative Services/DSS
Director of Area Agency on Aging
Director of Real Property Tax Services
Manager of Audit and Financial Projects
Probation Director

Grade 7
Clerk of the Legislature
Compliance and Privacy Officer
Deputy Director of Emergency Response & Communications
Director of Environmental Health
Director of Social Services
Highway Engineering and Maintenance Supervisor
Workforce Development Director
Human Resources Manager

Grade 8
Deputy Director, Area Agency on Aging - Aging Services
Epidemiology Manager

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Grade 9

Assistant Director of Emergency Response and Communication
Safety Director
Nutrition Program Manager/RD
Family Support Services Director
Employment and Training Director
Supervisor, Solid Waste Management
Supervisor of Buildings & Grounds

Grade 10

Benefits Manager
Child Advocacy Director
Deputy County Clerk
Mobility Manager
Director of Veterans Services
Deputy Workforce Development Director
Director of Weights and Measures
Assistant Director of Administrative Services
Public Health Programs Manager
Grants Administrator
Motor Vehicle Director
Community Mental Health Manager

Grade 11

Executive Administrative Officer
Executive Assistant to the District Attorney
Executive Assistant to County Administrator
Executive Assistant to the County Attorney
Fiscal Manager
Recycling Coordinator
Assistant Landfill Supervisor

Grade 12

Coroners
Deputy Clerk of County Legislature
Deputy Election Commissioner

Off Scale Management Employees

The following positions' salaries are off scale and receive the same annual increases as positions above:

County Administrator
Medical Advisor
Medical Director/Psychiatrist
Mental Health Practitioner

Election Commissioners

These positions are eligible for health insurance and leave accruals, but not longevity

Salaries set by the Legislature annually

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Management/Confidential Employees

Grade 1H

Grade 2H

Grade 3H

Grade 4H

Human Resources Assistant

Grade 5H

Administrative Assistant
Administrative Assistant to the Commissioner of Social Services
Administrative Assistant to the Plan Administrator
Secretary to the District Attorney
Secretary to the Sheriff
Administrative Assistant to the Mental Health Director

Grade 6H

Payroll Coordinator
Paralegal
Human Resources Generalist
Data Officer

Grade 7H

Investigator

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Management/Attorney Employees

Grade 0
County Attorney
Public Defender

Grade 1
Chief Assistant County Attorney
Chief Assistant District Attorney
Chief Assistant Public Defender
Chief DSS Attorney
Plan Administrator

Grade 2
Assistant County Attorney
Assistant District Attorney
Assistant Public Defender
Social Services Attorney

Grade 3
Associate Assistant County Attorney
Associate Assistant District Attorney
Associate Assistant Public Defender
Associate Social Services Attorney

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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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B. Notification

i. The Clerk of the Legislature last appointed, in accordance with Article I, # 34, shall serve upon each member of the Legislature entitled to vote at the organizational meeting a notice stating:

a. the date, time, and location of the organizational meeting;

b. that a Chair shall be elected; and

c. any other matter to come before the Board.

ii. In the event of the inability or failure of the Clerk of the Legislature last appointed to serve notice as provided in Article II, Section B. 1 of these Rules, the County Clerk of Cortland County shall call the biennial organizational meeting on or before January 15th in even- numbered years.

C. Business

i. The business to come before the biennial organizational meeting following the election of the Legislature shall be as follows:

a. election of a Chair (County Law §151, Local Law No. 2 of 1972);

b. appointment of a Clerk (County Law §400(4)(a), County Law §475, and Local Law No. 2 of 1972);

c. receive and file the designation of the Majority Leader and Minority Leader (if available);

d. appointment of a County Attorney (County Law §400(4)(a), §500);

e. appointment of a Public Defender (County Law §716);

f. appointment of a Veterans' Services Officer (County Law §800); and

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

ii. The business to come before the biennial organizational meeting held in the even numbered year mid-term of the Legislature shall be as follows:

a. election of a Chair (County Law §151, Local Law No. 2 of 1972);

b. receive and file the designation of the Majority Leader and Minority Leader (if available);

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

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2. Elections and Appointments

A. Appointment Process Timeline

i. By no later than August 31st of the year during which the term of appointment is set to end (no later than the last working day of the month), the current appointees shall indicate in writing whether or not they shall seek another term of appointment. The notice by the current appointee shall be delivered in writing to the Personnel Officer and the Committee Chair to whom they report, as follows:

a. Clerk of the Legislature – Government Operations Committee

b. County Attorney – Government Operations Committee

c. Public Defender – Judiciary & Public Safety Committee

d. Veterans' Services Officer – Health & Human Services Committee

ii. By no later than October 31st, following the appointees' indication in September of a decision to seek another term, the Chair of the Committee shall:

a. In the event the appointee seeks reappointment, bring forward the current appointee's performance evaluation for committee review by the month of October; or

b. In the event the appointee does NOT seek reappointment, have the Personnel Officer post the position as vacant as of December 31st of that year, subject to appointment at the biennial Organizational Meeting of the Legislature as the Rules of Order provide.

iii. By no later than November 30th, following the review of the current appointee's performance evaluation, if applicable, the Chair of the Committee to whom the appointee reports shall call for a vote to indicate the committee's intent to either:

a. Recommend to reappoint the current appointee; **or**

b. Request to determine the position as an anticipated vacancy as of December 31 of that year and to have the Personnel Officer post the position as such subject to appointment at the biennial Organizational Meeting of the Legislature as the Rules of Order provide.

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

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

a. **1st** The current appointee recommended by the last sitting committee shall be

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nominated and considered for the position by vote of the new sitting legislature; if not approved for appointment by a sufficient vote of the legislature; then

b. **2nd** The legislature shall then nominate and consider from the applicants who filed appropriate documentation with the Personnel Officer, any such successfully nominated applicant shall be subject to meeting other requirements as the County has established (i.e. drug test); if no such applicant is approved for appointment by a sufficient vote of the legislature; then

c. **3rd** The legislature shall accept from the floor nominations of persons who did not apply. These nominations shall be subject to providing valid and sufficient proof that they meet the minimum qualifications for the position and subject to all other requirements demanded of new employees of the County.

B. Procedure for Election of a Chair

i. The Chair shall be elected by a majority vote of the whole number of weighted votes of the total membership of the Legislature. The Clerk of the County Legislature last elected shall act as Chair pro tem. If the Clerk of the Legislature last appointed is not available, the County Clerk shall preside over the election of the Chair. He/She shall call the County Legislature to order and call the roll, followed by a pledge of allegiance to the flag. Whereupon the Chair pro tem shall declare, "The first order of business is the election of the Chair." Nominations for the office of Chair shall then be taken from the floor and such nominations must be seconded. Before proceeding to an election, the Chair pro tem shall inquire if there are any further nominations. If there is no response, the Chair pro tem shall declare the nominations closed. Voting shall be by full roll call with each legislator, when the legislator's name is called, declaring the name of the candidate of the legislator's choice who has been duly nominated and seconded. Should there be no weighted majority of the Legislature after the initial roll is called, the two nominees receiving the highest number of votes shall then be the only candidates named for a second round of roll call voting. Voting will again be by full roll call with each legislator, when the legislator's name is called, declaring the name of one of the two candidates remaining. Upon voting of the County Legislature; whereupon the Chair pro tem shall declare the duly elected Chair. Upon election, the Chair shall immediately assume all duties and responsibilities of the office and shall continue to act in such capacity until the termination of his/her office.

ii. The Chair's term will be through December 31 in the next odd-numbered year.

iii. In the event a Chair is not elected at the biennial organizational meeting, a Chair shall be elected at a recessed meeting held no later than February 1 in the even-numbered year.

iv. In the event of the failure of the Legislature to elect a Chair on or before February 1 in the even-numbered year, the County Clerk of Cortland County shall appoint a member of the Legislature as Chair, who shall serve through December 31 of the next odd-numbered year.

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C. Appointment of a Clerk

i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a Clerk of the Legislature, in accordance with County Law §400 (4)(a) and County Law §475. The Clerk of the Legislature shall also serve as County Historian.

ii. The Clerk of the Legislature shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

iii. The Clerk of the Legislature shall serve at the pleasure of the Legislature until replaced or removed by the Legislature (see County Law, § 475[1]).

D. Appointment of the County Attorney

i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint an attorney as County Attorney, in accordance with § 500 of County Law.

ii. The term of office of the County Attorney shall run concurrent with the elected members of the Legislature, in accordance with County Law, § 500.

iii. The County Attorney shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

E. Appointment of a Public Defender

i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a Public Defender, in accordance with Local Law 2 of 1966, as amended by Local Law No. 6 for year 2021 and Local Law 8 of 2023. (See County Law, § 716).

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

iii. The Public Defender shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

F. Appointment of a Veterans' Services Officer

i. At each organizational meeting following the election of the Legislature, the Legislature shall appoint a County Veterans' Services officer, in accordance with County Law § 800.

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ii. The term of office of the Veterans' Services shall be for the term for which the membership of the Legislature appointing him/her was elected or for a term as may be determined by local law not to exceed four years.

iii. The Veteran's Services Officer shall be appointed by a majority vote of the weighted votes of the total of the Legislature.

ARTICLE III
AUTHORITY OF THE CHAIR

1. Legislative Meetings

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

i. call the meeting to order, unless otherwise specified in these Rules;

ii. proceed to the business in the manner prescribed by these Rules, unless there is no quorum;

iii. preserve order and decorum in debate, preventing personal reflections and confining members' remarks to the question under debate; this ruling shall be subject to appeal from the ruling of the Chair;

iv. recognize members entitled to speak in debate, ruling which member is first entitled to speak when two or more members seek recognition simultaneously; this ruling shall be subject to appeal from the ruling of the Chair;

v. rule on the priority of business and all points of order, subject to appeal from the ruling of the Chair. On each appeal, the Chair shall have the right to speak first and last in debate, if the question is debatable, to explain the reason(s) for the ruling;

vi. grant the privilege of the floor to individuals who have signed in before the beginning of the session and set the time limit, up to but not more than five (5) minutes per speaker, which, upon authority of the Chair, may be extended:

Privilege of the Floor (aka Public Comment): Privilege of the floor shall be granted to any individual in the manner prescribed as follows:

Any person or group may request permission to appear before the Legislature by signing on the provided sign-in sheet. The Legislature will provide a thirty (30) minute public comment period. At the discretion of the Chair, or upon majority vote of the Legislature, the public comment period may be extended, before resolutions are acted upon. Said thirty minutes will be divided evenly among the number of persons or groups that wish to appear before the Legislature, with no one person or group appearing for more than five (5) minutes. The five-minute time limit per speaker may be extended and/or limited at the discretion of the Chair or upon majority vote of the Legislature to accommodate the group. This rule shall not apply to the County Administrator, Department heads, or others invited to appear before the legislature. The

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Chair shall preserve order and decorum. He or she shall prevent any persons speaking, including members of the Legislature, from making personal or derogatory comments regarding individuals and he or she shall confine the speakers to subject matters pertaining to the agenda. The Chair shall have the authority to have disruptive individuals removed from the meeting.

