Cortland County Legislature

Legislative Session

~ Minutes ~

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

Thursday, October 23, 2025 **6:00 PM** **Board Room**

Public Hearings

1. Proposal to Submit Community Development Block Grant Applications to the New York State Office of Community Renewal

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

2. Local Law "I" of 2025 - a Local Law Overriding Tax Levy Limit for Fiscal Year 2026.

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

Call to Order

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

Salute to the Flag

Roll Call

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

Approval of Minutes

1. Cortland County Legislature - Legislative Session - Sep 25, 2025 6:00 PM

RESULT:	ACCEPTED

Privilege of the Floor

1. Privilege of the Floor Sign In Sheets - October 2025
2. Privilege of the Floor Comments - Ilya Shmulenson
3. Privilege of the Floor Comments - Alice Starmer
4. Privilege of the Floor Comments - Tabitha Scoville
5. Privilege of the Floor Comments - Ty Marshal
6. Privilege of the Floor Comments - Diane Galutz
7. Privilege of the Floor Comments - Molly Reagan
8. Privilege of the Floor Comments - Michelle Enright

Proclamations & Recognitions

1. Breast Cancer Awareness Month Proclamation

Presentation of Petitions, Communications, Presentations and Notices

1. Legislative Update - Assemblyman Gallahan

Reports of Standing, Special and Ad Hoc Committees

Receive and File

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Resolutions from the Chair

AGENDA ITEM NO. 1 – Appoint Legislative Representatives to the Tourism Marketing Grant Committee

Mr. Harbin MADE A MOTION TO AMEND the resolution to remove Cathy Bischoff, Legislator District 3 and replace her with Douglas Bentley, Legislator District 1. Ms. Bischoff SECONDED THE MOTION, and upon unanimous voice vote of members present; MOTION CARRIED.

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

ON MOTION OF FITCH **RESOLUTION NO. 204-25**

Appoint Legislative Representatives to the Tourism Marketing Grant Committee

WHEREAS, the Cortland County Tourism Marketing Grant Committee, formally known as the Cortland County Occupancy Tax Allocation Committee, is presently comprised of the Director of the Cortland County Convention and Visitors Bureau, three members from the Tourism Board and three members from the Cortland County Chamber of Commerce Board; AND

WHEREAS, it is desired to add two Legislators representing each political party to the committee to determine recommendations/allocations of Occupancy Tax Monies; NOW THEREFORE BE IT

RESOLVED, that Republican Keith VanGorder, Legislator District 7, and Democrat Douglas Bentley, Legislator District 1, be and hereby are appointed so serve on the Cortland County Tourism Marketing Grant Committee for a term to expire Dec. 31, 2025.

Referred from Public Works Committee

AGENDA ITEM NO. 2 – Appoint Member to the Dwyer Memorial Park Advisory Board

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

ON MOTION OF HEIDER **RESOLUTION NO. 205-25**

Appoint Member to the Dwyer Memorial Park Advisory Board

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

WHEREAS, the Cortland County Legislature adopted Resolution No. 43-24 which adopted the By-Laws of the Dwyer Memorial Park Citizen's Advisory Board; AND

WHEREAS, the By-Laws state that the Advisory Board shall consist of 5-7 members that shall be residents of Cortland County and familiar with Dwyer Memorial Park; AND

WHEREAS, the term of appointment to the Board shall be for four (4) years; AND

WHEREAS, the Committee provides recommendations and feedback regarding current and future use of the park; AND

WHEREAS, upon the resignation of board member Steven Fisher, the board has appointed a new

member to complete his term; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendation of the Cortland County Legislature's Public Works Committee, the following name is hereby approved for service on said Board for a term to complete the term of the previous board member set to expire on December 31, 2027:

John Congdon, 1096 Madden Lane, Cortland NY 13045

AGENDA ITEM NO. 3 – Resolution Authorizing the Permitting Process for Construction of a New Landfill Cell through the New York State Department of Environmental Conservation (DEC)

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

ON MOTION OF HEIDER **RESOLUTION NO. 206-25**

Resolution Authorizing the Permitting Process for Construction of a New Landfill Cell through the New York State Department of Environmental Conservation (DEC)

WHEREAS, Cortland County owns and operates the Cortland County Landfill located in the Town of Cortlandville, which is permitted and regulated by the New York State Department of Environmental Conservation (DEC); AND

WHEREAS, the County Landfill is approaching capacity within its existing permitted cells, necessitating planning for continued operations and future solid waste disposal needs; AND

WHEREAS, the development of an additional landfill cell is required to ensure the County's ability to responsibly and sustainably manage solid waste in compliance with environmental regulations; AND

WHEREAS, the next step in this process involves initiating and completing the required permitting process with the DEC, including engineering design, environmental review, and public notice as mandated under State and Federal regulations; AND

WHEREAS, the Cortland County Department of Public Works has requested authorization to proceed with the preparation and submission of necessary permit applications and supporting documentation to the DEC for approval of a new landfill cell; AND

WHEREAS, funding for engineering and permitting activities shall be included in the proposed budget allocations for 2026; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the Cortland County Department of Public Works, in coordination with the County's consulting engineers, to initiate the permitting process with the New York State Department of Environmental Conservation for the construction of a new landfill cell; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute any and all documents necessary to carry out the intent of this resolution; AND BE IT FURTHER

RESOLVED, that copies of this resolution be sent to the New York State Department of Environmental Conservation, the Cortland County Department of Public Works, and any other parties as deemed appropriate.

AGENDA ITEM NO. 4 – Award the Construction Project for Replacement of East River Crossing Bridge Over the East Branch of the Tioughnioga River (BIN 3312310)

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

ON MOTION OF HEIDER **RESOLUTION NO. 207-25**

Award the Construction Project for Replacement of East River Crossing Bridge Over the East Branch of the Tioughnioga River (BIN 3312310)

WHEREAS, the East River Crossing Bridge Replacement Project (PIN 3756.87) has been approved by the New York State Department of Transportation (NYSDOT) and the project is to be funded with 95% Federal funds; AND

WHEREAS, the Cortland County Legislature approved the implementation and funding of said project in the first instance, 100% of the Federally funded eligible costs of a transportation Federal Aid project and appropriating funds by Resolution No. 339-19; AND

WHEREAS, the Cortland County Legislature approved the NYSDOT Supplemental No. 3 Agreement that amended the amount approved for the construction phase of said project to by adopting Resolution No. 128-25; AND

WHEREAS, the amount budgeted for the construction and construction administration/inspection of said project in the 2025 Capital Projects Budget is $3,549,000.00; AND

WHEREAS, the Public Works Commissioner has advertised for and received bids for the Construction of the East River Crossing Bridge Replacement and they are as follows:

BIDDERS	BID
JP Dugon Construction, LLC 76 Mountain Road Windsor, NY 13865	$2,735,014.22
Economy Paving Co., Inc. 1819 NYS Route 13 Cortland, NY 13045	$2,879,879.20
R. DeVinsentis Construction, Inc. 1 Brick Ave Binghamton, NY 13901	$3,012,000.00
Vector Construction Corporation 6364 Island Road Cicero, NY 13039	$3,041,864.47

ING Civil Inc. $3,245,400.00
11 Arch Street
Watervliet, NY 12189

Slate Hill Constructors, Inc. $3,577,132.20
6573 Herman Road
Warners, NY 13164

; AND

WHEREAS, the lowest responsible bid received for the Construction of the said project was received from JP Dugon Construction, LLC, of 76 Mountain Road, Windsor, NY 13865; NOW THEREFORE BE IT

RESOLVED, that contingent upon NYSDOT's approval of award, the Cortland County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute an agreement for the Construction of said project with JP Dugon Construction, LLC, of 76 Mountain Road, Windsor, NY 13865, for an amount not to exceed $2,735,014.22; AND BE IT FURTHER

RESOLVED, that the project costs be charged to the already established Account No. HH51225.52800.ERRBR.

AGENDA ITEM NO. 5 – Resolution Authorizing Chair of the Cortland County Legislature to Sign Easement Termination

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

ON MOTION OF HEIDER **RESOLUTION NO. 208-25**

Resolution Authorizing Chair of the Cortland County Legislature to Sign Easement Termination

WHEREAS, Daniel M. Owen and Sally J. Owen are the owners of lands situate, lying and being in the Town of Cortlandville, County of Cortland and State of New York, which lands are described in a certain deed dated November 14, 1993, and recorded in the Cortland County Clerk's Office in Book 556 of Deeds at page 49; AND

WHEREAS, Russel E. Owen and Frances M. Owen granted to the County an easement across their property for electric lines in an instrument dated January 6, 1968, and recorded in the Cortland County Clerk's Office on December 4, 1968, in Book 314 of Deeds at page 107; AND

WHEREAS, said easement contained a clause stating that the agreement extended to their successors and assigns. Daniel M. Owen and Sally J. Owen are the assigns of Russel E. Owen and Frances M. Owen by deed dated November 14, 1993, and recorded in the Cortland County Clerk's Office on November 19, 1993, in Book 556 of Deeds at page 49; AND

WHEREAS, said easement states that in the event the easement granted therein is at any time abandoned by the County, then the rights granted therein shall terminate and revert to the owners of the property as described therein; AND

WHEREAS, the Commissioner of Public Works has determined that the easements were for obstruction lights no longer utilized by the County and agrees that the County has abandoned said easement and therefore termination is proper; 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 sign an Easement Termination acknowledging that the County has abandoned the easement outlined in an instrument dated January 6, 1968, and recorded in the Cortland County Clerk's Office on December 4, 1968, in Book 314 of Deeds at page 107, and therefore termination is proper and the rights granted by said easement shall revert to Daniel M. Owen and Sally J. Owen, as the owners of the property.

AGENDA ITEM NO. 6 – Authorize Agreement with Chimera Integrations, LLC - Installation of Locking System for Cortland County Gymnasium

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

ON MOTION OF HEIDER **RESOLUTION NO. 209-25**

Authorize Agreement with Chimera Integrations, LLC - Installation of Locking System for Cortland County Gymnasium

WHEREAS, the Cortland County Department of Buildings and Grounds has identified the need to enhance security within the gymnasium area through the installation of locking systems on two doors; AND

WHEREAS, Chimera Integrations, LLC has provided a proposal in the amount of $5,978.10 for the installation of the locking systems; AND

WHEREAS, additional costs are anticipated for associated wiring and camera integration necessary to complete the project; AND

WHEREAS, funding for this project is available within the existing Buildings and Grounds budget; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to enter into an agreement with Chimera Integrations, LLC in the amount of $5,978.10 for the installation of locking systems on two gymnasium doors; AND BE IT FURTHER

RESOLVED, that the total project cost, including wiring and camera integration, shall not exceed $10,000 and shall be paid from the existing Buildings and Grounds budget.

AGENDA ITEM NO. 7 – Create Positions for Information Technology Department

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

ON MOTION OF HEIDER **RESOLUTION NO. 210-25**

Create Positions for Information Technology Department

WHEREAS, the needs of the agency will be better served by creating one full-time position of Deputy Director of Information Technology and one full-time position of Information Security Officer; AND

WHEREAS, the Department of Public Works Committee recommends the creation of these positions; NOW THEREFORE BE IT

RESOLVED, that one position of Deputy Director of Information Technology (Grade 5, $85,067 - $113,223, Management Compensation Plan, competitive class, full-time with benefits), and one position of Information Security Officer (Grade 5, $85,067 - $113,223, Management Compensation Plan, competitive class, full-time with benefits) be created with approval to fill on October 23, 2025.