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

i. vary the order of business from the defined order of business, subject to appeal from the ruling of the Chair by the legislative body;

ii. call any qualified individual temporarily to the position of Clerk of the Legislature, in accordance with County Law §400;

iii. allow a minority report (either minority party or minority of a committee) to be presented and heard; and

iv. introduce a resolution to the Legislature when content or subject matter does not fall within the jurisdiction of a statutory committee.

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

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

i. in the absence of a quorum, take actions necessary to obtain a quorum;

ii. on the request of any member, or at his/her own discretion, divide a resolution that contains two or more distinct propositions; and which can be considered separately;

iii. vote on all questions, unless excused from voting on a particular question;

iv. preserve order and decorum in debate, preventing personal reflections and confining members' remarks to the question under debate;

v. recognize members entitled to speak in debate, ruling which member is first entitled to speak when two or more members seek recognition simultaneously;

vi. appoint a Chair pro tem to preside over the Committee of the Whole;

vii. excuse a member from any meeting in accordance with the definition of an excused absence;

viii. declare any meeting recessed at which a quorum cannot be obtained.

2. Committee Responsibilities

The Chair shall:

A. Within 15 days of his/her election to the position of Chair, appoint all Committee Chairs and members of Standing Committees, filing a list of same with the Clerk of the Legislature.

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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. **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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F. **Public Works –** Not less than five (5) nor more than seven (7) members who shall oversee:

~~County Highway Department, Buildings and Grounds Department~~Public Works 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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CORTLAND COUNTY LEGISLATURE
RULES OF ORDER

Adopted 6/26/25 – Resolution No. 132-25

Attachment: Cortland County Legislature Rules of Order - June 2025 FINAL (132-25 : Amend Cortland County Rules of Order)

CORTLAND COUNTY LEGISLATURE RULES OF ORDER

Adopted 6/26/25 – Resolution No. 132-25

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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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B. Notification

i. The Clerk of the Legislature last appointed, in accordance with Article I, # 34, shall serve upon each member of the Legislature entitled to vote at the organizational meeting a notice stating:

a. the date, time, and location of the organizational meeting;

b. that a Chair shall be elected; and

c. any other matter to come before the Board.

ii. In the event of the inability or failure of the Clerk of the Legislature last appointed to serve notice as provided in Article II, Section B. 1 of these Rules, the County Clerk of Cortland County shall call the biennial organizational meeting on or before January 15th in even- numbered years.

C. Business

i. The business to come before the biennial organizational meeting following the election of the Legislature shall be as follows:

a. election of a Chair (County Law §151, Local Law No. 2 of 1972);

b. appointment of a Clerk (County Law §400(4)(a), County Law §475, and Local Law No. 2 of 1972);

c. receive and file the designation of the Majority Leader and Minority Leader (if available);

d. appointment of a County Attorney (County Law §400(4)(a), §500);

e. appointment of a Public Defender (County Law §716);

f. appointment of a Veterans' Services Officer (County Law §800); and

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

ii. The business to come before the biennial organizational meeting held in the even numbered year mid-term of the Legislature shall be as follows:

a. election of a Chair (County Law §151, Local Law No. 2 of 1972);

b. receive and file the designation of the Majority Leader and Minority Leader (if available);

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

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2. Elections and Appointments

A. Appointment Process Timeline

i. By no later than August 31st of the year during which the term of appointment is set to end (no later than the last working day of the month), the current appointees shall indicate in writing whether or not they shall seek another term of appointment. The notice by the current appointee shall be delivered in writing to the Personnel Officer and the Committee Chair to whom they report, as follows:

a. Clerk of the Legislature – Government Operations Committee

b. County Attorney – Government Operations Committee

c. Public Defender – Judiciary & Public Safety Committee

d. Veterans' Services Officer – Health & Human Services Committee

ii. By no later than October 31st, following the appointees' indication in September of a decision to seek another term, the Chair of the Committee shall:

a. In the event the appointee seeks reappointment, bring forward the current appointee's performance evaluation for committee review by the month of October; or

b. In the event the appointee does NOT seek reappointment, have the Personnel Officer post the position as vacant as of December 31st of that year, subject to appointment at the biennial Organizational Meeting of the Legislature as the Rules of Order provide.

iii. By no later than November 30th, following the review of the current appointee's performance evaluation, if applicable, the Chair of the Committee to whom the appointee reports shall call for a vote to indicate the committee's intent to either:

a. Recommend to reappoint the current appointee; **or**

b. Request to determine the position as an anticipated vacancy as of December 31 of that year and to have the Personnel Officer post the position as such subject to appointment at the biennial Organizational Meeting of the Legislature as the Rules of Order provide.

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

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

a. **1st** The current appointee recommended by the last sitting committee shall be

nominated and considered for the position by vote of the new sitting legislature; if not approved for appointment by a sufficient vote of the legislature; then

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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Adopted 6/26/25 – Resolution No. 132-25

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, 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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F. **Public Works –** Not less than five (5) nor more than seven (7) members who shall oversee:

Public Works 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 – Revised June 10, 2025

Adopted June 26, 2025

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Contract Cover Sheet

Contract No.: _____
Resolution No.: _____
RFP Required: Yes ◯ No ◉
Relevant Section of P&P Policy/GM _____

NO STAPLES PLEASE *this includes attachments*

Please print & keep this Cover Sheet with the contract at all times.

Contract submitted by: District Attorney (Department) Johanna Parker/Patrick Perfett (Contact Person)

Date submitted: _____

Contract with/for: Axon Enterprise Inc

Contract Term: Start Date 8·15·2025 End Date 12·31·2030

Contract entered on log on: _____

- Contract given to County Attorney on: _____
  - ⇒ Assigned to Assistant County Attorney: _____ on _____
- Resolution Attached ☐/ Budgeted Contract Approval ☐/ Grant Award Approval ☒/ Other ☐ Discovery Reform Grant
- IT Department Head Approval (required if contract involves a technology component):
  IT Signature: _____ Date: _____
- Insurance Included with **County** as Add'l Insured ☐ **OR** Insurance Not Applicable ☐
  Liability ☐/ Property ☐ / Auto ☐ / WC ☐ / DBL ☐ / UI ☐ / Professional ☐ / Special: _____ ☐
- **Approved** No ☐ date: _____ (see comments below*)

  *County Attorney Comments:

  _____

  _____

  _____

  Yes ☐ date: _____ Mutual Indemnification: Y / N

- Given to Chair ☐ / County Administrator ☐ for signature on: _____
- Returned to department for other party signature(s) on: _____

DEPARTMENT… Please return one fully executed original contract, Resolution/BCA/GAA, insurance certificate(s), and this cover sheet to the County Attorney's office. DATE RETURNED: _____

- Department notified of contract approval & upload to portal: _____

***** County Attorney approval of this contract is subject to DEPARTMENT CONFIRMATION of funds***. Please complete this information below:

Funding Account # _____

Verified by: _____ Date _____
Department / Initials

County Attorney Use Only

Date Uploaded: _____

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

AXON ENTERPRISE, INC.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☑ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) D

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

17800 N 85TH ST

Requester's name and address (optional)

6 City, state, and ZIP code

SCOTTSDALE, AZ 85255

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

8	6	–	0	7	4	1	2	2	7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** Joan Stone | **Date** 1/1/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

New York State Department of
Taxation and Finance
Sales Tax Registration
W A Harriman Campus
Albany NY 12227-0865

1710037139300-APD0

AXON ENTERPRISE, INC.
17800 N 85TH ST
SCOTTSDALE AZ 85255-6311

New York State Department of Taxation and Finance

Certificate of Authority

Identification number

86-0741227

(Use this number on all returns and correspondence)

VALIDATED

10/18/2017

Dept of Tax
and Finance

AXON ENTERPRISE, INC.
17800 N 85TH ST
SCOTTSDALE AZ 85255-6311

is authorized to collect sales and use taxes under Articles 28 and 29 of the New York State Tax Law.

Nontransferable

This certificate must be prominently displayed at your place of business.
Fraudulent or other improper use of this certificate will cause it to be revoked.
The certificate may not be photocopied or reproduced.

402010510009B

1DB8 - 2920635 P0000338 - 01

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-680555-45821MK

Issued: 06/13/2025

Quote Expiration: 12/31/2025

Estimated Contract Start Date: 08/15/2025

Account Number: 513048

Payment Terms: N30

Mode of Delivery: eDelivery

Credit/Debit Amount: $0.00

SHIP TO	BILL TO
Cortland County District Attorney 46 Greenbush St #101 Cortland, NY 13045 USA	Cortland County (NY) District Attorney 46 Greenbush St #101 Cortland NY 13045 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Molly Kinsella Phone: 4808055496 Email: mkinsella@axon.com Fax:	Patrick Perfetti Phone: 607-756-3466 Email: pperfetti@cortlandcountyny.gov Fax:

Quote Summary

Program Length	64.5484 Months
TOTAL COST	$90,561.02
ESTIMATED TOTAL W/ TAX	$90,561.02

Discount Summary

Average Savings Per Year	$10,843.13
TOTAL SAVINGS	$58,325.58

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

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Payment Summary

Date	Subtotal	Tax	Total
Aug 2025	$20,796.88	$0.00	$20,796.88
Aug 2026	$16,428.76	$0.00	$16,428.76
Aug 2027	$17,085.91	$0.00	$17,085.91
Aug 2028	$17,769.35	$0.00	$17,769.35
Aug 2029	$18,480.12	$0.00	$18,480.12
Total	**$90,561.02**	**$0.00**	**$90,561.02**

Q-680555-45821MK

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

Quote Unbundled Price:	$148,886.60
Quote List Price:	$91,157.50
Quote Subtotal:	$90,561.02

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
S00015	BUNDLE - JUSTICE PREMIER	11	65	$201.24	$120.50	$119.67	$85,561.02	$0.00	$85,561.02
A la Carte Services									
100490	AXON JUSTICE - PSO - FAST PASS	1			$5,000.00	$5,000.00	$5,000.00	$0.00	$5,000.00
Total							**$90,561.02**	**$0.00**	**$90,561.02**