Referred from Government Operations Committee

AGENDA ITEM NO. 8 – Authorize Agreement for Appalachian Regional Commission (ARC) "Grants to Grow" Grant and Amend 2025 Cortland County Budget - County Clerk

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

ON MOTION OF NAUSEEF **RESOLUTION NO. 211-25**

Authorize Agreement for Appalachian Regional Commission (ARC) "Grants to Grow" Grant and Amend 2025 Cortland County Budget - County Clerk

WHEREAS, Cortland County began utilizing Laserfiche in 2017 with the support of Tompkins County for the use of Records Management, and numerous permanent records were digitized and stored according to New York State standards; AND

WHEREAS, in 2024 Cortland County entered into a contract with ICC Community Development Solutions for the use of Laserfiche, independently from Tompkins County, to allow the Records Management component to continue to expand, and to maximize the use of Laserfiche with its additional capabilities; AND

WHEREAS, the County Clerk as Records Management Officer has committed to supporting the Records Management component by including necessary licenses and related fees in the approved budgets for 2024 and 2025, along with the proposed budget for 2026 in the amount of $56,960; AND

WHEREAS, through the IT Steering committee and current use across 14 departments, Laserfiche continues to be identified as a critical tool in streamlining and creating efficiencies across the County; AND

WHEREAS, to implement the identified efficiencies additional financial resources are necessary, the *Grants to Grow* through the Appalachian Regional Commission (ARC), provided a funding opportunity to continue to expand the use of Laserfiche focusing on countywide records management, organizational capacity, and operational efficiency; AND

WHEREAS, Cortland County has been awarded funding, requiring the County to enter into a grant agreement with ARC to administer the award, providing the County with $100,000 to purchase additional Laserfiche licenses, desktop scanners and training, for a contract period November 1, 2025 through October 31, 2027; AND

WHEREAS, the 2025 fiscal year budget for the County Clerk includes $30,000 of available funds to be applied to the total match expectation of $153,620; AND

WHEREAS, acceptance of this grant requires Cortland County to enter into a grant agreement with ARC to administer the award; NOW THEREFORE BE IT

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

		Current
INCREASE REVENUE BUDGET:		
A14105.44XXX	ARC Grant	$100,000
A359900	Appropriated Fund Balance	$123,620
INCREASE EXPENDITURE BUDGET:		
A14105.54005	Supplies	$45,360
A14105.54055	Contractual	$170,760
A14105.54035	Training	$7,500

; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign an agreement with the Appalachian Regional Commission for acceptance of ARC *Grants to Grow* funding in the amount of $100,000, with a County Match of $153,620, for a total project cost of $253,620, for the contract period November 1, 2025 through October 31, 2027; AND BE IT FURTHER

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

AGENDA ITEM NO. 9 – 2025 Standard Workday Reporting

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

ON MOTION OF NAUSEEF **RESOLUTION NO. 212-25**

2025 Standard Workday Reporting

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

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

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

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

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

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

RESOLVED, that the County of Cortland/10011 hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping system records or their record of activities:

Name	**SSN**	**NYSLRS ID**	**Title**	**Current Term Begin & End Dates**	**Stand-ard Work Day**	**Record of Activities Result**	**Not Submitted**	**Pay Frequency**	**Tier 1**
Elected Officials:									
Patrick Perfetti			District Attorney	01/01/25-12/31/28	7	30.84	☐	Bi-weekly	☐
Kevin Fitch			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Beau Harbin			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Dominick Mantella			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Reed Cleland			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Joseph Nauseef			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐
Mitchel Eccleston			County Legislator	01/01/24-12/31/27			☒	Bi-weekly	☐

I, Savannah M. Hempstead, ~~secretary~~/**clerk** of the governing board of the Cortland County, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 23rd day of October, 2025 on file as part of the minutes of such meeting, and that same is true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the County of Cortland on this ___ day of _____, 2025.

_____.

Affidavit of Posting: I Savannah M. Hempstead, being duly sworn, deposes and says that the posting of the Resolution began on October 24, 2025 and continued for at least 30 days, That the Resolution was available to the public on the:

Employer's website at www.cortlandcounyny.gov <http://www.cortlandcounyny.gov>
Official sign board at 60 Central Avenue, Cortland NY 13045
Main entrance secretary or clerk's office at 60 Central Avenue, Room 306, Cortland NY 13045

AGENDA ITEM NO. 10 – Amend Anti-Discrimination Policy

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

ON MOTION OF NAUSEEF **RESOLUTION NO. 213-25**

Amend Anti-Discrimination Policy

WHEREAS, there is a need to amend the Cortland County Anti-Discrimination Policy to update and clarify the existing policy; AND

WHEREAS, there is also a need to amend the title of the current policy to include prohibition against harassment; AND

WHEREAS, the County Attorney has reviewed the amendments; AND

WHEREAS, the Government Operations Committee approves these amendments; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the amendments to the Anti-Discrimination Policy effective October 24, 2025.

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 11 – Adopt Amended Bylaws of the Cortland County Traffic Safety Board

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

ON MOTION OF PRICE **RESOLUTION NO. 214-25**

Adopt Amended Bylaws of the Cortland County Traffic Safety Board

WHEREAS, Resolution No. 161-20 adopted the Traffic Safety Board Bylaws for Cortland County; AND

WHEREAS, the Traffic Safety Board has recommended changes to their Bylaws, which are subject to Legislative review and approval; AND

WHEREAS, the Judiciary and Public Safety Committee of the Cortland County Legislature has reviewed the changes to the Bylaws; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby approves the Bylaws of the Cortland County Traffic Safety Board; AND BE IT FURTHER

RESOLVED, that a copy of the bylaws shall be kept on file with the Clerk of the Legislature.

AGENDA ITEM NO. 12 – Appoint Members - Traffic Safety Board

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

ON MOTION OF PRICE **RESOLUTION NO. 215-25**

Appoint Members - Traffic Safety Board

WHEREAS, pursuant to Article 43 §1672 of Vehicle and Traffic Safety Laws, Local Law No. 4 for the Year 1971 of the Cortland County Legislature established a Cortland County Traffic Safety Board; AND

WHEREAS, Local Law No. 3 for the Year 1978 amended Local Law No. 4 for the Year 1971 and established the membership of the Board is appointed by the Cortland County Legislature; NOW THEREFORE BE IT

RESOLVED, that the following members be and hereby are appointed to serve the terms as listed below:

Name	Organization	Address	Term Expiration
Jeff Guido	Community Member	36 Abdallah Ave., Cortland, NY 13045	12/31/2028
Ryan Riley	Community Member	1010 W. State Rd., Cortland, NY 13045	12/31/2027
Catherine Wilde	Community Member	10 North Main Street, Homer, NY 13077	12/31/2026

AGENDA ITEM NO. 13 – Subscriber Agreement for TransUnion Risk and Alternative Data Solutions, Inc. (“TRADS”) and Cortland County Office of Assigned Counsel

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

ON MOTION OF PRICE **RESOLUTION NO. 216-25**

Subscriber Agreement for TransUnion Risk and Alternative Data Solutions, Inc. ("TRADS") and Cortland County Office of Assigned Counsel

WHEREAS, the Cortland County Office of Assigned Counsel requires access to an investigative, background check, and people finder service in order for its 18b panel attorneys to effectively and efficiently represent indigent clients, AND

WHEREAS, TransUnion Risk and Alternative Data Solutions, Inc. ("TRADS") provides such a service; AND

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

WHEREAS, TRADS requires the execution of a Subscriber Agreement (Agreement) to establish an active account, and to install, maintain, and support the program for case analysis; AND

WHEREAS, the Agreement will be an open-ended contract at a flat rate cost of one hundred ($100) dollars per month in which either party may terminate the Agreement at any time for any reason upon notice to the other party; AND

WHEREAS, the cost for TRADS services will be paid by the Cortland County Office of Assigned Counsel and will utilize grant funds provided by the New York State Office of Indigent Legal Services (ILS) for all costs associated with the agreement; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, upon review and approval of the County Attorney, and subject to appropriation of funding by the County Legislature, is hereby authorized to sign the AGREEMENT with TRADS for the aforementioned services; AND BE IT FURTHER

RESOLVED, that all costs associated with the Agreement shall be paid from the Office of Assigned Counsel's Professional Services account #A11755.54055.HH11.

Referred from Agriculture/Planning/Environment Committee

AGENDA ITEM NO. 14 – Approve Negative Declaration of Environmental Impact Under State Environmental Quality Review (SEQR) for Cortland County Snowmobile Trails - Planning Department

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

ON MOTION OF HARBIN **RESOLUTION NO. 217-25**

Approve Negative Declaration of Environmental Impact Under State Environmental Quality Review (SEQR) for Cortland County Snowmobile Trails - Planning Department

WHEREAS, Article 27 of the New York State Parks, Recreation and Historic Preservation Law establishes a mechanism for allocating funds to local governmental sponsors for the development and maintenance of snowmobile trails designated as part of the State Snowmobile Trail System; AND

WHEREAS, having reviewed the criteria contained in 6NYCRR, Section 617.7, Cortland County finds that there will be no significant adverse environmental impact resulting from the development and use of snowmobile trails throughout Cortland County; AND

WHEREAS, it is the County's intent to support the development and maintenance of snowmobile trails as an important economic and recreational resource for Cortland County; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign a Negative Declaration of Environmental Impact statement under the New York State Environmental Quality Review (SEQR), Article 8 of the New York State Environmental Conservation Law, stating that there will be no significant adverse environmental impact resulting from the development and use of snowmobile trails throughout Cortland County.

AGENDA ITEM NO. 15 – Amending the 2025 Budget to Provide for the STOA 18B Local Match Payment to the Central New York Regional Transportation Authority (CNYRTA)

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

ON MOTION OF HARBIN **RESOLUTION NO. 218-25**

Amending the 2025 Budget to Provide for the STOA 18B Local Match Payment to the Central New York Regional Transportation Authority (CNYRTA)

WHEREAS, the Cortland County Legislature adopted Resolution No. 145-24, which authorized the County to become a participating member of the Central New York Regional Transportation Authority (CNYRTA), also known as Centro of Cortland, LLC, to ensure that citizens continue to have access to affordable and reliable public transportation; AND

WHEREAS, as a participating member of CNYRTA, Cortland County is required to provide the STOA 18b Local Match portion of funding in support of the public transportation services operated by Centro of Cortland, LLC; AND

WHEREAS, the current 2025 County Budget does not contain sufficient funds within the Contracted Services (A56305.54815) account to pay the STOA 18b Local Match; AND

WHEREAS, revenue of $46,440.66 generated from the sale of public transportation vehicles at County auctions, together with insurance reimbursements has been set aside in a reserve account (A386300.STOA) designated for transportation-related services; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon approval of the County Attorney, is hereby authorized to take all necessary actions to ensure payment of the STOA 18b Local Match portion to Centro of Cortland, LLC; AND BE IT FURTHER

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

Increase Use of Reserves:

A.351100	Appropriated Reserves	$37,622.52

Increase Expenditure:

A56305.54815	Contracted Services	$37,622.52

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

AGENDA ITEM NO. 16 – Authorize Federal Section 5310 Grant Application for Enhanced Mobility of Seniors and Individuals with Disabilities Grant Program New York State Department of Transportation - Planning Department

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

ON MOTION OF HARBIN **RESOLUTION NO. 219-25**

Authorize Federal Section 5310 Grant Application for Enhanced Mobility of Seniors and Individuals with Disabilities Grant Program New York State Department of Transportation - Planning Department

WHEREAS, County of Cortland, through its Department of Planning/Mobility Management Office, recognizes the need to improve transportation options for seniors and individuals with disabilities; AND

WHEREAS, the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program, administered by the New York State Department of Transportation (NYSDOT), provides funding for operating, capital, and mobility management projects that provide support beyond traditional public transportation and American with Disabilities Act (ADA) complementary paratransit services; AND

WHEREAS, County of Cortland, is eligible to apply for Section 5310 and is submitting a request for grant funds to the New York State Department of Transportation, pursuant to Section 5310 for operating and capital projects to improve and enhance mobility for seniors and individuals with disabilities throughout Cortland County; AND

WHEREAS, no not-for-profit corporations or associations are readily available in the area to provide transportation services to seniors and individuals with disabilities with the application; AND

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

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

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is authorized to sign any contracts or agreements between Cortland County and any third-party subcontractor necessary to complete the 5310 project(s).

Referred from Health & Human Services Committee

AGENDA ITEM NO. 17 – Authorize Agreements for Administrative and Program Services - Office for Aging

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

ON MOTION OF VAN DEE **RESOLUTION NO. 220-25**

Authorize Agreements for Administrative and Program Services - Office for Aging

WHEREAS, Cortland County Agency for Aging and other departments must execute several contracts for various administrative and program services for the 2026 calendar year; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee as to form and subject to any appropriation of funding by the Legislature, be and hereby is authorized to execute agreements through the end of 2026 for or with the following:

CD Choices
Classen Home Health Association
Cortland Chenango Rural Services, Inc. (LASS)
Center 4 Arts
Central New York Regional Transportation Authority (Centro)
Cortland Park Rehabilitation & Nursing Facility
Cortland Repertory Theatre
Crown Park Rehabilitation and Nursing
Guthrie Cortland Nursing & Rehabilitation Facility
Elizabeth Brewster House
Family Counseling Services
Family Health Network
Food Net Meals on Wheels
Homemakers of Western New York (d/b/a Caregivers Home Care)
Integrity Home Care Services
JA Food Service
J.M. Murray Center
KPH Healthcare Services/Kinney Drugs
Language Line
Mom’s Meals
Portzline Day Program & Respite Center, LLC
Portzline Family Home
Resource Center for Independent Living
Rural Roots Nutrition
Scott United Methodist Church
Self-Direct, Inc./Response4HELP
SEPP Corporation

Seven Valley Health Coalition
SCC MedQR
SUNY Cortland
Syracuse University
The Scott Club, Inc. (LASS)
TLC Medical Transportation Services, Inc.
Visiting Nurse Service of New York Choice
Town of Preble (LASS)
Town of Willet (LASS)
Town of Truxton (LASS)
Truxton United Methodist Church
Virgil United Methodist Church (LASS)
Walden Place
Walgreens Co.
Walmart Stores, Inc.
Wegmans
YMCA
YWCA

AGENDA ITEM NO. 18 – Authorize Contract Amendment with Community Computer Service, Inc. (MEDENT) to Include HealtheConnections - Mental 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, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF VAN DEE **RESOLUTION NO. 221-25**

Authorize Contract Amendment with Community Computer Service, Inc. (MEDENT) to Include HealtheConnections - Mental Health Department

WHEREAS, the Cortland County Mental Health Department currently contracts with Community Computer Service, Inc. (MEDENT) for electronic medical record services; AND

WHEREAS, Community Computer Service, Inc. offers a HealtheConnections Health Information Exchange (HIE) subscription which will enhance the exchange of health records and improve the continuity of care for clients; AND

WHEREAS, the subscription cost is $75 per month per practice (2-5 providers); AND

WHEREAS, the additional cost for calendar year 2025 is covered within the current Mental Health Department budget; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval of the County Attorney or designee, is hereby authorized to execute a contract amendment with Community Computer Service, Inc. (MEDENT) to include the HealtheConnections HIE Subscription at the rate of $75 per month per practice (2-5 providers), with the cost for 2025 to be paid from appropriations within the 2025 Cortland County Mental Health Department budget.

AGENDA ITEM NO. 19 – Authorize Agreement with Dr. Gulhati - Mental Health Department

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

ON MOTION OF VAN DEE **RESOLUTION NO. 222-25**

Authorize Agreement with Dr. Gulhati - Mental Health Department

WHEREAS, the Mental Health Department is in need of a youth and adolescent psychiatrists to provide consultation services for the children and youth population served; AND

WHEREAS, it would be in the best interest of the county to provide these services through an outside vendor contractor who specializes in this unique expertise; AND

WHEREAS, Dr. Gulhati, a licensed psychiatrist is the contractor selected to provide this to the Mental Health Department; AND

WHEREAS, Dr. Gulhati will provide consultation services up to four (4) hours a month at a rate of $250 hr.; NOW THEREFORE BE IT

RESOLVED, that the 2025 Cortland County budget be and hereby has the funds under the contracted medical services line (A.43115.54615); AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to enter into a three (3) year agreement with Dr. Gulhati, M.D. for Mental Health Department children and youth consultation services.

AGENDA ITEM NO. 20 – Resolution to Enter into an Agreement with Family and Children Counseling Services

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

ON MOTION OF VAN DEE **RESOLUTION NO. 223-25**

Resolution to Enter into an Agreement with Family and Children Counseling Services

WHEREAS, the Cortland County Mental Health Department and the Cortland County Office for Aging authorizes agreements with Family and Children Counseling Services; AND

WHEREAS, there are no costs to Cortland County; AND

WHEREAS, this agreement will set forth understanding regarding collaborative care coordination activities; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized to execute an agreement with Family and Children Counseling Services,

of 165 Main Street, Cortland, NY 13045, for collaborative care coordination activities at no cost to the County.

AGENDA ITEM NO. 21 – Appoint Members - Community Services Board and Mental Health Subcommittee

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

ON MOTION OF VAN DEE **RESOLUTION NO. 224-25**

Appoint Members - Community Services Board and Mental Health Subcommittee

WHEREAS, the By-Laws of the Cortland County Community Services Board (CSB), 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 Community Services Board and the Mental Health Subcommittee have vacancies due to member resignations; NOW THEREFORE BE IT

RESOLVED, that the following CSB and Subcommittee appointments be made:

COMMUNITY SERVICES BOARD

NAME/ADDRESS	TERM EXPIRATION
Tammy McCall 5035 Town Line Rd McGraw, NY 13101 DSS Employee - advocate	12/31/2026 (Completing term of Dr. Pearl Reed-Klein)

MENTAL HEALTH SUBCOMMITTEE

Janet Johnson, MD 2251 Greenwood Rd Cortland, NY 13045 Retired Medical Doctor	12/31/2028 (Completing Term of Dr. Pearl Reed-Klein)

AGENDA ITEM NO. 22 – Authorize Various Contracts - Mental 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, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
EXCUSED:	Eugene Waldbauer

ON MOTION OF VAN DEE **RESOLUTION NO. 225-25**

Authorize Various Contracts - Mental Health Department

WHEREAS, the Cortland County Mental Health Department must execute contracts with several organizations and businesses to operate on a day to day basis which are included in the approved budget; AND

WHEREAS, the Cortland County Mental Health Department must execute contracts with several Schools and Universities to provide internship opportunities to students; AND

WHEREAS, there are no costs to Cortland County associated with these internships; AND

WHEREAS, the Cortland County Mental Health Department must execute contracts with several insurance companies to be considered in network for optimal payment; AND

WHEREAS, there are no costs to Cortland County associated with these insurance carrier contracts; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, and subject to appropriation of funding by the Legislature, is hereby authorized to execute an agreement for 2026 with each of the following:

Ability (Billing Clearinghouse)
Access to Independence
Binghamton University
Catholic Charities of Cortland
CAPCO
CDPHP
Cigna
Community Computer (Medent)
Cornell University
Excellus
Family and Childrens Counseling Services
Fidelis
FFT, LLC
Global Payment Integrated
Humana
Identrust (prescribing security)
Ithaca College
Kinney Drugs
Keuka College
LeMoyne College
MD Hub
Molina
MVP
Oneida College
Onondaga Cortland Madison Counties BOCES
OQ Measures, LLC
RHI
St. John Fisher University
State University of New York at Cortland
SUNY Oswego
SUNY Plattsburg
Sweeney Pest Control
Tompkins Cortland Community College
Tricare

United Health Care (UHC)
Upstate Medical University
Utica College
WellCare
W2 Operator Training Group
YWCA

AGENDA ITEM NO. 23 – Authorize Agreements Department of Social Services (Several Agencies and Departments)

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

ON MOTION OF VAN DEE **RESOLUTION NO. 226-25**

Authorize Agreements Department of Social Services (Several Agencies and Departments)

WHEREAS, Cortland County Department of Social Services must execute several contracts for various administrative and program services for the calendar year 2026; AND

WHEREAS, such contracts, costs, terms, functional areas and associated account numbers are listed in the attached chart; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute agreements for or with the following for contract terms beginning on or after 12/31/25 and ending on or before 12/31/26:

Accufund/Brisbane
Catholic Charities
Cayuga Addictions Recovery Services
Cayuga Centers
Children's Home of Wyoming Conference
Cortland County Office for Aging
Cortland County Information Technology
Cortland County District Attorney's Office
Cortland County Employment and Training
Cortland County Probation Department
Cortland County Sheriff's Department
Cortland County Veteran's Services Office
Elmcrest Children's Services
Family Counseling Services
Hillside Children's Center
J.M. Murray Center
Jennifer Genovese, ACSW, LCSW
Josie's Journey
LabCorp
Language Line
L. Woerner, Inc d/b/a Home Care of Rochester
Lifeline Systems, Inc.
Rural Health Institute
Salvation Army

Stafking Healthcare Systems, Inc.
Upstate Services Group
Vitalshred
YWCA

AGENDA ITEM NO. 24 – Authorize Agreements Department of Social Services Foster Care and Detention

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

ON MOTION OF VAN DEE **RESOLUTION NO. 227-25**

Authorize Agreements Department of Social Services Foster Care and Detention

WHEREAS, the Cortland County Department of Social Services must be able to purchase foster care, detention and adoption services for specialized care and placement of children; AND

WHEREAS, the payment rates for such services are established by New York State as Maximum State Aid Rates; AND

WHEREAS, the funds are expended once services are required and provided; AND

WHEREAS, payments for such services are made from one of the following accounts; A60105.56109, A60105.56119, or A60105.56123; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized and directed to execute contractual agreements in 2026 for foster care, detention and adoption services with licensed agencies and/or foster care parents licensed or otherwise authorized by the New York State Office of Children and Family Services; AND BE IT FURTHER

RESOLVED, that the said agreements shall be contingent upon the approval of the County Attorney or designee and subject to appropriation of funding by the Legislature.

AGENDA ITEM NO. 25 – Authorize Agreements Department of Social Services Work Experience Sites

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

ON MOTION OF VAN DEE **RESOLUTION NO. 228-25**

Authorize Agreements Department of Social Services Work Experience Sites

WHEREAS, the Cortland County Department of Social Services is required to provide Work Experience activities as part of an Employment Plan required by the New York State Office of Temporary and Disability; AND

WHEREAS, there are no funds paid for such services; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized and directed to execute contractual agreements for dates from 12/31/25 through 12/31/26 for work experience site placements with the following:

Cortland County Office for Aging
Cortland County Clerk
Cortland County Employment and Training
Cortland County Health Department
Cortland County Department of Public Works
Various Non-Profit agencies

AGENDA ITEM NO. 26 – Authorize Agreements Department of Social Services Qualified Independent Assessments

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

ON MOTION OF VAN DEE **RESOLUTION NO. 229-25**

Authorize Agreements Department of Social Services Qualified Independent Assessments

WHEREAS, the Cortland County Department of Social Services must be able to purchase Qualified Independent Assessments from state authorized individuals or agencies to comply with Families First legislation requirements for children placed in qualifying residential foster care centers; AND

WHEREAS, the payment rates for such services are negotiated as needed with qualified entities available and able to perform such assessments within required timeframes; AND

WHEREAS, the funds are expended once services are required and provided; AND

WHEREAS, payments for such services are made from the A60105.54800 Program Expense account; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized and directed to execute contractual agreements in 2026 for Qualified Independent Assessments with individuals or agencies authorized by the New York State Office of Children and Family Services; AND BE IT FURTHER

RESOLVED, that the said agreements shall be contingent upon the approval of the County Attorney or designee and subject to appropriation of funding by the Legislature.