Delivery Schedule

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - JUSTICE PREMIER	100165	AXON EVIDENCE - STORAGE - THIRD PARTY UNLIMITED	11	08/15/2025	12/31/2030
BUNDLE - JUSTICE PREMIER	100789	AXON INVESTIGATE - UPGRADE TO PRO ACCESS	11	08/15/2025	12/31/2030
BUNDLE - JUSTICE PREMIER	73478	AXON EVIDENCE - REDACTION ASSISTANT USER LICENSE	11	08/15/2025	12/31/2030
BUNDLE - JUSTICE PREMIER	73618	AXON COMMUNITY REQUEST	11	08/15/2025	12/31/2030
BUNDLE - JUSTICE PREMIER	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	11	08/15/2025	12/31/2030
BUNDLE - JUSTICE PREMIER	73838	AXON EVIDENCE - ECOM LICENSE - PRO FOR PROSECUTOR	11	08/15/2025	12/31/2030
BUNDLE - JUSTICE PREMIER	85762	AXON AUTO-TRANSCRIBE - JUSTICE ACCESS	11	08/15/2025	12/31/2030
BUNDLE - JUSTICE PREMIER	85767	AXON EVIDENCE - DISCOVERY MODULE ACCESS	11	08/15/2025	12/31/2030

Services

Bundle	Item	Description	QTY
BUNDLE - JUSTICE PREMIER	11642	AXON INVESTIGATE - THIRD PARTY VIDEO SUPPORT	11
A la Carte	100490	AXON JUSTICE - PSO - FAST PASS	1

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	46 Greenbush St #101	Cortland	NY	13045	USA

Payment Details

Aug 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	S00015	BUNDLE - JUSTICE PREMIER	11	$15,796.88	$0.00	$15,796.88
Invoice Upon Fulfillment	100490	AXON JUSTICE - PSO - FAST PASS	1	$5,000.00	$0.00	$5,000.00
Total				**$20,796.88**	**$0.00**	**$20,796.88**

Aug 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	S00015	BUNDLE - JUSTICE PREMIER	11	$16,428.76	$0.00	$16,428.76
Total				**$16,428.76**	**$0.00**	**$16,428.76**

Aug 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	S00015	BUNDLE - JUSTICE PREMIER	11	$17,085.91	$0.00	$17,085.91
Total				**$17,085.91**	**$0.00**	**$17,085.91**

Aug 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	S00015	BUNDLE - JUSTICE PREMIER	11	$17,769.35	$0.00	$17,769.35
Total				**$17,769.35**	**$0.00**	**$17,769.35**

Aug 2029

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	S00015	BUNDLE - JUSTICE PREMIER	11	$18,480.12	$0.00	$18,480.12
Total				**$18,480.12**	**$0.00**	**$18,480.12**

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Contract Sourcewell #101223-AXN is incorporated by reference into the terms and conditions of this Agreement. In the event of conflict the terms of Axon's Master Services and Purchasing Agreement shall govern.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at https://www.axon.com/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

6/13/2025



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Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

AXON

STATEMENT OF WORK FOR THE IMPLEMENTATION OF AXON JUSTICE PSO ("SOW")

Submitted By: Molly Kinsella

Axon Enterprise, Inc. (Axon)

17800 North 85th Street

Scottsdale, AZ 85255

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

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Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

1. PROJECT OVERVIEW

Axon Justice is a cloud-native software solution provided as a SaaS subscription.

1.1 DEFINITIONS

TERM	DEFINITION
Client	The office, organization, or association who is identified within this SOW
Professional Services	The services that Axon provides within the scope of this SOW
Product	The software solution being implemented as part of this SOW
Project	Scope of this SOW as defined by the work to be completed described herein
Project Change Order (PCO)	Change order form outlined in Attachment B to be executed between Axon and the Client if a material change in scope is required for this SOW
Milestone	Event that constitutes completion of work as listed in Attachment A
Milestone Completion Report	The report outlined in Attachment A to be executed at key milestones between Client and Axon to approve completion of project phases

1.2 OUT OF PROJECT SCOPE

Axon is only responsible for performing the professional services described within this SOW. Any additional professional services that are not defined explicitly by this SOW shall be done through a Project Change Order. The following are considered outside the scope of this project:

- Administration, management, or support of any internal city, county, state, federal, or Client IT network or infrastructure
- Changes made by the Client or the Client's vendors after go-live.
- Third-party products and services costs related to the vendors or Client's side of the integration.

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

2. PROFESSIONAL SERVICES

2.1 CONFIGURATION

- Axon performs discovery to understand and document the Client's needs.
- Axon collaborates with the Client to configure workflows, permissions, and privileges within evidence.com based on the Client's needs.
- Axon will facilitate a workflow discussion with the core admin team.

2.2 DISCLOSURES

- Axon enables the Client to share digital evidence to the defense through the following methods as determined by Client and Axon:
  - Public Defender Case Sharing
  - Disclosure Portal
  - Download Links

2.3 TRAINING

Axon works with the Client to identify the Client trainers receiving instruction on the product. Axon provides a training guide that outlines the covered topics, intended audience, facility needs, and duration of the training.

FORMAT

Remote Train the Trainer

For this project, Axon will schedule a cadence of remote training sessions as needed, which are not to exceed two (2) 2-hour training sessions for Client staff. Each session can accommodate up to 20 users and will train them in full system functionality. Training sessions provided by Axon are conducted on consecutive weekdays (Tuesday-Thursday) during normal business hours (9am-6pm with an hour break in between sessions). After the initial training, Client is responsible for any future training. Axon provides all training materials for successful training.

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

PARTNER AGENCIES

Axon will provide Train the Trainer training to Client so that Client is equipped to train and support their partner agencies. Ensuring the partner agencies are trained to follow the ingestion method as outlined in section 3.1 of this document is the Client's responsibility.

2.4 GO-LIVE

Axon works in partnership with the Client to build, coordinate, and execute a Go-Live plan to ensure successful system acceptance. Axon coordinates the Go-Live event.

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

3. INTERFACES

The Client tasks related to interface setup start immediately after project kick-off. It is critical for the Client interface subject-matter experts (SME) and Axon project interface resources to work closely together to scope, set-up, and test all interfaces.

- The Client facilitates any necessary meetings with all third-party system vendors where integration is required.
- Axon provides any relevant Axon API documentation to the Client.
- Axon conducts integration acceptance testing demonstrating the functionality of each integration to the Client.
- The Client is responsible for ensuring the partner agencies follow the necessary steps for ingestion as recommended by Axon.

3.1 PARTNER AGENCY INGESTIONS

3.1.1 **Axon Evidence.com to Axon Evidence.com:** Axon Justice allows for other Axon agencies to "Case Share" from their instance of evidence.com into Client's instance.

3.1.2 **Non-Axon Agency to Axon Justice:** Axon will create Evidence.com Ingest Portals for non-Axon LEA's. These portals are to be used, for the sole benefit of Client. These ingest portals are to be used for the transmission of digital evidence to the Client and are not to be treated as a storage repository by the non-Axon LEA. The total number of these non-Axon LEA Ingest Portals shall not exceed two (2) instances.

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

4. PROJECT MANAGEMENT

4.1 MANAGEMENT RESOURCES

Both parties assign a project manager to ensure completion of deliverables.

Axon's project manager ensures all team members from Axon and the Client are continually updated on the status of the project.

4.2 REQUIREMENTS PLANNING

All project requirements are documented during the kick-off and discovery phases of the project.

Once the Client and Axon agree on all requirements, Axon's project manager works with the Client's project manager to develop a project plan for Axon's implementation.

4.3 CHANGE CONTROL

If any changes in the project cause a material increase or decrease in fees, as determined by Axon, an adjustment in the fees will be agreed upon between the Client and Axon. All PCO forms must be approved and signed by the Client authority (Attachment B).

The Client acknowledges a proposed change request might have an impact on both scheduling and cost for the project that will be outlined in the PCO form.

4.4 MILESTONE COMPLETION REPORT (MCR)

Axon submits an MCR to the Client for approval upon completion of a milestone. Milestone Completion Report included (Attachment A).

Upon receiving an MCR, the Client has 14 calendar days to approve the milestone completion. If the Client has issues related to the milestone completion, the expectation is that the Client responds in writing to Axon with any issues related to the MCR within the 14 calendar-day window.

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

5. CLIENT COMMITMENTS

- Ensure the reasonable availability for meetings, phone or email of knowledgeable staff and personnel to provide timely and accurate documentation and information to Axon.
- Identify holidays, non-workdays, or major events that may impact the project.
- Ensure Client desktop, mobile systems, and devices can access the product.
- Make available relevant systems if needed for assessment by Axon (including making these systems available to Axon via remote access, if possible).
- Provide Axon with remote access to the Client's Axon Evidence account when required.

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

6. SUPPORT

- Axon provides updates and enhancements to the product, which the Client automatically receives.
- Axon provides the Client's end users with access to the help.axon.com support portal to submit and review service tickets.
- Following final acceptance, the Client utilizes Axon support via my.axon.com.
- For technical support assistance, the Client may contact a technical support representative at 800-978-2737, or via email at Support@Axon.com. Online, email-based support and remote-location troubleshooting are included on an ongoing basis as part of the Client's investment in the Axon ecosystem. Phone support is available 24/7.

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

ATTACHMENT A – MILESTONE COMPLETION REPORT (MCR)

By signing for the items in this Milestone Completion Report, I agree that Axon's Professional Services Organization has reached the following milestone(s) for the project agreed upon in the SOW between Axon and Client:

- ☐ Project kick-off
- ☐ Integrations completion
- ☐ Data conversions completion
- ☐ Go-Live
- ☐ Final acceptance

Date services were completed on:

_____ day of _____, 20___

Today's date: _____

Client name: _____

Signature: _____

Printed name: _____

Title: _____

Email: _____

SAMPLE

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

ATTACHMENT B – PROJECT CHANGE ORDER

Date:
Description of change to Axon product or service:
Justification for change:
Effects on schedule:
Effect on project pricing (attach quote for reduction or increase in costs):

AXON ENTERPRISE, INC.	CLIENT
Signature:	Signature:
_____	_____
Name:	Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:
_____	_____

SAMPLE

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

APPENDIX A

STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS

PLEASE RETAIN THIS DOCUMENT
FOR FUTURE REFERENCE.