AGENDA ITEM NO. 27 – Accept Funds Resource Allocation Plan New York State Office of Children and Family Services - Health Department

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

ON MOTION OF VAN DEE **RESOLUTION NO. 230-25**

Accept Funds Resource Allocation Plan New York State Office of Children and Family Services - Health Department

WHEREAS, the New York State Office of Children and Family Services, through the Resource Allocation Plan has made available the sum of $115,157 to Cortland County, through the Youth Bureau; AND

WHEREAS, the County Youth Bureau has designated the funds to the various county municipalities and agencies for the year October 1, 2025 through September 30, 2026 and for which a copy is in the County Youth Bureau Office; AND

WHEREAS, $95,383 will be allocated to Cortland County municipalities and $19,774 will be allocated to the Cortland County Youth Bureau administration; AND

WHEREAS, the 2025 County Budget will need to be amended as follows:

Revenue:		Current	Increase	Balance
A73125.43820.YB	Youth Bureau	($107,035)	($115,157)	($222,192)

Expenditure:		Current	Inc/Dec	Balance
A73125.51005	Personal Services	$7,887	$8,602	$16.489
A73125.54020	Postage	$87	$200	$287
A73125.54040	Dues	$120	$120	$240
A73125.54045	Travel	$974	$3,500	$4,474
A73125.54048	Program Supp	$6,247	$6,000	$12,247
A73125.54800	Program Exp - SDPP	$107,320	$95,383	$202,703
A73125.58060	Health Ins	$1,788	$1,352	$3,140
			$115,157	

; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to execute the Resource Allocation Planning Agreement with the New York State Office of Children and Family Services and contract with approved agencies; AND BE IT FURTHER

RESOLVED, that the Finance Department is authorized to pay from the appropriate expense account and that in the event that the county does not receive the appropriate funds from the New York State Office of Children and Family Services, the County shall not be liable to pay any of its own funds to meet any deficiency under the terms of the contract; AND BE IT FURTHER

RESOLVED, that 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. 28 – Appoint Member to the Cortland County Youth Board

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

ON MOTION OF VAN DEE **RESOLUTION NO. 231-25**

Appoint Member to the Cortland County Youth Board

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

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

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

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

RESOLVED, that the following persons be and hereby is appointed as a member of the Cortland County Youth Board for the remainder of the vacant term:

NAME	CAPACITY	ADDRESS	TERM ENDING
Alexis Amsden	Cortland Works and Career Center	35 Pomeroy Street, Cortland, NY 13045	12/31/2027

AGENDA ITEM NO. 29 – Authorize the Chairman of the Cortland County Legislature to Sign Local Plan for Program Year 2025-2028

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

ON MOTION OF VAN DEE **RESOLUTION NO. 232-25**

Authorize the Chairman of the Cortland County Legislature to Sign Local Plan for Program Year 2025-2028

WHEREAS, pursuant to the Workforce Innovation & Opportunity Act (HR 803, PL 113-118) a Local Plan is required to be submitted for the Cayuga Cortland Workforce Development Area (CCWDA) for the Title I-B and Wagner Peyser Programs; AND

WHEREAS, said Local Plan must be signed by the Workforce Development Board Chair and the Chief Elected Officials in Cayuga and Cortland Counties; AND

WHEREAS, said plan upon signing is to be submitted to the New York State Department of

Labor; AND

WHEREAS, this legislature has been informed that there are no local funds involved in the execution of said plan; NOW THEREFORE BE IT

RESOLVED, that the Chair of the Cortland County Legislature and Cayuga Cortland Workforce Development Board Director, upon review and approval by the County Attorney, be and hereby is authorized and directed to execute the Local Plan for WIOA Title 1-B and Wagner Peyser programs and related programs.

Referred from Finance & Administration Committee

AGENDA ITEM NO. 30 – Authorizing Application for Community Development Block Grant (CDBG) Microenterprise Assistance Program Funding

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 233-25**

Authorizing Application for Community Development Block Grant (CDBG) Microenterprise Assistance Program Funding

WHEREAS, grant funding is available through the New York State Office of Community Renewal under the Community Development Block Grant (CDBG) Program to support Microenterprise initiatives; AND

WHEREAS, Cortland County currently lacks the means to provide direct financial assistance to small businesses with five or fewer employees through existing business development programs; AND

WHEREAS, Cortland County has previously been awarded and successfully administered a Microenterprise Grant, distributing funds in accordance with program requirements; AND

WHEREAS, the Cortland County Legislature recognizes the importance of supporting local entrepreneurs and small businesses as a means of fostering economic growth, job creation, and community vitality; AND

WHEREAS, the Legislature wishes to make funding available to additional eligible businesses should such funds be awarded by the New York State Office of Community Renewal; AND

WHEREAS, a public hearing has been held on October 23, 2025, before the Cortland County Legislature to solicit public input and determine the level of community interest and support for the proposed Microenterprise Grant Program; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Administrator, be and hereby is authorized and directed to file an application for Microenterprise Grant funds from New York State Homes and Community Renewal, Office of Community Renewal, under the U.S. Department of Housing and Urban Development's Small Cities Community Development Block Grant Program for Fiscal Year 2025; 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 execute a project agreement and other necessary documents with the State of New York for the Cortland County Microenterprise Program.

AGENDA ITEM NO. 31 – Authorize Agreement - GovOS - Occupancy Tax Online Platform - Finance & Administration

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 234-25**

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 $28,000 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 September 1, 2025 through August 31, 2026.

AGENDA ITEM NO. 32 – Authorize Agreement Cortland County Convention and Visitors Bureau for Provision of Public Benefits and Promotion and Publicity

Mr. McGovern MADE A MOTION TO AMEND the resolution to remove the final WHEREAS clause and insert the following language:

"RESOLVED, that the County Administrator be and hereby is authorized and directed to negotiate the terms of an agreement with the Cortland County Convention and Visitor's Bureau, Inc. for the period of January 1, 2026 through December 31, 2026, and the County Attorney or designee, shall draft said agreement for presentation and approval by the Cortland County Legislature at the November 2025 legislative session."

Mr. Heider SECONDED THE MOTION, and upon unanimous voice vote of members present; MOTION CARRIED.

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 235-25**

Authorize Agreement Cortland County Convention and Visitors Bureau for Provision of Public Benefits and Promotion and Publicity

WHEREAS, the County of Cortland desires to promote and publicize the advantages, benefits and attractions of Cortland County in order to attract visitors, businesses and industry; AND

WHEREAS, Cortland County has imposed an Occupancy Tax for the purpose of enhancing the general economy of Cortland County, its cities, towns, and villages, through promotion of tourist activities, conventions, trade shows, special events, and other directly related and supporting activities; AND

WHEREAS, Section 224 of County Law provides the County may contract with non-profit organizations promoting Cortland County as a tourism destination; NOW THEREFORE BE IT

RESOLVED, that pursuant to Section 224 of County Law, the County shall enter into a contract with the Cortland County Convention and Visitors Bureau, Inc. (CVB) under the following terms and conditions:

1. CVB shall provide the County with its tourism marketing and promotion services and shall promote and publicize the advantages of Cortland County in such a mode and manner as it deems appropriate, including, but not limited to, all media, print, radio, television, direct contact, event publicity, contests, or other promotional devices.

2. CVB shall be responsible, out of the portion of Occupancy Tax funds it receives, for the distribution of occupancy funds to nonprofit organizations as outlined in the Cortland County Occupancy Tax Funding Request Guidelines.

3. Cortland County shall remit to CVB a portion of the Occupancy Tax Funds received in the amount of $623,434, to the tourism and publicity account. Prior to funds being remitted, CVB shall submit a marketing plan to the County's Finance and Administration Committee for its review and approval.

4. CVB shall be permitted to use a portion of these funds to cover office administrative staff and operational costs of CVB, which shall not exceed the fixed percentage of the total tourism budget established in CVB agreement with the COUNTY.

5. The term of the agreement shall be one (1) year from January 1, 2026 through December 31, 2026.

6. CVB shall submit a written quarterly report no later than fifteen (15) days after the conclusion of each quarter to the Clerk of the Legislature and the County Administrator.

7. Within sixty (60) days of the termination of this agreement, CVB shall provide and render to the County a verified account of the disbursements of such organization with verified or certified vouchers therefore attached.

8. CVB shall place any unused monies into a dedicated account for the purpose of developing new events and funding unanticipated activities that support tourism in Cortland County with an emphasis on events that produce multi-day visits or overnight stays.

; AND IT BE FURTHER

RESOLVED, that the County Administrator be and hereby is authorized and directed to negotiate the terms of an agreement with the Cortland County Convention and Visitor's Bureau, Inc. for the period

of January 1, 2026 through December 31, 2026, and the County Attorney or designee, shall draft said agreement for presentation and approval by the Cortland County Legislature at the November 2025 legislative session.

AGENDA ITEM NO. 33 – Authorize Agreement Cortland Regional Sports Council for Provision of Public Benefits and Promotion and Publicity

Mr. McGovern MADE A MOTION TO AMEND the resolution to remove the final three WHEREAS clauses and insert the following language:

"RESOLVED, that the County Administrator be and hereby is authorized and directed to negotiate the terms of an agreement with the Cortland Regional Sports Council for the period of January 1, 2026 through December 31, 2026, and the County Attorney or designee, shall draft said agreement for presentation and approval by the Cortland County Legislature at the November 2025 legislative session."

Mr. Heider SECONDED THE MOTION, and upon unanimous voice vote of members present; MOTION CARRIED.

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 236-25**

Authorize Agreement Cortland Regional Sports Council for Provision of Public Benefits and Promotion and Publicity

WHEREAS, the County of Cortland desires to promote and publicize the advantages, benefits and attractions of Cortland County in order to attract visitors, businesses and industry; AND

WHEREAS, Cortland County has imposed an Occupancy Tax for the purpose of enhancing the general economy of Cortland County, its cities, towns, and villages, through promotion of tourist activities, conventions, trade shows, special events, and other directly related and supporting activities; AND

WHEREAS, Section 224 of County Law provides the County may contract with non-profit organizations promoting Cortland County as a tourism destination; AND

WHEREAS, by and through its sports event development, support and promotion of various sporting events occurring within Cortland County, Cortland Regional Sports Council (CRSC) promotes Cortland County as a tourism destination through its marketing of local accommodations, casual and fine dining, and recreation and leisure available for its incoming participants and spectators within the County; NOW THEREFORE BE IT

RESOLVED, that pursuant to Section 224 of County Law, the County shall enter into a contract with the Cortland Regional Sports Council under the following terms and conditions:

1. CRSC shall, through its event development, support and promotion of various sporting events occurring within Cortland County publicizes the advantages of Cortland County in such a mode and manner as it deems appropriate, including, but not limited to, direct sporting event bid solicitation, and all media, print, radio, television, direct contact, event publicity, contests, or other promotional devices.

2. Cortland County shall remit to CRSC a portion of the Occupancy Tax Funds received in the amount of $140,800, to its tourism and publicity account. Prior to funds being remitted, CRSC shall submit a marketing plan to the County's Finance and Administration Committee for its review and approval.

3. CRSC shall be permitted to use a portion of these funds to cover office administrative staff and operational costs of CRSC, which shall not exceed the fixed percentage of the total tourism budget established in CRSC agreement with the COUNTY.

4. The term of the agreement shall be one (1) year from January 1, 2026 through December 31, 2026.

5. CRSC shall submit a written quarterly report no later than fifteen (15) days after the conclusion of each quarter to the Clerk of the Legislature and the County Administrator.

6. Within sixty (60) days of the termination of this agreement, CRSC shall provide and render to the County a verified account of the disbursements of such organization with verified or certified vouchers therefore attached.

; AND IT BE FURTHER

RESOLVED, that the County Administrator be and hereby is authorized and directed to negotiate the terms of an agreement with the Cortland Regional Sports Council for the period of January 1, 2026 through December 31, 2026, and the County Attorney or designee, shall draft said agreement for presentation and approval by the Cortland County Legislature at the November 2025 legislative session.

AGENDA ITEM NO. 34 – Local Law 11 of 2025 - a Local Law Overriding Tax Levy Limit for Fiscal Year 2026

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 237-25**

Local Law 11 of 2025 - a Local Law Overriding Tax Levy Limit for Fiscal Year 2026

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

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

WHEREAS, the Cortland County Legislature has not yet finalized the fiscal year 2026 budget, and may need the flexibility to exceed the property tax cap if it is deemed necessary;

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

Local Law 11 of 2025 - a Local Law Overriding Tax Levy Limit for Fiscal Year 2026

Section 1
Legislative Intent

The Cortland County Legislature has determined that it is important to maintain flexibility in the process of finalizing the fiscal year 2026 budget, and it may be necessary to override the limit on the amount of real property taxes that may be levied by the County of Cortland for the coming fiscal year 2026.

Section 2
Override of Tax Levy Limit

Upon the adoption of this local law, the Cortland County Legislature is hereby authorized to override the tax levy limit for the coming fiscal year 2026, if the Legislature deems it necessary for the County of Cortland to adopt a budget for the fiscal year 2026 which may require a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law §3-c.

Section 3
Legal Authority

The authority to override the tax levy limit is authorized by General Municipal Law §3-c (5), which expressly authorizes a local government to override the tax levy limit for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of the total voting power of its governing body, the Cortland County Legislature.

Section 4
Effective Date

This Local Law shall take effect immediately, in accordance with the provision of the Municipal Home Rule Law of the State of New York.

Resolutions Following Suspension of the Rules of Order

AGENDA ITEM NO. 35 – Authorize Lease Modification for 49 Grant Street

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

ON MOTION OF HEIDER **RESOLUTION NO. 238-25**

Authorize Lease Modification for 49 Grant Street

WHEREAS, Cortland County (Landlord) and Catholic Charities of Cortland County (Tenant) entered into a Lease Agreement dated April 30, 2024 for premises located at 49 Grant Street, Cortland, New York 13045, bearing Tax Map No.: 86.43-02-14.200; AND

WHEREAS, Cortland County and Catholic Charities of Cortland County desire to expand upon the use of the premises contained in said Lease Agreement as follows:

- Beginning November 1, 2025 until the termination of the lease agreement on March 31, 2026, at such times when Catholic Charities is adequately staffed, as agreed upon by both parties in the Lease Modification Agreement, expand upon the use of the premises to permit drop-in services

for homeless and/or unhoused

; AND

WHEREAS, all other terms and conditions of the Lease Agreement dated April 30, 2024 shall remain in full force and effect; 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 to modify the Lease Agreement dated April 30, 2024 to expand upon the use of the premises located at 49 Grant Street, Cortland, New York 13045, bearing Tax Map No.: 86.43-02-14.200 to include the expanded use of the premises to permit drop-in services for homeless and/or unhoused from November 1, 2025 until the termination of the lease agreement on March 31, 2026.

AGENDA ITEM NO. 36 – Appoint Member to the Cortland County Industrial Development Agency Board of Directors

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

ON MOTION OF FITCH **RESOLUTION NO. 239-25**

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

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

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

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

WHEREAS, it is the recommendation of the Chair of the Legislature to appoint Jason Hage, of 19 Clinton Street, Homer, New York 13077, to serve on the Industrial Development Agency Board of Directors the remainder of a term ending December 31, 2025; NOW THEREFORE BE IT

RESOLVED, that Jason Hage, of 19 Clinton Street, Homer, New York 13077, be and hereby is appointed to the Industrial Development Agency Board of Directors effective immediately to complete the remainder of a two-year term to expire December 31, 2025, or until such time that the Cortland County Legislature make new appointments by resolution.

Announcements

Executive Session

Mr. Nauseef MADE A MOTION to enter into executive session for discussions regarding current litigation, Ms. Jones SECONDED THE MOTION, and upon unanimous voice vote of members present; MOTION CARRIED.

An executive session was held from 7:31 PM to 7:43 PM, at which time on motion of Mr. Mantella, seconded by Mr. Prentice, it was unanimously approved by voice vote to exit executive session.

Adjournment

The meeting was closed at 7:44 PM

Cortland County Legislature

Legislative Session

~ Minutes ~

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

Thursday, September 25, 2025 **6:00 PM** **Board Room**

Public Hearings

1. Local Law "H" of 2025 - A Local Law Amending the Occupancy Tax Local Law to include Short-Term Rental Units

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

Call to Order

The meeting was called to order at 6:00 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	Excused	
Paul Heider	Cortland County	Majority Leader	Present	
Linda Jones	Cortland County	Legislator	Present	
Dominick Mantella	Cortland County	Legislator	Present	
William McGovern	Cortland County	Legislator	Present	
Joseph Nauseef	Cortland County	Legislator	Present	
Christopher Newell	Cortland County	Legislator	Present	
Jason Prentice	Cortland County	Legislator	Present	
Sandra Price	Cortland County	Legislator	Present	
Ronald J. Van Dee	Cortland County	Legislator	Present	
Keith VanGorder	Cortland County	Legislator	Present	
Eugene Waldbauer	Cortland County	Legislator	Excused	
Kevin Fitch	Cortland County	Chair of the Legislature	Present	

Minutes Acceptance: Minutes of Sep 25, 2025 6:00 PM (Approval of Minutes)

Approval of Minutes

1. Cortland County Legislature - Special Meeting - Aug 14, 2025 4:00 PM

RESULT:	APPROVED

2. Cortland County Legislature - Legislative Session - Aug 28, 2025 6:00 PM

RESULT:	APPROVED

Privilege of the Floor

Proclamations & Recognitions

1. Suicide Prevention Month Proclamation

RESULT:	COMPLETED

2. Proclamation Honoring Francis Riter

RESULT:	COMPLETED

Presentation of Petitions, Communications, Presentations and Notices

1. 111 Port Watson Street Update - Commissioner of Public Works, Charles Sudbrink

RESULT:	COMPLETED

Reports of Standing, Special and Ad Hoc Committees

Receive and File

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Resolutions from the Chair

Referred from Public Works Committee

AGENDA ITEM NO. 1 – Authorize Temporary Lease Modification for 49 Grant Street - Code Blue

Mr. Heider MADE A MOTION TO AMEND the resolution to add the following language:

- In the eight WHEREAS clause: "as follows:

- Beginning on or about October 1, 2025 and continuing until on or about November 1, 2025, at such times when Catholic Charities is adequately staffed, as agreed upon by both parties in the Lease Modification Agreement, expand upon the use of the premises to permit drop-in services for homeless and/or unhoused; and"

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- Before the RESOLVED clause: " RESOLVED, that the County Administrator upon review and approval by the County Attorney or designee, is hereby authorized to sign an agreement to modify the Lease Agreement dated April 30, 2024 to temporarily expand upon the use of the premises located at 49 Grant Street, Cortland, New York 13045, bearing Tax Map No.: 86.43-02-14.200 to include the expanded use of the premises to permit drop-in services for homeless and/or unhoused from on or about October 1, 2025 through on or about November 1, 2025; AND BE IT FURTHER"

Ms. Bischoff SECONDED THE MOTION, and upon unanimous voice vote of members present, MOTION CARRIED.

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

ON MOTION OF HEIDER **RESOLUTION NO. 194-25**

Authorize Temporary Lease Modification for 49 Grant Street - Code Blue

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, Cortland County has entered into a contract with the Salvation Army for the provision of Warming Center services for the 2025 - 2026 season; AND

WHEREAS, Resolution No. 123-25 authorizes the County Administrator, upon review and approval by the County Attorney or designee, 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

WHEREAS, Cortland County (Landlord) and Catholic Charities of Cortland County (Tenant) entered into a Lease Agreement dated April 30, 2024 for premises located at 49 Grant Street, Cortland, New York 13045, bearing Tax Map No.: 86.43-02-14.200; AND

WHEREAS, Cortland County and Catholic Charities of Cortland County desire to temporarily expand upon the use of the premises contained in said Lease Agreement to include operation of a temporary warming center to be operated under specific circumstances, in accordance with New York State Code Blue regulations, when the County Office Building is closed until such time as the Salvation Army Warming Center officially opens on November 1, 2025; AND

WHEREAS, such expanded use shall only be limited up to 16 hours each night the Department of Social Services declares the need to open based on qualifying temperatures prior to November 1, 2025; AND

WHEREAS, Cortland County and Catholic Charities of Cortland County desire to temporarily further expand upon the use of the premises contained in the aforementioned Lease Agreement as

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follows:

- Beginning on or about October 1, 2025 and continuing until on or about November 1, 2025, at such times when Catholic Charities is adequately staffed, as agreed upon by both parties in the Lease Modification Agreement, expand upon the use of the premises to permit drop-in services for homeless and/or unhoused; and

- Beginning November 1, 2025 until the termination of the lease agreement on March 31, 2026, to include operation of a temporary warming center to be operated from 4:30 p.m. to 7:30 p.m. on Tuesdays and Sunday mornings from 8:30 a.m. until noon

; AND

WHEREAS, all other terms and conditions of the Lease Agreement dated April 30, 2024 shall remain in full force and effect; 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 to modify the Lease Agreement dated April 30, 2024 to temporarily expand upon the use of the premises located at 49 Grant Street, Cortland, New York 13045, bearing Tax Map No.: 86.43-02-14.200 to include the expanded use of the premises to permit drop-in services for homeless and/or unhoused from on or about October 1, 2025 through on or about November 1, 2025; 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 to modify the Lease Agreement dated April 30, 2024 to temporarily expand upon the use of the premises located at 49 Grant Street, Cortland, New York 13045, bearing Tax Map No.: 86.43-02-14.200 to include operation of a temporary warming center to be operated under specific circumstances, in accordance with New York State Code Blue regulations, when the County Office Building is closed, until such time as the Salvation Army Warming Center officially opens on November 1, 2025, and after November 1, 2025 on Tuesdays from 4:30 p.m. to 7:30 p.m. on Tuesdays and Sunday mornings from 8:30 a.m. until noon until the end of the lease term on March 31, 2026.

AGENDA ITEM NO. 2 – Amend 2025 Budget - Increase Revenue from NYS Unified Court System

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

ON MOTION OF HEIDER **RESOLUTION NO. 195-25**

Amend 2025 Budget - Increase Revenue from NYS Unified Court System

WHEREAS, the County of Cortland shall have higher than estimated revenues for projects completed at the Cortland County Courthouse; AND

WHEREAS, the County of Cortland received $68,132 in reimbursement over the budgeted amount for 2025 for projects completed at the County Courthouse; AND

WHEREAS, the County of Cortland anticipates an additional reimbursement in the amount of $70,000 for projects completed at the County Courthouse; AND

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WHEREAS, the additional revenue to be received from the NYS Unified Court System has been recommended to be appropriated to fund additional costs associated with projects at the Cortland County Courthouse; NOW THEREFORE BE IT

RESOLVED, that with the recommendation of the Cortland County Department of Public Works that the following accounts be modified; AND BE IT FURTHER

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

Increase:

Revenue

A162043.43021	Court Facilities Incentive	$138,132.00

Expense

A16205.54076	Building Repairs & Maintenance	$138,132.00

AGENDA ITEM NO. 3 – Authorize Continued Funding of Building and Grounds Capital Project Reserve

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

ON MOTION OF HEIDER **RESOLUTION NO. 196-25**

Authorize Continued Funding of Building and Grounds Capital Project Reserve

WHEREAS, the Cortland County Legislature adopted Resolution No. 221-18; AND

WHEREAS, under the terms of the Sales Tax Sharing Agreement adopted by Resolution No. 221-18 there shall be deducted from the annual gross distribution of sales tax received from the State of New York a fixed sum in the annual amount of $1.5 Million for County purposes; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 226-18, as amended by 294-20 and 283-21, which formalized the use and commitment of "Off the Top" sales tax revenue; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 190-25, Authorize Sales Tax Sharing Agreement by and Between the County of Cortland and the City of Cortland, which removed the "Off the Top" sales tax commitment to the County; AND

WHEREAS, there are multiple County facilities that are in need of substantial repair and renovations, AND

WHEREAS, it is the recommendation of the Public Works Committee to more adequately fund the Buildings and Grounds Capital Project reserve to begin addressing facility repairs and renovations; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature authorize $300,000 annually be deposited to the Building and Grounds Capital Project Reserve, A.386300.B&G

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Referred from Judiciary & Public Safety Committee

Referred from Agriculture/Planning/Environment Committee

Referred from Health & Human Services Committee

AGENDA ITEM NO. 4 – Authorize Purchase of OQ Analyst FFT Software and Entering into a BAA with OQ Measures, LLC - Mental Health Department

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

ON MOTION OF VAN DEE **RESOLUTION NO. 197-25**

Authorize Purchase of OQ Analyst FFT Software and Entering into a BAA with OQ Measures, LLC - Mental Health Department

WHEREAS, the Cortland County Mental Health Department has an approved contract with FFT, LLC (Contract No. 169-25, authorized by Resolution No. 189-24), to provide Functional Family Therapy intensive training for three (3) staff members, funded through the SAMHSA Grant; AND

WHEREAS, the expectation of the training and the program is to use specific electronically-based assessments based on real time contact with clients requiring special treatment and protection of HIPAA; AND

WHEREAS, FFT, LLC partner's with OQ Measures, LLC to provide these specific electronic assessments; AND

WHEREAS, Cortland County Mental Health is requesting approval to purchase this unique software and enter into a specific BAA with OQ Measures, LLC; AND

WHEREAS, funding for the software will be paid through the SAMHSA Grant; NOW THEREFORE BE IT

RESOLVED, that the County Administrator or Chairman of the Legislature, upon review and approval by the County Attorney or designee, approve entering into the BAA with OQ Measures, LLC and the purchase of the software for a cost not to exceed $675 from Account No. A43105-54005-ISCEI.