October 2019

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

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Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licenser, licensee, lessor, lessee or any other party):

1. **EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. **NON-ASSIGNMENT CLAUSE.** In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

3. **COMPTROLLER'S APPROVAL.** In accordance with Section 112 of the State Finance Law (or, if this contract is with the State University or City University of New York, Section 355 or Section 6218 of the Education Law), if this contract exceeds $50,000 (or the minimum thresholds agreed to by the Office of the State Comptroller for certain S.U.N.Y. and C.U.N.Y. contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds $25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services is required when such contracts exceed $85,000 (State Finance Law § 163.6-a). However, such pre-approval shall not be required for any contract established as a centralized contract through the Office of General Services or for a purchase order or other transaction issued under such centralized contract.

4. **WORKERS' COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the li of this contract for the benefit of such employees as are requir to be covered by the provisions of the Workers' Compensatic Law.

5. **NON-DISCRIMINATION REQUIREMENTS.** To tl extent required by Article 15 of the Executive Law (also know as the Human Rights Law) and all other State and Feder statutory and constitutional non-discrimination provisions, th Contractor will not discriminate against any employee c applicant for employment, nor subject any individual t harassment, because of age, race, creed, color, national origi sexual orientation, gender identity or expression, militar status, sex, disability, predisposing genetic characteristics familial status, marital status, or domestic violence victim statu or because the individual has opposed any practices forbidde under the Human Rights Law or has filed a complaint, testified or assisted in any proceeding under the Human Rights Law Furthermore, in accordance with Section 220-e of the Labo Law, if this is a contract for the construction, alteration or repai of any public building or public work or for the manufacture sale or distribution of materials, equipment or supplies, and tc the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of $50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

6. **WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

7. **NON-COLLUSIVE BIDDING CERTIFICATION.** In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

8. **INTERNATIONAL BOYCOTT PROHIBITION.** In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds $5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

9. **SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

10. **RECORDS.** The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

11. **IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.** (a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

12. **EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.** In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of $100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of $100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "a," "b," and "c" above, in every subcontract over $25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The contracting agency shall determine whether the imposition the requirements of the provisions hereof duplicate or confl with any such federal law and if such duplication or confli exists, the contracting agency shall waive the applicability Section 312 to the extent of such duplication or conflic Contractor will comply with all duly promulgated and lawf rules and regulations of the Department of Econom Development's Division of Minority and Women's Busine Development pertaining hereto.

13. CONFLICTING TERMS. In the event of a conflic between the terms of the contract (including any and a attachments thereto and amendments thereof) and the terms o this Appendix A, the terms of this Appendix A shall control.

14. GOVERNING LAW. This contract shall be governed by the laws of the State of New York except where the Federa supremacy clause requires otherwise.

15. LATE PAYMENT. Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. NO ARBITRATION. Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

17. SERVICE OF PROCESS. In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by

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any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in § 165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES. In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. OMNIBUS PROCUREMENT ACT OF 1992. It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business
Albany, New York 12245
Telephone: 518-292-5100
Fax: 518-292-5884
email: opa@esd.ny.gov

A directory of certified minority- and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development
633 Third Avenue
New York, NY 10017
212-803-2414
email: mwbecertification@esd.ny.gov
https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public Authorities Law § 2879(3)(n)–(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than $1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

21. RECIPROCITY AND SANCTIONS PROVISIONS. Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5))) require that they be denied contracts which they would otherwise obtain. NOTE: As of October 2019, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS. Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law § 899-aa and State Technology Law § 208) and commencing March 21, 2020 shall also comply with General Business Law § 899-bb.

23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW. If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4)(g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

13.13.a

24. **PROCUREMENT LOBBYING.** To the extent this agreement is a "procurement contract" as defined by State Finance Law §§ 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law §§ 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

25. **CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.**
To the extent this agreement is a contract as defined by Tax Law § 5-a, if the contractor fails to make the certification required by Tax Law § 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law § 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

26. **IRAN DIVESTMENT ACT.** By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the "Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at: https://ogs.ny.gov/list-entities-determined-be-non-responsive-biddersofferers-pursuant-nys-iran-divestment-act-2012

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request fo assignment, renewal or extension for an entity that appears o the Prohibited Entities List prior to the award, assignmen renewal or extension of a contract, and to pursue responsibility review with respect to any entity that is awarde a contract and appears on the Prohibited Entities list afte contract award.

27. **ADMISSIBILITY OF REPRODUCTION OF CONTRACT.** Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and al objections to the admissibility into evidence at any cour proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.

Attachment: contract for resolution approval (13117 : Authorize Contract with Axon Enterprises - District Attorney)

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Exceptional Brisbane Clients

Here at Brisbane Consulting Group, LLC we eat, sleep, breathe our clients. The satisfaction we have serving our clients and providing exceptional consulting services is our utmost priority. Below is just a small sample of our client base here in New York. We welcome you to call anyone of these clients to get a first-hand perspective on what it's like to work with us. Also, please visit our website www.briscon.com to learn more about our practice, history and what we do.

Representative Payee

Government

Chenango County Department of Social Services – Norwich, NY

Monroe County Department of Human Services – Rochester, NY

Sullivan County Department of Social Services – Monticello, NY

Private

Beechwood Continuing Care – Getzville, NY

Catholic Charities of Broome County – Binghamton, NY

The Arc of Monroe – Rochester, NY

The New York Foundling – New York, NY

SCO Family of Services – Glen Cove, NY

Attachment: Exceptional Brisbane Clients- RP AccuFund (138-25 : Authorize Agreement with Brisbane Consulting Group, LLC - Department of

OFFICE OF THE COUNTY ADMINISTRATOR
CORTLAND COUNTY
60 CENTRAL AVENUE, SUITE 316
CORTLAND, NEW YORK 13045
607-753-5083 (phone)
607-756-3489 (fax)

Robert J. Corpora
County Administrator
rcorpora@cortlandcountyny.gov

Wendy M. Canfield
Executive Assistant
wcanfield@cortlandcountyny.gov

May 21, 2025

Calabro Properties
Chris Calabro
Port Watson Street
Cortland, NY 13045

Re: Lease at 99 Main Street

Dear Mr. Calabro,

We are writing to confirm our acceptance of an extension of the current lease at 99 Main Street, Cortland, NY 13045. We agree to an extension of 8 months at a rate of $11,403.44 per month. The term of the lease extension is May 1, 2025 to December 31, 2025.

Thank you for working with us on this transition and thank you for your flexibility and cooperation over the years.

Sincerely,

Robert J. Corpora

Attachment: 2025-05-21_CalabroPropertiesLtr_LeaseExtension (141-25 : Amend Resolution No. 204-24/Authorize Lease Extension at 91-101

Proposed on: 2025-05-14

Pricing Proposal for

Cortland County, NY

Prepared for:

Andrea Herzog

Cortland County, NY
60 Central Ave.,
Cortland, New York, 13045

Submitted by:

Brian Tahmosh
Enterprise 2

617-797-4735

brian.tahmosh@govos.com

GovOS®

8310 N. Capital of Texas Hwy.
Bldg. 2, Ste. 250, Austin, TX 78731

www.GovOS.com

Attachment: GovOS Contract - Unsigned (13042 : Authorize Agreement - GovOS - Occupancy Tax Online Platform - Finance)

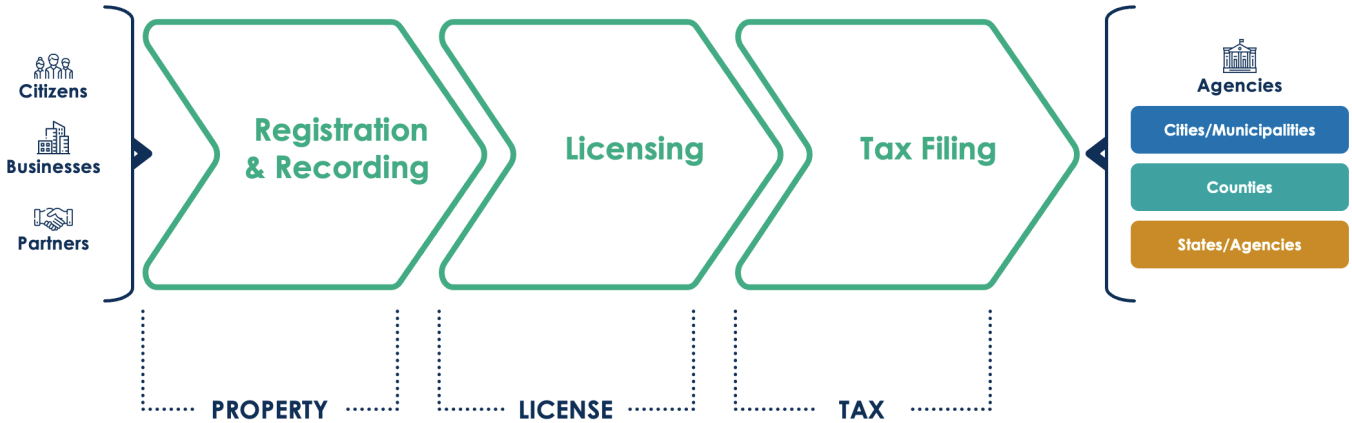
GovOS

Company Overview

GovOS is a leading provider of transaction and compliance software for state and local governments to streamline property, licensing, and tax interactions with businesses and citizens.

GovOS is a Delaware incorporated organization, headquartered in Austin, Texas, and serves more than 700 government agencies across the United States. With the company's secure suite of cloud-based solutions, governments can maximize revenue, increase compliance, reduce costs, and meet constituent demand for modern, self-service transaction and payment services.

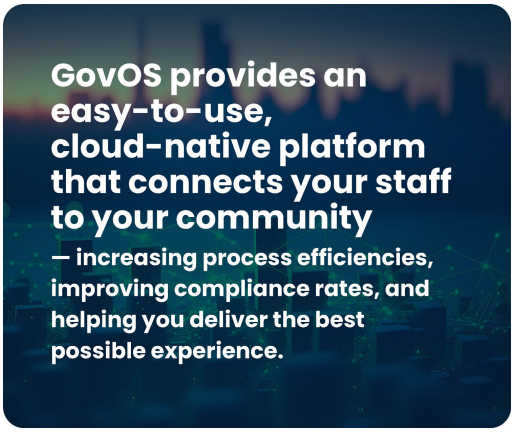
GovOS has been providing information technology products and services to local governments since 2005. Our workforce (over 200 and growing) is located in Austin and throughout the U.S., allowing us to provide our industry-leading service and support to our customers when it is convenient for them. GovOS products have been purposefully designed and built to meet the needs of our public sector customers.