AGENDA ITEM NO. 5 – Amend Budget Unmet Need Program - Office for Aging

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

ON MOTION OF VAN DEE **RESOLUTION NO. 198-25**

Amend Budget Unmet Need Program - Office for Aging

Minutes Acceptance: Minutes of Sep 25, 2025 6:00 PM (Approval of Minutes)

WHEREAS, the New York State Office for the Aging has made available the sum of $404,830 under the Unmet Need Program, for the period of April 01, 2025 through March 31, 2026, through Cortland County Office for Aging Revenue Account No. A677243-43772-UNAS; AND

WHEREAS, these funds reflect an increase of $183,284 over what was originally anticipated; AND

WHEREAS, these funds are to be used for additional home care, meals, transportation, case management, home modifications and/or any need for the aging community that absent the funding could not be provided otherwise; NOW THEREFORE BE IT

RESOLVED, that the 2025 County Budget be and hereby is amended as follows; AND BE IT FURTHER

RESOLVED, that 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.

		Current	Change	Revised
Revenue:				
A677243-43772-UNAS	Aging Services - State Aid	$221,546	183,284	$404,830
Expense:				
A67725-51005-UNAS	Personal Services Full-Time	126,594	39,006	165,600
A67725-51010-UNAS	Personal Services Part-Time	8,826	39,278	48,104
A67725-54055-UNAS	Professional Services	7,566	5,000	12,566
A67725-54800-UNAS	Program Expense	16,933	50,000	66,933
A67725-54400-UNAS	Food Supplies	0	50,000	50,000
A67725-58020-UNAS	Retirement	17,032	0	17,032
A67725-58030-UNAS	FICA	10,360	0	10,360
A67725-58040-UNAS	Workers' Compensation	4,715	0	4,715
A67725-58060-UNAS	Health Insurance	34,140	0	34,140
A67725-58062-UNAS	Dental Insurance	202	0	202
A67725-58065-UNAS	Vision Insurance	41	0	41

Referred from Finance & Administration Committee

AGENDA ITEM NO. 6 – Reappoint Director of Real Property Tax Services

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 199-25**

Reappoint Director of Real Property Tax Services

WHEREAS, the Cortland County Legislature, through Resolution No. 394-20, appointed Laura Fox as the Cortland County Director of Real Property Tax Services effective December 17, 2020 through September 30, 2025; AND

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WHEREAS, the County Administrator, pursuant to Section 5 of Local Law No. 7 of year 2002 is responsible for making recommendations to the County Legislature for the appointment of each department head; AND

WHEREAS, the County Administrator recommends the reappointment of Laura Fox as the Director of Real Property Tax Services; AND

WHEREAS, the Finance and Administration Committee, after reviewing the recommendation of the County Administrator, concurs with the County Administrator's recommendation of reappointment; NOW THEREFORE BE IT

RESOLVED, that Laura Fox, Cortland NY, be and is hereby appointed effective October 1, 2025 for a six (6) year term through September 30, 2031, and shall be compensated in accordance with the Management and Management Confidential Compensation Policy as may be amended from time to time.

AGENDA ITEM NO. 7 – Authorize Budget Amendment/Accept Funds Kiwanis Club of Cortland County - Dwyer Park

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 200-25**

Authorize Budget Amendment/Accept Funds Kiwanis Club of Cortland County - Dwyer Park

WHEREAS, Resolution No. 183-25 accepted the donation of a playground from the Kiwanis Club of Cortland County to be installed at Dwyer Memorial County Park; AND

WHEREAS, it is the desire of the Kiwanis Club of Cortland County for the County to purchase all equipment and oversee its installation and reimburse the County for all expenditures; AND

WHEREAS, funding for this is currently not in the 2025 budget: NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review and approval by the County Attorney or designee, is hereby authorized and directed to sign an agreement with Kiwanis Club of Cortland County to accept these funds; AND BE IT FURTHER

RESOLVED, the 2025 County Budget be amended as follows:

Increase Revenue:

A71105.42705	Gifts & Donations	$61,000

Increase Expenditures:

A71105.52015	Department Specific Equipment	$61,000

AGENDA ITEM NO. 8 – Resolution Authorizing the Signing of a Memorandum of Agreement with Tompkins Cortland Community College

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RESULT:	**ADOPTED [14 TO 1]**
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Christopher Newell, Legislator
AYES:	Bentley, Bischoff, Cleland, Eccleston, Heider, Mantella, McGovern, Nauseef, Newell, Prentice, Price, Van Dee, VanGorder, Fitch
NAYS:	Linda Jones
EXCUSED:	Beau Harbin, Eugene Waldbauer

ON MOTION OF BISCHOFF **RESOLUTION NO. 201-25**

Resolution Authorizing the Signing of a Memorandum of Agreement with Tompkins Cortland Community College

WHEREAS, the Cortland County Legislature adopted Resolution No. 493-01 - Endorsing the Tompkins Cortland Community College Master Plan and Approving Expansion and Renovation of Tompkins Cortland Community College Facilities Subject to State Approval and Funding; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 351-02 which authorized the expenditure of $540,000 for the design of the athletic facility, with the understanding that one-half would be paid by the State and the other half paid from the College's out-of-county capital charge back account; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 352-03 which authorized the Tompkins Cortland Community College Campus Master Plan Amendment which included an understanding that matching funds were to come from the College's out-of-county capital charge back account; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 228-12 endorsing the Tompkins Cortland Community College Master Plan in the amount of $7,050,000 subject to State Approval and Funding with the understanding that matching funds were to come from the College's out-of-county capital charge back account; AND

WHEREAS, the Cortland County Legislature adopted Resolution No. 355-18 approving the college's request for modification of the debt service repayment schedule for the above-noted Master Plan agreements to provide the flexibility necessary for Tompkins Cortland Community College to continue operations due to reduced enrollment of out of County and out of State students significantly reducing the college's cash flow; AND

WHEREAS, Cortland County is a sponsor of Tompkins Cortland Community College and, therefore, is responsible for a portion of both deferred maintenance and capital costs of the college in partnership with Tompkins County; AND

WHEREAS, both Cortland County and Tompkins Cortland Community College have historically met their respective obligations as outlined above by transferring funds to the other through issuance of written checks or wiring of funds; AND

WHEREAS, it is the desire of Cortland County and Tompkins Cortland Community College to improve efficiencies and streamline the process by which their respective obligations are met; AND

WHEREAS, it is more efficient for Tompkins Cortland Community College to retain the out-of-county capital charge back funds proportioned to Cortland County, which shall be considered fulfillment of Cortland County's annual statutory obligation to provide funding for deferred maintenance and capital costs of the college, and for Cortland County to apply a credit equal to such amount towards the college's debt service repayment until such time as the debt service for the above-noted Master Plan agreements have been repaid; AND

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WHEREAS, to effectuate the same, Tompkins Cortland Community College shall provide to Cortland County by no later than October 15th of each year, an accurate certified accounting of out-of-county capital charge back funds received for the college's prior fiscal year (September 1st - August 31st) and Cortland County's proportionate share thereof; AND

WHEREAS, said amount shall be credited towards Cortland County's statutory obligation for the fiscal year following receipt of the certification (January 1st - December 31st); AND

WHEREAS, within 30 days of Cortland County's receipt of the aforementioned certification from the college, Cortland County shall provide a certified accounting of the capital debt reflecting a reduction of an amount equal to Cortland County's proportionate share of the out-of-county capital charge back received by Tompkins Cortland Community College; AND

WHEREAS, it is the desire of Cortland County and Tompkins Cortland Community College to memorialize their agreement in writing; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature authorizes the Chair of the Legislature, upon review and approval by the County Attorney or designee, to execute a Memorandum of Agreement with Tompkins Cortland Community College consistent with the terms set forth in this Resolution.

AGENDA ITEM NO. 9 – Local Law 10 of 2025 - A Local Law Amending the Occupancy Tax Local Law to include Short-Term Rental Units

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

ON MOTION OF BISCHOFF **RESOLUTION NO. 202-25**

Local Law 10 of 2025 - A Local Law Amending the Occupancy Tax Local Law to include Short-Term Rental Units

WHEREAS, said Local Law has been in 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 10 of 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

WHEREAS, this Cortland County Legislature adopted Local Law No. 1 of 2002, entitled "Imposing a Tax on the Occupancy of Hotel and Motel Rooms in Cortland County Pursuant to Article 29, Section 1202-g of the Tax Law of the State of New York;" AND

WHEREAS, Local Law No. 1 of 2002 was amended by Local Law No. 1 of 2009; Local Law No. 4 of 2013; and Local Law 4 of 2014; AND

WHEREAS, on December 21, 2024, Governor Kathy Hochul signed into law legislation to regulate and govern the short-term rental industry; AND

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WHEREAS, on February 28, 2025, Governor Kathy Hochul signed the chapter amendment to the short-term rental legislation, which provides further details to help counties implement the statewide short-term rental registry law; AND

WHEREAS, inclusion of short-term rentals under the occupancy tax will create parity among lodging providers, include revenue collection, and ensure broader support for county services and initiatives; AND

WHEREAS, the Cortland County Legislature wishes to amend Local Law No. 1 of 2002 to:

1. Opt-in to the State-authorized inclusion of short-term rental units under the definition of taxable occupancy for the purposes of collecting occupancy tax

; NOW THEREFORE

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

Local Law 10 of 2025 - A Local Law Amending the Occupancy Tax Local Law to include Short-Term Rental Units

SECTION 1. TITLE

This Local Law shall be known as the "Cortland County Occupancy Tax Law."

SECTION 2. LEGISLATIVE INTENT

The County Legislature hereby finds that the intent of this Local Law shall be to enhance funding for tourism and cultural activities for the benefit of Cortland County and its residents, and to further support economic development.

SECTION 3. AUTHORITY

a. Notwithstanding any other provision of law to the contrary, the County of Cortland is hereby authorized and empowered to adopt and amend local laws imposing in such county a tax, in addition to any other tax authorized and imposed pursuant to Article 29 Section 1202-g of the New York State Tax Law (as amended by Chapter 118, part W, of the Laws of 2001), as the State Legislature has or would have the power and authority to impose upon persons occupying hotel or motel rooms within Cortland County. For the purposes of this local law, the term "hotel" or "motel" shall mean and include any facility providing lodging on an overnight basis and shall include those facilities designated and commonly known as "bed and breakfast" and "tourist" facilities.

b. The rate of such tax shall not exceed five percent of the per diem rental rate for each room, provided however, that such tax shall not be applicable to a permanent resident For the purposes of this Local Law, the term "permanent resident" shall mean a person occupying any room or rooms in a hotel or motel for at least thirty (30) consecutive days.

SECTION 4. TEXT

1. Definitions
2. Imposition of Tax
3. Transitional Provisions
4. Exempt Organizations
5. Territorial Limitations
6. Registration
7. Administration and Collection

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8. Records to by Kept
9. Returns
10. Payment of Tax
11. Determination of Tax
12. Disposition of Revenues
13. Refunds
14. Remedies Exclusive
15. Proceedings to Recover Tax
16. General Power of Chairman of County Legislature
17. Administration of Oaths
18. Reference of Tax
19. Penalties and Interest
20. Returns to be Secret
21. Notices and Limitations of Time
22. Separability

1. DEFINITIONS:

a. Booking Service shall mean a person or entity who, directly or indirectly:

1. Provides one or more online, computer or application based platforms that individually or collectively can be used to:

i. List or advertise offers for short-term rentals or short-term rental units; and,

ii.Either accept such offers, or reserve or pay for such rentals; and,

2. Charges, collects or receives a fee for the use of such platform or for provision of any service in connection with a short-term rental or short-term rental unit.

b. Person shall mean an individual, partnership, society, association, joint stock company, corporation, estate, receiver, trustee, assignee, referee, and any other person acting in a fiduciary or representative capacity, whether appointed by a court or otherwise, and any combination of the foregoing.

c. Operator shall mean any person operating a hotel, motel, or short-term rental unit in Cortland County, including but not limited to, the owner or proprietor of such premises, lessee, sublessee, mortgagee in possession, licensee, or any other person otherwise operating such hotel, motel, or short-term rental unit.

d. Hotel or Motel shall mean a facility which is regularly used and kept open as such for the lodging of guests. The terms “hotel” and “motel” include an apartment hotel, a motel, guest house, or facilities designated and commonly known as “bed and breakfast” and “tourist” facilities, whether or not meals are served.

e. Occupancy shall mean the use or possession, or the right to use or possession of any room in a hotel, motel, or short-term rental unit or any room, rooms, dwellings, structures, properties for which a fee is imposed by the operator for an overnight stay.

f. Occupant shall mean a person who, for a consideration, uses, possesses, or has the right to use or possess any room in a hotel, motel, or short-term rental under any lease, concession, permit, right of access, license to use or other agreement, or otherwise. This shall also include any room, rooms, dwellings, structures, properties for which a fee is imposed by the operator for an overnight stay.

g. Permanent Resident shall mean any occupant of any room or rooms in a hotel, motel, or

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short-term rental unit for at least thirty (30) consecutive days shall be considered a permanent resident with regard to the period of such occupancy.

h. Rent shall mean the consideration received for occupancy valued in money, whether received in money or otherwise.

i. Room shall mean any room or rooms of any kind in any part or portion of a hotel, motel, or short-term rental unit, including, but not limited to, any room, rooms, dwellings, structures, properties for which a fee is imposed by the operator for an overnight stay, which is available for or let out for any purpose other than a place of assembly.

j. Return shall mean any return filed or required to be filed as herein provided.

k. Short-Term Rental Host shall mean a person or entity in lawful possession of a short-term rental unit who rents such unit to guests in accordance with the article.

l. Short-Term Rental Unit shall mean an entire dwelling, or a room, group of rooms, other living or sleeping space, or any other space within a dwelling, made available for rent by guests for less than thirty (30) consecutive days, where the unit is offered for tourist or transient use by the short-term rental host of the residential unit and where such unit is located in a covered jurisdiction.

2. IMPOSITION OF TAX:

On or after the ___ day of _____, 20__, there is hereby imposed and there shall be paid a tax of five (5) percent of the rent for every occupancy of a room or rooms in a hotelmotel, or short-term rental unit within Cortland County, to include any room, rooms, dwelling, structures, properties for which a fee is imposed by the operator for an overnight stay; except that the tax shall not be imposed upon a permanent resident of the hotel, motel, or short-term rental unit.

3. TRANSITIONAL PROVISIONS:

The tax imposed by this Local Law shall be paid upon any occupancy on or after the ____ day of _____, 20___, although such occupancy is pursuant to a prior contract, lease, or other arrangement. Where rent is paid or payable on a weekly, monthly, or other term, the rent shall be subject to the tax imposed by this Local Law to the extent that it covers any period on and after the ____day of _____, 20__.

4. EXEMPT ORGANIZATIONS:

a. This Local Law shall not authorize the imposition of such tax upon any transaction by or with any of the following in accordance with Section 1230 of the New York State Tax Law:

1. The State of New York, or any public corporation (including a public corporation created pursuant to agreement or compact with another state or Canada), improvement districts or political subdivisions of the State;

2. The United States of America, insofar as it is immune from taxations;

3. Any corporation, or association, or trust, or community chest, fund or foundation, organized and operated exclusively for religious, charitable, or educational purposes, or for the prevention of cruelty to children or animals, and no part of the net earnings of which inures to the benefit of any private shareholder or individual, and no substantial part of the activities of which is carrying out

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propaganda, or otherwise attempting to influence legislation; provided, however, that nothing in this subdivision shall include an organization operated for the primary purpose of carrying on a trade or business for profit, whether or not all of its profits are payable to one or more organizations described in this paragraph.

b. Where any organization described in sub paragraph (iii) of part (a) of this subdivision carries on its activities in the furtherance of the purposes for which it was organized, in premises in which, as part of said activities, it operates a hotel, motel, or short-term rental unit, occupancy of rooms in the premises and rents therefrom received by such corporation or association shall not be subject to tax hereunder.

c. The hotel, motel, or short-term rental unit operator shall submit such written proof as may be required to show that the use or occupancy falls within the aforedescribed exempt categories. In the absence of such documentation, the tax must be collected by the operator.

5. TERRITORIAL LIMITATIONS:

The tax imposed by this Local Law shall apply only to the occupancies within the territorial limits of the County of Cortland.

6. REGISTRATION:

Within ten (10) days after the effective date of this local law, or in the case of operators commencing hotel or motel business in Cortland County after such effective date, within three (3) days after such commencement, every operator shall file with the Office of the Chairman of the Cortland County Legislature a certificate of registration in a form prescribed by the County Chairman. Within five (5) days after such registration, the County Chairman shall issue, without charge to each operator, a certificate of authority empowering such operator to collect the tax from the occupant and duplicate thereof for each additional hotel or motel of such operator. Each certificate of duplicate shall state the hotel or motel to which it is applicable. Such certificate of authority shall be prominently displayed by the operator in a manner that it may be seen and come to notice of all occupants and persons seeking occupancy in the hotel to which it applies. Such certificates shall be nonassignable and nontransferable, and shall be surrendered immediately to the County Chairman upon the cessation of business at the hotel or motel named or upon its sale or transfer.

7. ADMINISTRATION AND COLLECTION:

a. The tax imposed by this Local Law shall be administered and collected by the Chairman of the Cortland County Legislature, or other designated fiscal officers of the County by such means and in such manner as are other taxes which are now administered and collected by such, or as otherwise provided by this Local Law.

b. The tax imposed by this Local Law shall be paid by the person liable therefore to the owner of the hotel, motel, or short-term rental unit room occupied or to the person entitled to be paid the rent or charge for the hotel, motel, or short-term rental unit room occupied, including any room, rooms, dwellings, structures, properties for which a fee is imposed by the operator for an overnight stay.

c. The tax to be collected shall be stated and charged separately from the rent shown on any record thereof at the time when the occupancy is arranged, contracted, or charged for, and upon every evidence of occupancy of any bill, statement, or charge made for said occupancy issued or delivered by the operator. The tax shall be paid by the occupant to the operator as trustee for, and on account of, Cortland County, and that such owner or person entitled to be paid the rent or charge shall be liable for the collection and payment

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of the tax.

d. The operator and any officer of any corporate operator shall be personally liable for the tax collected or required to be collected under this Local Law. The operator shall have the same right in collecting the tax from the person occupying the hotel, motel, or short-term rental unit room, in respect to non-payment of the tax by the occupant, as if the tax were a part of the rent or charge and payable at the same time as the rent or charge. This includes all rights of eviction, dispossession, repossession, and enforcement of any innkeeper's lien that he or she may have in the event of nonpayment of rent by the occupant; provided, however, that the County Chairman or other fiscal officer(s), employees or agents duly designated by him or her shall be joined as a part in any action or proceeding brought by the operator to collect or enforce collection of the tax.

e. The County Chairman may, whenever he or she deems it necessary for the proper enforcement of this Local Law, provide by regulation that the occupant shall file returns and pay directly to the Cortland County Treasurer the tax herein imposed, at such times as returns are required to be filed and payment made by the operator.

f. The tax imposed by this local law shall be paid upon any occupancy on and after the ___ day of _____, 20___, although such occupancy is had pursuant to a contract, lease, or other arrangement made prior to such date. Where rent is paid, charged, billed, or falls due on either a weekly, monthly, or other term basis, the rent so paid, charged, billed, or falling due shall be subject to the tax herein imposed to the extent that it covers any portion of the period on and after the ____ day of _____, 20___. Where any tax has been paid hereunder upon any rent which has been ascertained to be worthless, the County Chairman may, by regulation, provide for the credit and/or refund of the amount of such tax upon application therefor as provided in subdivision (13) of this Local Law.

g. For the purpose of the proper administration of this Local Law, and to prevent evasion of the tax hereby imposed, it shall be presumed that all rents are subject to tax until the contrary is established. The burden of providing that a rent for occupancy is not taxable hereunder shall be upon the operator, except that, where by regulation pursuant to subdivision (7)(c) of Section 4 of this Local Law, an occupant is required to file returns and pay directly to the County Chairman the tax herein imposed, the burden of proving that a rent for occupancy is not taxable shall be upon the occupant. Where an occupant claims exemption from the tax under the provisions of subdivision (4) of Section 4 of this Local Law, the rent shall be deemed taxable hereunder unless the operator shall receive from the occupant claiming such exemption a certificate duly executed by an exempt corporation or association certifying that the occupant is its agent, representative, or employee, together with a certificate executed by the occupant that his occupancy is paid or to be paid by such exempt corporation or association, and is necessary or required in the course of or in connection with the occupant's duties as a representative of such corporation or association. Where deemed necessary by the operator, he or she may further required that any occupant claiming exemption from the tax furnish a copy of a certificate issued by the County Chairman certifying that the corporation or association therein named is exempt from the tax under subdivision (4) of this Section 4 of this Local Law.

8. RECORDS TO BE KEPT:

Every operator shall keep records of every occupancy, of all rent paid, charged, or due, and of all tax payable thereon, in such form as the County Chairman may require by regulation. Such records shall be available for inspection and examination at any time upon demand by the County Chairman or his duly authorized employee or agent, and shall be preserved for a period of three (3) years, except that the County Chairman may consent to their destruction within that period or may require that they be kept longer.

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9. RETURNS:

a. Every operator shall filed with the County Chairman a return of occupancy, of rents, and of taxes payable thereon for the periods ending February 28th, May 31st, August 31st, and November 30th of each year, on and after the ____ day of _____ 20__. Such returns shall be filed within twenty (20) days from the expiration of the period covered thereby. If the twentieth day falls on a Saturday, Sunday, or legal holiday, the return and tax will said to be due on the next County working day. The County Chairman may permit or require returns to be made by other periods and upon such dates as he may specify. If the County Chairman deems it necessary in order to ensure the payment of the tax imposed by this law, he or she may require returns to be made for shorter periods than those prescribed pursuant to the foregoing provisions of this sections and upon such dates as he may specify.

b. The form of returns shall be prescribed by the County Chairman and shall contain such information as he may deem necessary for the proper administration of this local law. The County Chairman may require amended returns to be filed within twenty (20) days after notice and to contain the information specified in the notice.

c. If a return required by this local law is not filed, or a return when filed is incorrect or insufficient on its face, the County Chairman shall take the necessary steps to enforce the filing of such return or of a corrected return.