GovOS is backed by experienced professionals who have been serving local government and their unique needs for over 20 years. We know data is important to every one of our customers in the public sector. However, we also understand there is more than just numbers needed to effectively serve your community. Given the depth of our experience in government service and the breadth of the products we offer, GovOS has a holistic view of how local government works best and how one software solution can affect multiple departments and processes. In addition to our best-in-class technology, GovOS also provides workable best practices, exemplary support, and innovative technology so our customers can achieve their goals today and well into the future.

Since our founding, GovOS has continued to grow and expand our suite of products and has already become an industry leader in the government technology space. GovOS is well-positioned to serve and support our customers for years to come as software and needs evolve.

We look forward to working with you, Andrea Herzog and Cortland County, NY, and discovering how GovOS can help you better serve your constituents.



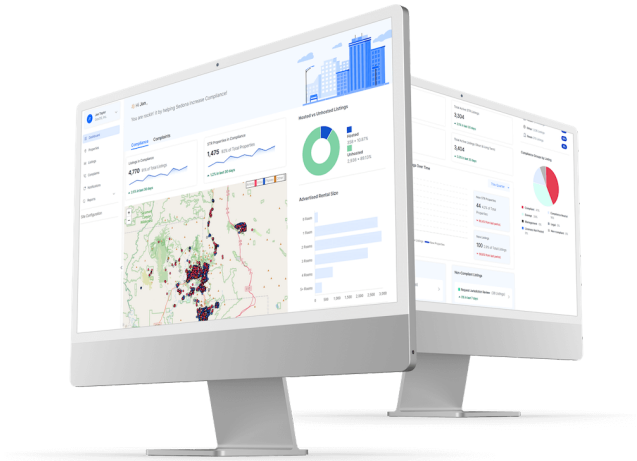
Attachment: GovOS Contract - Unsigned (13042 : Authorize Agreement - GovOS - Occupancy Tax Online Platform - Finance)

GovOS

Short-Term Rental

Enhance Compliance, Simplify Registration & Increase Revenue

The GovOS Short-Term Rental (STR) solution has risen above industry standards in the government technology space for identification, compliance, and code enforcement. Our solution helps jurisdictions streamline their processes, manage their STR market with relevant results, and reduce the burden on staff. It was created in the halls of government (by GovOS' own Chief Strategy Officer) and designed specifically for local government.



What truly sets GovOS apart from our competitors is not just our results—it's our adaptability. GovOS will configure your system to match local regulations, providing accurate and timely compliance for properties and operators. GovOS empowers jurisdictions by providing visibility into:

- Tax Revenue Loss
- Ordinance Non-Compliance
- STR Inspections & Licenses
- Health & Safety Concerns

Our innovative identification and registration processes provide accurate and actionable results.

Through AI-powered property identification technology, our expert data scientists and property review analysts produce the highest property identification rates in the industry. Our solution and team accurately match (nearly 100%) your STR ads to properties after an initial 8-week census. Our registration system easily and efficiently captures all necessary information from STR owners and creates a strong data foundation for future compliance, delinquency, tax, and auditing needs. Key examples of our proprietary property identification technology and processes include:

- Reverse Geocoding
- Photo Recognition
- Human Verification

Key GovOS Short-Term Rental Benefits

- **Unmatched Property Identification:** Not only do we identify STR properties in your community, but we also vet each listing using AI and human-eye verification to ensure accuracy and reliability.
- **Higher Compliance Rates:** Achieve higher and more reliable compliance rates in your community.
- **Revenue Boost:** Collect previously missed revenue through our paperless, automated system.
- **Streamlined Registration, Licensing, and Renewals:** Centralize and simplify the property registration, licensing, and renewal processes.
- **Seamless Owner Communication:** Easily connect with property owners and manage community impact via an integrated notifications system.
- **24/7 Bilingual Hotline:** Take charge with our 24/7 hotline for proficient complaint management. *Note: This is an optional service - contact your Account Executive for more information.*

Attachment: GovOS Contract - Unsigned (13042 : Authorize Agreement - GovOS - Occupancy Tax Online Platform - Finance)

GovOS

All Available Modules

Short-Term Rental Discovery

- The GovOS STR system will discover all available Cortland County, NY short-term rental ad listings posted on nationwide websites. We will also monitor customer-selected sites if purchased/provided.

Short-Term Rental Identification

- GovOS STR will maintain a Cortland County, NY ad listing and property database in our system of all relevant ad and property data discovered.
- All aspects of the system and the database are accessible online by Cortland County, NY staff with unlimited licenses.

Ad Listing & Property Reconciliation

- The system and our expert review team will analyze all Cortland County, NY ad listings, which are not in the Cortland County, NY existing database, connect the ad listings to property record data, and determine compliance and registration status.
- Weekly PDF evidence capture is conducted on non-compliant listings.

Data Reporting

- The GovOS STR system has extensive reporting and filtering functionality to provide Cortland County, NY users with readily available STR owner/manager contact data and compliance status.
- Cortland County, NY staff can access the compliance data via our online system to generate weekly reports for the code compliance staff.

Notifications

- A simple integrated notification system with complete data integration via “smart fields”
- The notification module enables Cortland County, NY to easily create batch notifications

Online Registration Systems

- Online property owner/manager task portal for new and renewal licensing
- Licensing process: online forms and uploads with user prompts
- Automated reminder notifications and easily customizable notification templates
- Custom application approval and interdepartmental collaboration
- Custom tax forms with auto-calculation fields with penalties and interest
- All reporting and registration data can be exported anytime in CSV format

U.S.-Based Complaint Hotline

- 24/7 bilingual complaint hotline and online complaint reporting form
- Centralized online complaint database with a dashboard for code enforcement and compliance

GovOS Pay

- A unified solution to accept all traditional and modern payment methods

Payment Integration

- Integration with a GovOS partnered payment gateway

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System Support & Maintenance

Technical Support

Everyone who interacts with the GovOS solution has access to our best-in-class support services should they encounter an issue or need assistance with the system. We seek to consistently deliver exceptional support experiences, while removing barriers to our customer's success.

Continuous Support

As part of your subscription, you gain access to our application support resources. Below is a description of three separate support resources available to you.

- **Customer Success Manager (CSM):** Your Customer Success Manager is assigned to help ensure you are achieving software optimization, are connected to product enhancements, and are aware of our newest offerings. Their goal is to help you meet your objectives utilizing our software.
- **Account Manager (AM):** Your Account Manager helps support customers' overall goals and ongoing investment in GovOS. They work closely with the CSM team and provide customers periodic high-level reviews to evaluate ongoing ROI, utilization, and future needs. The AM's key focus is to educate, listen, provide guidance, and address challenges.
- **Client Technical Support (CTS) Team:** Unlike other organizations, GovOS does not put your users through a round-robin call center. Your Client Technical Support team is your primary support to assist you with system and technical concerns. You will always have direct access to call or email the CTS team for the life of your subscription.
- **Support Team:** Our Support Team provides system and website support to users within your jurisdiction. Our Support Team is a separate team within our support division that specializes in understanding system functionality and can be a resource for users as needed regarding website or system functionality. Users can call/email this team during business hours for the life of your subscription.

GovOS' multi-prong support approach is unique to the industry and a key reason customers stay with GovOS. Our proven support practices have allowed us to maintain our high customer satisfaction and retention levels across all GovOS product lines.



What's Included:

Support is defined as any questions surrounding how to use a feature within the platform, as well as troubleshooting.

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GovOS Provided Maintenance Services

Industry Leader in Security Standards

Our engineering team maintains our servers 24/7/365 so there is no impact on your IT team. Your staff and property users can trust our 99.99% level of up-time and industry standard for system security.

Our security and compliance features include:

- SOC 2 level security compliance
- Full-time availability of production site, 365 days a year
- Active Firewall, SSL Encryption, and GeoTrust SSL
- Provide and manage testing and development sites
- Unlimited number of users, including both property and jurisdiction users
- Unexpected outage recovery and emergency response

GovOS leverages Amazon Web Services' (AWS) multi-million-dollar investment in security and infrastructure. This ensures a highly secure, reliable, scalable, and low-cost infrastructure platform in the cloud. AWS hosts our applications AND our client data.

Commitment to Innovation – Feature Releases

We are passionate about remaining innovative for our clients to improve efficiency, compliance, and revenue. New features built based on feedback from our clients, and their property owners/managers are released several times throughout the year. We help ensure our client communities are at the forefront of emerging technologies and are well-positioned to anticipate and address the current and future needs of your ecosystem.

Your Software-as-a-Service subscription includes:

- Product releases and engineering support
- New product features releases (users are made aware of new features prior to their release)
- Software engineers who resolve functional issues with existing features

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GovOS

Deployment Methodology and Approach

GovOS has built a customer-centric deployment methodology that revolves around creating a successful customer experience and help you achieve your business goal and time to value. We have established the GovOS Deployment Strategy (DS), a proven innovative and collaborative framework which allows us to partner with our customers. This methodology allows our customers to quickly make decisions based on our out-of-the-box configurations, learn how our best practices will change and improve workflows, and identify any additional features or functionality required to make you successful. GovOS DS also focuses on making sure all stakeholders are involved in identifying requirements and risks to accelerate the decision-making process. A proven innovative and collaborative framework which allows us to partner with our customers to help ensure on-time delivery of your project.

The four key pillars to our methodology are:



Partnership

Partnering with you to understand and document your current processes and desired business outcomes.



Industry Experience

Our Implementation team has worked with municipalities across the country and understands best practices to guide you through Implementation journey.



Interactive System Validation

A process by which your team works side-by-side with our Implementation team, wherein you can see, use, and approve work as it is being completed. Helping to eliminate last-minute changes that can delay an on-time Go-Live in your new system.



Success Driven Rollout

Extensive persona-based User Acceptance Testing and Multi-Phased System training, helping ensure you and your team will become successful users of GovOS and help drive value and adoption.

The Project Team will develop a plan to align with Cortland County, NY by gaining knowledge of your goals, objectives, community and organizational culture, and needs through the implementation Discovery Phase and configure your system so it is functional on Day 1. Our team of professionals will provide the service, training, and support your staff requires to be successful.

We pride ourselves in providing our customers a service and support model that is unique to the marketplace. Our model empowers our associates to make decisions and advocate for your goals, making it quicker and easier for you to get the answers you need, when you need them.

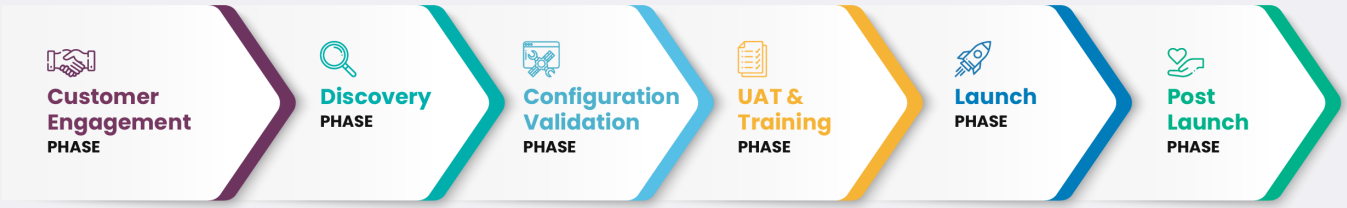
In addition to the project staff, an executive from GovOS will oversee the project and to ensure the overall success of the project. The executive will also serve as Cortland County, NY's point of escalation. The executive may attend meetings to make sure the project is progressing in line with your expectations.

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GovOS

Our Proven and Successful Implementation is Divided into Six Main Phases

Upon receipt of the initial requirements, GovOS will assign a project team (including a Project Manager, Configuration Specialist, Trainer, and Data Conversion Specialist) then implementation will officially begin.



Training Methodology

GovOS believes that a customer-centered and success-driven approach to training is vital to a successful implementation. We have developed a Multi-Step and Multi-Phased approach based on two main needs for training.

- **System Oriented Training:** Used during Discovery and Configuration Phases to give you and your Subject Matter Experts the information needed to help you understand the system and validate the work being completed.
- **Persona Based Training:** Training based around the needs of the users where a user can learn and understand the system based on their day-to-day responsibilities.

Training Steps and Phases

- **Initial Training:** System Orientation training is completed at the beginning of the project to orient your team to the system.
- **Working Sessions:** As part of the Configuration/Validation phase working sessions are used to allow you and the team to use the system and validate the configurations being built.
- **Use Case Focused Training:** Persona-based training designed to train your staff on how to perform their functions in the system. *(These will be recorded and provided back to you.)*
- **Post Go-Live Training Office Hours:** Training delivered after system Go-Live designed to give your team the ability to ask relevant questions once they have been in the live system performing their day-to-day functions.

Training Guides and Materials

GovOS will provide:

- Use Case Specific Exercise Guides for your staff to practice with between training and Go-Live.
- Customer-Specific Training Material based on the system as it is configured for you.

Estimated Timeline

We understand that each project schedule and customer is unique with specific needs when implementing a new program. We will work with you and your team to develop a timeline and process that works for all parties involved in the project. As such your timeline may vary based on the final scope determination, your project team availability, contract signing, or other unexpected delays.

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GovOS

Pricing Summary

The solution is a package of the below service applications.

Pricing for Cortland County, NY

Products	QTY
STR Compliance Ongoing compliance identification and monitoring for short term rental properties.	1
STR Identification Ongoing monitoring of new short term rental listings and properties, and an unlimited number of notification templates for compliance outreach.	1
STR Max Web based training for jurisdiction staff (up to 6 hours). Unlimited, ongoing web and phone support are provided to all administrative staff and short term rental operators as part of monthly hosting and support. Unlimited user logins for admins and operators. Software hosting and license fees. Service and IT infrastructure, including 24/7/365 maintenance and support. Daily backups managed by our expert IT team. Enhancements released to all equivalent GovOS versions.	1
STR Registration Automated renewals. Automated registration task reminders to business owners and/or operators. Access to the admin functionality in the system, including but not limited to reports, reconciliation, notifications, approvals, cashiering, etc.	1

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STR Tax Automated tax form reminders to business owners and/or operators. Automated assigned tax forms. Online tax form with automatic tax and late fee calculations.	1

Discount: Annual Fee reduced from $28,056 to $19,995 with signed agreement by June 30, 2025

First Year Annual Contract Value $19,995.00

One time Fees: $0.00

Total Contract Value: **19,995.00**

Anticipated Number of Short-Term Rentals: 130

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GovOS

GovOS Pay Pricing

- **3%** per Credit Card transaction with min of $0.50 (50 cents)
- eCheck **$1** per transaction

eCheck/ACH (per transaction)

Check Processing Fee	
Per eCheck Sale Transaction	**$1**
Per eCheck Refund Transaction	**$1**
Per eCheck Return	**$25**

Fee for Credit to the City/County Bank Account

Dynamic Payout Fees	
Per Instruction Funding Fee (Standard Funding)	**$0.50**
Per Instruction Funding Fee (Next Day Funding) – Subject to Risk Approval by Payrix	**$2**
Per Failure & NOC Funding Fee	**$8**

Chargebacks and Related Fees	
Per Chargeback Request or Return Processed	**$30**
Per Retrieval Request Processed	**$50**
Per ACH Representment Processed	**$25**
Per Arbitration Case (possible additional fees from Payment Networks)	**$50**

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*Without acceptance of this proposal (this "**Proposal**"), pricing provided herein is good until 2025-07-21. After said date, if not accepted, this Proposal shall be void.

Customer Information	
Organization Name:	Cortland County, NY
Primary Address:	60 Central Ave., Cortland, New York, 13045
Primary Contact Name:	Andrea Herzog
Primary Contact Email:	aherzog@cortlandcountyny.gov

Proposal Commercial Terms

Solution	
Services:	Services to be provided pursuant to this Proposal are described on the Pricing Summary page(s). Payment terms associated with fees for Services described on the Pricing Summary page(s) (the "***Fees***") are payable as indicated in the "*Payment Terms*" section below.
Implementation:	GovOS and Customer will cooperate to ensure timely and accurate implementation and delivery of the Services. Customer will be required to provide certain information to allow GovOS to set-up and implement the Services. This may include Customer's local legal requirements, tax and fee requirements, compliance standards, merchant processing credentials and business notification preferences. Customer acknowledges GovOS's ability to correctly and timely implement forms, templates, workflows and other elements necessary to provide the Services is dependent upon cooperation from Customer. Customer will participate in user acceptance testing as reasonably requested by GovOS. GovOS is not responsible for delays or other consequences resulting from Customer's failure to timely provide accurate information or participate in user acceptance testing. Payment of fees for the Services (the "**Fees**") will not be reduced, delayed or modified as a result of Customer's failure to meet this obligation.
Terms of Use:	Use of the Services is subject to GovOS's standard terms of use which can be found at https://govos.com/terms-of-use (the "**TOU**"), which terms of use are hereby incorporated into this Proposal. Capitalized terms utilized but not defined in this Proposal shall have the meaning set forth in the TOU.
Modification of Incorporated Documents:	GovOS reserves the right from time to time to modify the TOU and SLA; however, this Proposal will remain governed by the TOU and SLA in effect as of the Effective Date.

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Piggyback:	During the term of this Proposal, including any renewal terms: (1) other public corporations, entities, or agencies directly affiliated with Customer (each, a "Piggyback Entity") may request to piggyback on this Proposal to acquire solutions or services offered hereunder on the same terms and conditions set forth in this Proposal; and/or (2) Customer may acquire additional solutions or services offered by GovOS on the same terms and conditions set forth in this Proposal, other than pricing terms, which shall be negotiated in good faith by the parties hereto. If GovOS receives a request to piggyback on this Proposal, GovOS must provide written notice of the request to Customer within five (5) business days of receipt. If GovOS accepts, and Customer approves the request to piggyback, the administration of the services provided to any Piggyback Entity must be governed under a separate agreement between GovOS and such Piggyback Entity. Customer shall have no obligation or liability to GovOS, any Piggyback Entity, or any third party in connection with the administration of services provided to any Piggyback Entity.
Term of Contract	
Term:	Number of Month(s): 12
Effective and Subscription Start Date:	For purposes of this Proposal, the subscription start date and the "**Effective Date**" shall be the date this Proposal is signed by Customer.
Automatic Renewal:	The Agreement will automatically renew for up to four (4) additional successive one-year terms unless earlier terminated pursuant to the Agreement's express provisions or either Party gives the other Party written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term (each a "**Renewal Term**" and together with the Initial Term, the "**Term**"). GovOS shall send a renewal notice to Customer between twenty-five (25) and forty (40) days prior to the expiration of the Term.
Financial Terms	

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Payment Terms:	The Fees for the initial Term are due upon acceptance of this Proposal and paid as follows: • ***Subscription Fees:*** Fees for subscription Services are invoiced and pre-paid annually. • ***Implementation Fees:*** Fees for implementation Services shall be invoiced as follows: (i) 50% on the Effective Date; and (ii) 50% upon "go live." • ***Per Transaction/Document Fees:*** All Fees related to transactions and documents shall be invoiced on a monthly basis during the Term. All invoices are due net thirty (30) days of the invoice date, subject to prompt payment laws applicable to transactions with Customer. If there is a conflict between these payment terms and applicable law, then these payment terms will conform with such laws.
Annual Fee Increase:	Unless otherwise indicated in on the Pricing Summary page, on each anniversary date of the Agreement, the Fees will be increased by up to 10% based on the prior year's Fees.
Late Payments:	Any undisputed amount not paid when due will be subject to finance charges equal to 1.5% of the unpaid balance per month or the highest rate permitted by applicable law, whichever is less, determined and compounded daily from the date due until the date paid.
Collection Costs; Suspension of Services:	Customer shall reimburse GovOS for all reasonable costs incurred by GovOS in collecting any late payments or interest, including attorney fees, court costs, and collection agency fees; and if such failure continues for thirty (30) days or more, GovOS may suspend Customer's and its Authorized Users' access to any portion or all of the Services until such amounts are paid in full.
Reinstatement Fee:	If the Agreement lapses and Customer and GovOS agree to reinstate the Agreement, such reinstatement will be subject to a "**Reinstatement Fee**." The Reinstatement Fee shall be calculated as follows: (1) on the day after the Term ends, a Reinstatement Fee of 5% of the annualized value of the Fees will be applied. An additional 5% of the annual value of the Fees will be applied every month thereafter until the Term is extended and/or the Agreement is formally renewed, until the cumulative Reinstatement Fee reaches 50% of annualized Fees, at which point it will be capped.
GovOS Insurance Coverage	
Workers' Compensation & Employers' Liability Insurance:	Coverage shall be consistent with statutory benefits required pursuant to applicable law.

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Commercial General Liability Insurance:	Minimum limit: $1,000,000 per occurrence for coverage A and B with a $2,000,000 policy aggregate
Business Automobile Liability Insurance:	Coverage for all owned, non-owned, and hired vehicles shall be maintained with a combined single limit of $300,000 per occurrence.
Professional Liability and/or E&O Insurance:	Minimum Limit: $1,000,000 per occurrence.
Umbrella Coverage:	Minimum Limit: $5,000,000
Cyber Security:	Minimum Limit: $1,000,000 per occurrence with a $3,000,000 policy aggregate.

Miscellaneous Terms

Limitation of Liability:	IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER OR IN CONNECTION WITH THE AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY: (a) CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES; (b) INCREASED COSTS, DIMINUTION IN VALUE OR LOST BUSINESS, PRODUCTION, REVENUES, OR PROFITS; (c) LOSS OF GOODWILL OR REPUTATION; (d) USE, INABILITY TO USE, LOSS, INTERRUPTION, DELAY, OR RECOVERY OF ANY DATA, OR BREACH OF DATA OR SYSTEM SECURITY; OR (e) COST OF REPLACEMENT GOODS OR SERVICES, IN EACH CASE REGARDLESS OF WHETHER THE OTHER PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. IN NO EVENT WILL GOVOS'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THE AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE EXCEED THE TOTAL AMOUNT PAID TO GOVOS UNDER THE AGREEMENT IN THE 12-MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE CLAIM.
Customer Indemnification:	Customer shall indemnify, hold harmless, and, at GovOS's option, defend GovOS from and against any Losses resulting from any Third-Party Claim that the Customer Data, or any use of the Customer Data in accordance with the Agreement, infringes or misappropriates such third-party's intellectual property rights and any Third-Party Claims based on Customer's or any Authorized User's (i) negligence or willful misconduct; (ii) use of the Services in a manner not authorized by the Agreement; (iii) use of the Services in combination with data, software, hardware, equipment, or technology not provided by GovOS or authorized by GovOS in writing; or (iv) modifications to the Services not made by GovOS, provided that Customer may not settle any Third-Party Claim against GovOS unless GovOS consents to such settlement, and further provided that GovOS will have the right, at its option, to defend itself against any such Third-Party Claim or to participate in the defense thereof by counsel of its own choice.

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Purchasing Agent Information:	By signing below, Customer (or Purchasing Agent as Customer's agent, if applicable) and GovOS accept this Proposal and agree that it shall be subject to the TOU and SLA. Additionally, if Customer is utilizing a Purchasing Agent, then Purchasing Agent agrees to the following: • Purchasing Agent shall include "Coverage Terms" or "Subscription Dates" in each line item's material description in its purchase orders; and • Purchasing Agent agrees to timely pay all fees specified herein on behalf of Customer.

Billing Details	
Billing Contact Name:	
Billing Contact Email:	
Billing Contact Phone:	

Invoice Delivery Method:	Email/Electronic
Preferred Payment Method:	Check

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GovOS

Statement of Work

1. Definitions.

Capitalized terms utilized but not defined in this SOW (defined below) shall have the meaning set forth in the TOU (defined below).

- "**BLT**" means GovOS's Business License and Tax Compliance Services,
- "**Customer**" means the customer identified on the first page of this SOW.
- "**Deliverables**" means the deliverables described in Sections 12 and 13.
- "**Hotline**" means GovOS's Hotline Services.
- "**Project**" means the Services described in this SOW.
- "**SaaS Solutions**" means the Services described in Section 3 below.
- "**Services**" shall be as defined in the TOU.
- "**SME**" means a subject matter expert.
- "**SOW**" means this Statement of Work.
- "**STR**" means GovOS's Short Term Rental (Identification and Compliance) Services.
- "**TOU**" means GovOS's standard terms of use, which are found at https://govos.com/terms-of-use/

2. Purpose and Overview of Engagement

This SOW outlines the scope of services that GovOS, Inc., a Delaware corporation ("**GovOS**") will perform for Customer in exchange for payment of the fees indicated in the applicable Proposal. This SOW is designed to help GovOS' customers successfully implement core software modules, as well as enable Customer to layer value-add software modules and functionality over time. This may be determined by the Customer's priorities, schedule, and resources available.

The Services described herein are provided on a fixed-price basis and subject to the TOU and Proposal associated herewith.

3. Your GovOS SaaS Solution(s)

Customer and GovOS are deploying the SaaS Solutions listed on the "**Pricing Summary**" page at Cortland County, NY. The Project will follow recommended timelines indicated in the Section titled "**Project Schedule**" located in this SOW.

4. Engagement and Project Assumptions

A successful implementation will require close collaboration between the Customer and GovOS. The GovOS Professional Services Team is equipped to help Customer achieve Project milestones and requirements, as well as assist in configuring each of the SaaS Solutions. The GovOS Professional Services team is also equipped to consult on best practices for successful deployment and user adoption of SaaS Solutions.

Customer's participation and commitment to the Project's goals and timeline are critical to ensure success. To meet the Project's timeline and achieve a successful engagement, GovOS expects the Customer to abide by the following

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Project assumptions:

- This SOW is limited to the implementation of the SaaS Solutions. Any additional solutions, services, or support requested during the Project will be considered out of scope.
- The Project may start up to 30 days after the Proposal is executed by the Customer and GovOS. All Services will be delivered remotely, unless otherwise stated.
- Customer will commit and provide access to all necessary stakeholders and subject matter experts necessary to implement the SaaS Solutions.
- GovOS will communicate with the Customer Project Manager, who will be the appointed point of contact for Customer related to this Project. He/she will be responsible for all communications and Project management among all Customer parties (staff, vendors, consultants) and for the escalation and resolution of any issues for Customer.
- Prior to the start of the configuration build, Customer will confirm in writing the business and technical requirements of the Project.
- Communication with the Customer Project Manager will occur at pace with the urgency reasonably necessary for this Project. If Customer is delayed in its response, Customer acknowledges that:
    - the delay may impact the Project's schedule;
    - such delay shall not act to modify the payment schedule for the Project; and
    - if GovOS believes that it is reasonably necessary to obtain prepayment for Services following the delay then it may invoice Customer for the same.
- Customer is responsible for internal change management associated with the purchase of GovOS software and hardware.
- Customer is responsible for all hardware, software, and services provided by other consultants or third-party vendors that may also be involved with the Project.
- GovOS will not be responsible for troubleshooting Customer's environment such as operating systems, hardware resources, or database schema.
- GovOS will not be responsible for troubleshooting applications, third-party integrations, or hardware not provided by GovOS.
- Material changes to this SOW may result in a Change Order. The term "Material changes" includes, but is not limited to new requirements, additional requested work, and Customer-driven timeline adjustments. Change Orders are subject to scope review and may impact the resourcing, Project timeline, and costs.

5. Project Schedule

GovOS will schedule resources for the Project upon execution of the Proposal. Unless specifically noted, the GovOS Project Manager will work with the Customer Project Manager to develop the Project schedule for all requested deliverables under this SOW. GovOS reserves the right to adjust the schedule based on availability of GovOS resources and/or Customer resources, and the timeliness of deliverables provided by Customer.

Projects typically follow an estimated timeline to allow for complete and proper execution through each stage. Your Project may differ, but typical standard deployments follow the below estimate:

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Week 1	Week 2-3	Week 4-12	Week 13-15	Week 16	Week 17-20
Kickoff	Discovery	Configure/Validation/Data Migration	UAT/Training	Go Live	Transition to Support

6. Implementation Methodology:

GovOS implementation methodology is based on six (6) phases:

Project Kickoff

- Introduce Customer and GovOS teams.
- Review this SOW and the preliminary Project timeline.
- Introduce Customer to the SaaS Solutions through baseline training.
- Identify Project success criteria.

Discovery

- Understand Customer's processes, pains, and desired future state.
- Review and document functional requirements for configuration.
- **Finalize and agree upon a Project timeline.**

Configuration/Validation/Baseline Training

- Configure baseline form(s), workflow(s), other process(s) in the software that achieves the desired business outcomes.
- Conduct working sessions with superusers to drive Project progress, user capability, and user adoption of GovOS solutions.
- Inventory, validate, and configure necessary changes to solution(s) based on Customer use cases/feedback.
- Migrate and validate data (where applicable) from legacy systems to the SaaS Solutions.

User Acceptance Testing/Final SaaS Solutions Training

- Train Customer on the SaaS Solutions.
- Perform user acceptance testing.
- Final verification ensuring all necessary data has been uploaded and is appearing properly in the SaaS Solutions.

Go Live/Launch

- Activation of production URLs and end user access to the production SaaS Solutions.
- Requirements sign-off for the SaaS Solutions.
- Project sign-off (acceptance).

Transition to Support

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- Introduction and hand off to GovOS Customer Support.
- Introduction to the GovOS Customer Success Manager.

7. Project Governance

Project governance provides the foundation and framework to manage progress by assessing and addressing questions and challenges during deployment.

GovOS follows two guiding principles for governance to maximize the deployment value with its customers:

- Regular communication and timing will be aligned to the Project plan. Weekly cadence for the duration of the Project is most typical.
- GovOS expects its customers to communicate requests, questions, or issues as soon as they arise. GovOS will do the same, as its team can only address items when known. These will be documented in a formal Project artifact and reviewed during set Project update engagements.

8. Roles and Responsibilities

Engagements require aligned, capable resources to work collaboratively during the Project. The following outlines typical Project team expectations for GovOS and Customer:

GovOS Project Team

- **Executive Sponsor** – responsible for ensuring alignment on the Project's value proposition and vision. Will serve as the primary escalation point for Customer's Executive Sponsor to make decisions, mitigate risks, and facilitate engagement of resources within GovOS when necessary if the Project's team cannot move forward.
- **Project Manager** – responsible for driving engagement agreed upon within the SOW for both deliverables and timeframe. Ensures task/resource assignments and tracks toward Project completion. Holds status meetings and other business reviews as appropriate to ensure Project success is achieved. Facilitates the transition to support.
- **Configuration Specialist** – responsible for the configuration of GovOS solutions, facilitating discovery workshops, "train the trainer" working sessions, and best practice knowledge transfer throughout the implementation process.
- **Data Specialist** – responsible for working with Customer to gather, map, and migrate necessary data into the SaaS Solutions.

Customer Project Team

- **Executive Sponsor** – responsible for ensuring Customer alignment on the Project's value proposition and vision. Sponsor will engage internal Customer resources as needed to aid in progress. Will serve as primary escalation point for Customer team to make decisions, mitigate risks, and provide sign-off for GovOS solutions.
- **Project Manager** – serves as the primary contact for Project initiation, use-case review, best practice adoption, configuration, validation, deployment, and Project completion. Coordinates meetings and schedules and controls communication between the Customer and GovOS's Project team.

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- **Subject Matter Expert(s)** – internal SME in the functional area of deployment. Attends working sessions, trainings, and responsible for reviewing configurations. Responsible for UAT/validation testing throughout the Project.
- **IT/Data** – internal SME in the functional area of Customer's supported environments. This may include legacy systems, third-party software, hardware, network infrastructure. Responsible for ensuring customer-owned software and equipment are addressed throughout the course of the Project.

9. Customer Supplied Artifacts

Customer agrees to supply GovOS with the following artifacts within five business days of the Kickoff call for the Project:

- Digital Customer Logo (logo should be current and updated for use). Logo requirements are as follows:
  - Jpeg file format is preferred
  - Minimum size expectation of 400x100 pixels
- Compliance notification letter samples
- Data:
  - **For STR Customers (Property Information)**
    - Provide ALL parcels within Customer's jurisdiction regardless of development or known active rental status (open/active, closed/inactive, done, in progress). This allows GovOS to capture new and future rental listings more efficiently.
    - If there are properties that fall within multiple jurisdictions which will be required to register with and/or remit tax to Customer, be sure to include those incorporated areas along with all unincorporated parcels
      - Example 1: A property must register as STR and/or pay tax in the incorporated city and Customer. Provide all parcels, tagged with respective statuses
      - Example 2: The property resides in an incorporated city, but only Customer requires registration and/or tax, and this property is within their jurisdiction to do so. For both examples, GovOS needs these parcels included, and tagged with their respective statuses
    - If Customer's parcel numbers are not unique, GovOS will need a different unique identifier or a combination of fields that can be used to determine a unique property. This information must stay the same (for future client-provided data updates) on Customer's side for each unique parcel.
    - Required parcel data fields include Parcel ID, Parcel Physical Address, Owner Name, and Owner Mailing Address.
  - **For BLT Customers (Business Information)**
    - Customer will provide information for all businesses that reside within Customer's jurisdiction.
    - Business information will include at a minimum business name, business address, owner name and owner mailing address.

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- Businesses must have a unique identifier or be able to be uniquely identified by a combination of data fields that must not change.

- Documents:
  - Provide all license and/or registration forms, including renewal forms if applicable.
  - All tax forms
  - Copy of ordinance(s) applicable to the Project.
  - Visualization of workflows (if available)
  - All applicable fees

NOTE: GovOS will use system generated account numbers for all properties or businesses when initiating new customers. The GovOS system will generate a six-digit numerical value starting at 000000 and increases by 2. The GovOS team will import existing account numbers on each account for jurisdictions reporting/reference if desired.

10. Change Orders

Customer acknowledges that changes introduced after the "Discovery" phase of the Project may require additional effort or time, resulting in additional cost. Requests for changes to this SOW or the Project (a "**Change Order**") must be submitted to the GovOS Project Manager and Configuration Specialist in writing.

Any of the following items will be considered "Out of Scope" and require a Change Order:

- Items listed in Section 11;
- Material changes in the scope or effort;
- Material changes in the number or type of deliverables to meet the SOW objectives;
- Changes to the Project resource requirements; and
- Changes to key dates (i.e., go-live) after acceptance of the Project plan

GovOS will estimate the time and fixed cost needed to implement the Change Order and the impact it may have on the delivery of the Project. GovOS will perform the requested Services once the Change Order has been signed by Customer.

11. Out Of Scope Items

This SOW outlines the areas, tasks, and responsibilities explicitly excluded from the scope of the Project. Any activities falling within the following excluded areas shall not be considered part of the Project and are the sole responsibility of Customer.

Items not in Scope:

- Hardware procurement, installation, or configuration of any hardware components unless explicitly specified in the agreed-upon scope of work.
- Software licensing or procurement of third-party software solutions required for the Project's implementation.

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- Network design, setup, or configuration of network infrastructure such as routers, switches, and firewalls unless specified otherwise.
- Change Management, facilitation of organizational change or processes related to the implementation.
- Custom development of any custom features, functionalities, or integrations not explicitly outlined in the scope of work.
- Compliance notification letter distribution. GovOS is not responsible for sending Compliance Notification Letters, that will be done by Customer.

12. Core Functionality Deliverables

Working in close collaboration, Customer and GovOS will deploy the following core modules and functionality within the estimated timeline provided:

Product Name	Applicable	GovOS Delivered Value
Business License (BL)	**Yes**	**This is enabled by the following core functionality and deliverables:** • 1 New License form, fees, and associated workflow • 1 Renewal form, fees, and associated Workflow • 1 Account Information update form • 1 Closure form • Printable PDF license • License Data Import from legacy system • Web view configuration for internal and external users ◦ (Business record mapping) • Standard SaaS Solution Reports
Tax (T)	**Yes**	**This is enabled by the following core functionality and deliverables:** • 1 Tax form • Tax filing automation ◦ Quarterly • Tax registration workflow (if no Business Licensing purchased) • Standard SaaS Solution Reports • Data Migration (migrating relevant data from current system)
Payment Gateway	**Yes**	**Setup included for approved payment vendors only*** GovOS approved vendors are vetted to ensure compatibility and efficiency. Please be aware that opting to use a non-approved payment vendor may introduce unforeseen complications, including additional processing fees and extended project timelines. ***Approved Vendors:** GovOSPay • NCR • Authorize.net • Certified Payments • CyberSource • Invoice Cloud • MunicIPAY • USAePay • OrbiPay • PayPal • Point and Pay • SIPA • Stripe • Xpress Bill Pay

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Product Name	Applicable	GovOS Delivered Value
Reports	**Yes**	**GovOS standard reports (14) include the following capabilities:** • Business Record reporting • License Inventory reporting • Transaction & Reconciliation reporting • Delinquency reporting
Notifications	**Yes**	**Email distribution and/or print-and-mail enablement; electronic distribution if email provided by jurisdictions:** • Six (6) letter templates including: ◦ Go-Live Registration – print PDF, electronic if emails provided ◦ Registration Approval & Denial – automated email ◦ Renewal Approval & Denial – automated email ◦ Open Task Reminder – automated email
Short Term Rentals (STR)	**Yes**	**This is enabled by the following core functionality and deliverables:** • Parcel data import • License data import • Jurisdiction advertisement identification • Compliance status definition and enablement • Property registration workflow (only if purchased with BLT)

13. Value-Add Functionality Deliverables

Once core functionality is deployed, GovOS will work in close collaboration with Customer to deploy the following Value-Add modules and/or functionality over time in short, agile deployments aligned with Customer's priorities, schedule, and resources:

Product Name	Applicable	GovOS Delivered Value
Payroll Tax	**No**	**This is enabled by the following functionality and deliverables:** • One (1) Employee Tax calculation • One (1) Payroll Tax calculation • W2 Reconciliation (optional) • Annual Reconciliation (optional) • Payroll Provider Bulk filing
Cannabis Tax	**No**	**This is enabled by the following functionality and deliverables:** • One (1) Tax form
Lodging Tax	**Yes**	**This is enabled by the following functionality and deliverables:** • One (1) Tax form
Sales and Use Tax	**No**	**This is enabled by the following functionality and deliverables:** • One (1) Tax form

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Product Name	Applicable	GovOS Delivered Value
Corporate Income Tax	**No**	**This is enabled by the following functionality and deliverables:** • One (1) Tax form • State Import (Optional)
Business License w/ Fee Schedule	**No**	**This is enabled by the following functionality and deliverables:** • One (1) Registration form and associated workflow • One (1) Renewal Form and associated workflow with Calculated fee structure
Alcohol License	**No**	**This is enabled by the following functionality and deliverables:** • One (1) Registration form and associated workflow • One (1) Renewal Form and associated workflow
BLT Audit Assessment Module	**No**	**This is enabled by the following functionality and deliverables:** • Audit assessment landing page • Audit form configuration • Two (2) notification templates • One (1) workflow
STR Complaint Hotline	**No**	**This is enabled by the following functionality and deliverables:** • Hotline script • Hotline setup
BLT Bulk Filing	**No**	**This is enabled by the following functionality and deliverables:** • Setup for single tax form • Online instructions for tax filing by constituents • Import file creation
GIS Address Verification	**Yes**	**This is enabled by the following functionality and deliverables:** • GIS validation process established between GovOS and customer-owned GIS platform

14. Acceptance

All Deliverables require acceptance from the Customer Project Manager following the completion of deliverables, and upon Project closure. Customer is responsible for conducting any review and testing deliverable(s) pursuant to any applicable acceptance criteria agreed upon by the parties for such Deliverable(s). Upon completion of these phases, the GovOS Project Manager shall notify the Customer Project Manager and provide the necessary documents for review and sign off.

The following processes will be used for accepting Deliverables and Project Closure:

- **Deliverable Acceptance Process:**
  - A Deliverable will be provided by GovOS ("**Delivery**"); then
  - Within 5 business days Delivery, Customer shall provide written acceptance of the Deliverable ("**Acceptance**"), or a rejection notice that described with specificity the reason(s) for rejection (a "**Rejection**"); then

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- If Customer has provided Acceptance or failed to timely provide a Rejection, then the Deliverable shall be deemed accepted; or
- If a Rejection is timely provided, then GovOS shall promptly attempt to resolve the concerns identified in the Rejection and re-submit the Deliverable for acceptance, at which point this Acceptance Process shall commence again.

- **Acceptance by Use:** If the SaaS Solutions have been put into use within a production environment for a period of 14 calendar days, then the Project shall be deemed accepted.
- **One Year Time Limit:** If more than 12 months have passed since the effective date of the applicable Proposal and there has been no substantive engagement from Customer.
- **Project/Phase Completion:** Upon completion of any phase of the Project or the Project in its entirety, Customer will have five business days to communicate that the Deliverable(s) that have not already been accepted by Customer at that time do not meet Customer's requirements. Failure to timely communicate rejection of such phase or the Project will be deemed as acceptance of the same and any further Services provided to remedy Customer's later concern(s) may only be provided pursuant to a Change Order.

15. Disputes and Resolution

Upon notification, GovOS will apply commercially reasonable effort to resolve disputes, issues, or other documented concerns as timely as possible.

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GovOS

Proposal Acceptance

Proposal #:	006VV00000HJIibYAH

By signing below, Customer and GovOS accept this Proposal and agree that it shall be subject to the TOU and SLA.

Customer Signature

Signature of Authorized Representative	Title	Date

GovOS Signature

Signature of Authorized GovOS Representative	Title	Date

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