10. PAYMENT OF TAX:

At the time of filing a return of occupancy and of rents, each operator shall pay to the County Chairman the taxes imposed by this local law upon rents required to be included in such return, as well as all other monies collected by the operator acting or purporting to act under the provisions of this local law. Where the County Chairman deems it necessary to protect revenues to be obtained under this local law, he may require any operator required to collect the tax imposed by this local law to file with him a bond, issued by a surety company authorized to transact business in this state and approved by the superintendent of insurance of this state as to solvency and responsibility, in such an amount as the County Chairman may fix to secure the payment of any tax and/or penalties and interest due or which may become due form such operator. In the event that the County Chairman determines that an operator is to file such a bond, he shall give notice to the operator to that effect, specifying within five (5) days after the giving of notice unless within those five (5) days the operator requests in writing a hearing before the County Chairman, at which the necessity, propriety, and the amount of the bond shall be determined by the County Chairman. This determination shall be final and shall be complied with within fifteen (15) days after the giving the notice thereof. In lieu of a bond, security approved by the County Chairman or cash in the amount he may prescribe, may, at any time, without notice to the depositor, be applied to any tax and/or interest or penalties due, and for the purpose the securities may be sold by him at public or private sale without notice to the depositor thereof.

11. DETERMINATION OF TAX:

a. Any final determination of the amount of any tax payable hereunder shall be reviewable for error, illegality, or unconstitutionality or any other reason whatsoever by a proceeding under Article 78 of the Civil Practice Law and Rules if application therefore is made to the Supreme Court within thirty (30) days after the giving of the notice of such final determination; provided, however, that any such proceeding under Article 78 of the Civil Practice Law and Rules shall not be instituted unless:

i. The amount of any tax sought to be reviewed, with interest and penalties thereon as may be provided for by local law or regulation shall be first deposited and

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there is an undertaking filed, issued by a surety company authorized to transact business in this state and approved by the superintendent of insurance of this state as to solvency and responsibility, in such an amount as a Justice of the Supreme Court shall approve to the effect that if such proceeding be dismissed or the tax confirmed, the petitioner will pay all costs and charge which may accrue in the prosecution of such proceeding; or

ii. At the option of the petitioner such undertaking may be in a sum sufficient to cover the taxes, interests and penalties stated in such determination plus the costs and charges which may accrue against it in the prosecution of the proceeding, in which event the petitioner shall not be required to pay such taxes, interest, or penalties as a condition precedent to the application.

b. If a return required by this Local Law is not filed, or if a return when filed is incorrect or insufficient, the amount of tax due shall be determined by the County Chairman or his designate, the proper fiscal officer, from obtainable information. If necessary, the tax may be estimated on the basis of external indices, such as the number of rooms, location, scale of rents, comparable rents, types of accommodations and service, number of employees and/or other factors. Notice of such determination shall be given to the person liable for the collection and/or payment of the tax. Such determination shall finally and irrevocably fix the tax unless the person against whom it is assessed, within thirty (30) days after notice of such determination, applies to the County Chairman for a hearing, or unless the County Chairman makes a new determination on his or her own motion. After such a hearing, the County Chairman shall give notice of his or her determination to the person against whom the tax is assessed. The determination of the County Chairman shall be reviewable for error, illegality, unconstitutionality, or any other reason whatsoever by proceeding under Article 78 of the Civil Practice Law and Rules as outlined in part (a) of this subdivision.

12. <u>DISPOSITION OF REVENUES</u>:

All revenues resulting from the imposition of the tax under this local law shall be paid into the treasury of Cortland County, and shall be credited to and deposited into the general fund of the County, thereafter to be allocated for tourist and convention development. Provided, however, that the County shall be authorized to retain up to a maximum of ten percent (10%) of such revenue to defer the necessary expenses of the County in administering such tax. The revenue derived from the tax, after deducting the amount provided for administering such tax, shall be allocated to enhance the general economy of Cortland County, its cities, towns and villages, through promotion of tourist activities, conventions, trade shows, special events, and other directly related supporting activities.

13. REFUND, REVISION OR CREDITS:

a. In the manner provided in this section, the County Chairman shall refund or credit, without interest, any tax, penalty, or interest erroneously, illegally, or unconstitutionally collected or paid if application to the County Chairman for such refund is made within one year from the payment thereof. Whenever a refund is made by the County Chairman, he or she shall state his reasons therefore in writing. Such application may be made by the occupant, operator, or other person who has actually paid the tax. Such application may also be made by an operator who has collected and paid over such tax to the County Chairman, provided that the application is made within one year of the payment by the occupant to the operator. However, no actual refund of monies shall be made to such operator until he first establishes to the satisfaction of the County Chairman under such regulations as the County Chairman by authority has repaid to the occupant the amount for which the application for refund is made. In lieu of any refund required to be made, the County Chairman may allow credit thereof on payments due from the applicant.

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b. An application for a refund or credit made as herein provided shall be deemed an application for a revision of any tax, penalty, or interest complained of and the County Chairman may receive evidence with respect thereto. After making his determination, the County Chairman shall give notice thereof to the applicant, who shall be entitled to review said determination by a proceeding under Article 78 of the Civil Practice Law and Rules; provided the proceeding is instituted within thirty (30) days after the giving of the notice of determination and provided a final determination of tax due was not previously made. Such a proceeding shall not be instituted unless an undertaking is filed with the County Chairman in an amount and with sureties approved by a justice of the Supreme Court to the effect that if such proceedings are dismissed or the tax confirmed, the petitioner will pay all costs and charges that may accrue in the prosecution of said proceeding.

c. A person shall not be entitled under this section to a revision, refund, or credit of a tax, interest, or penalty that had been determined to be due pursuant to the provisions of subdivision thirteen (13) of this local law where said person has had a hearing or an opportunity for a hearing or an opportunity for a hearing as provided in this section, or who has failed to avail himself of the remedies provided therein. No refund or credit of a tax, interest, or penalty paid after a determination by the County Chairman pursuant to subdivision eleven (11) of this local law shall be paid unless it is found that the determination was erroneous, illegal, unconstitutional, or otherwise improper by the County Chairman after a hearing of his own motion, or in a proceeding under Article 78 of the Civil Practice Law and Rules pursuant to the provisions of said section. In that event, refund or credit without interest shall be made of the tax, interest, or penalty found to have overpaid.

14. REMEDIES EXCLUSIVE:

The remedies provided by subdivisions eleven (11) and thirteen (13) of this local law shall be exclusive remedies available to any person for the review of tax liability imposed by this Local Law. No determination, proposed determination of tax, nor determination on any application for refund shall be enjoined or reviewed except as hereinafter provided, by an action for declaratory judgment, an action for money had and received, or by an action proceeding other than a proceeding in the nature of a certiorari proceeding under Article 78 of the Civil Practice Law and Rules. A taxpayer may, however, proceed by declaratory judgment if he or she institutes suit thirty (30) days after a deficiency assessment if made and pays the amount of the deficiency assessment to the County Chairman prior to the institution of such suit and posts a bond for costs as provided in subdivision eleven (11) of this local law.

15. PROCEEDING TO RECOVER TAX:

a. Whenever any operator, any officer of a corporate operator, any occupant, or other person fails to collect and pay over any tax and/or penalty or interest as imposed by this local law, the County Attorney shall, at the request of the County Chairman, bring or cause to be brought an action to enforce the payment of same on behalf of the County in any court of the State of New York or of any other state or of the United States. If, however, the County Chairman in his discretion believes that any such operator, officer, occupant, or other person is about to cease business, leave the state, or remove or dissipate the assets out of which the tax or penalties might be satisfied, and than any such tax or penalty will not be paid when due, he or she may declare such tax or penalty to be immediately due and payable, and may issue a warrant immediately.

b. As an additional or alternate remedy, the County Chairman may issue a warrant, directed to the Sheriff, commanding him to levy upon and sell the real and personal property of the operator, officer of a corporate operator, or other person liable for the tax, which may

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be found within the County for the payment of the amount thereof, with any penalties and interest, and the cost of executing the warrant, and to return such warrant to the County Chairman and to pay him the money collected by virtue thereof within sixty (60) days after the receipt of said warrant. Within five (5) days after the receipt of the warrant, the Sheriff shall file a copy of the same with the County Clerk. Thereupon the Clerk shall enter in the judgment docket the name of the person stated in the warrant, the amount of tax, penalties, and interest for which the warrant is issued, and the date when such copy is filed. Thereupon the amount of such warrant so docketed shall become a lien upon the interest in real and personal property of the person against whom the warrant is issued. The Sheriff shall then proceed upon the warrant in the same manner and with like effect as that provided by law in respect to executions issued against property upon judgments of a court of court. For services in executing the warrant he or she shall be entitled to the same fees, which he may collect in the same manner. In the discretion of the County Chairman, a warrant of like terms, force, and effect may be issued and directed to any officer or employee of the County Chairman. In the execution thereof, such officer or employee shall have all the powers conferred by law upon sheriffs, but shall be entitled to no fee or compensation in excess of the actual expenses paid in the performance of such duty. If a warrant is returned not fully satisfied, the County Chairman may, from time to time, issue new warrants and shall also have the same remedies to enforce the amount due thereunder as if the County has recovered judgment thereof and execution thereon has been returned unsatisfied.

c. Whenever an operator makes a sale, transfer, or assignment of any part or the whole of his or her hotel; or his or her lease, license, or other agreement or right to possess or operate such hotel or the equipment, furnishings, fixtures, supplies, or stock of merchandise, pertaining to the conduct or operation of said hotel or motel; other than ordinary and regular prosecution of business, the purchaser, transferee or assignee shall, at least ten (10) days before taking possession of the subject of said sale, transfer or assignment, or before receiving payment, notify the County Chairman by registered mail of the proposed sale and the price terms, and conditions thereof, whether or not the seller, transferor, or assignee has represented to or informed the purchaser, transferee, or assignee that it owes any tax pursuant to this local law, whether or not the purchaser, transferee, or assignee has knowledge that such taxes are owing, and whether any such taxes are in fact owing.

d. Whenever the seller, transferor, or assignor fails to give notice to the County Chairman as required above, or whenever the County Chairman or other fiscal officer informs the purchaser, transferee, or assignee that a possible claim for such taxes exists, any sums of money, property, choses in action, or other consideration which the purchaser, transferee or assignee is required to transfer over to the seller, transferor, or assignor shall be subject to a first priority right and lien for any such taxes theretofore and thereafter determined to be due from the seller, transferor, or assignor to the County. The purchaser, transferee, or assignee is then forbidden to transfer to the seller, transferor, or assignor any such sums of money, property, or choses in action to the extent of the amount of the County's claim. For failure to comply with the provisions of this subdivision, the purchaser, transferee, or assignee, in addition to being subject to the liabilities and remedies imposed under the provisions of Article 6 of the Uniform Commercial Code, shall, as well as the seller, transferor, or assignor, be personally liable for the payment to the County of any such taxes theretofore or thereafter determined to be due to the County from the seller, transferor, or assignor. Such liability may be assessed and enforced in the same manner as the liability for tax under this local law.

16. **GENERAL POWERS OF THE COUNTY CHAIRMAN**:

a. In addition to the powers granted to him or her in this local law, the County Chairman is, subject to the approval of the Cortland County Legislature, hereby authorized and

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empowered to:

1. Make, adopt, and amend rules and regulations appropriate to the carrying out of this local law and the purposes thereof;

2. Extend, for cause shown, the time of filing any return for a period not exceeding thirty (30) days; and for cause shown, to remit penalties but not interest; and to compromise disputed claims in connection with the taxes hereby imposed;

3. Request information from the Tax Commission of the State of New York or the Treasury Department of the United States relative to any person; and to afford information to such Tax Commission or Treasury Department relative to any person, notwithstanding any other provision of this local law to the contrary;

4. Delegate functions hereunder to any employee(s) of County Administration;

5. Prescribe methods for confirming the rents for occupancy and to confirm the accuracy of information on the taxable and nontaxable rents;

6. Require any operator within the County, if it is determined that adequate records are not being maintained, to keep detailed records of the nature and type of hotel or motel maintained; nature and type of service rendered; number of rooms available and occupied; daily leases; occupancy contracts or arrangements; rents received; charged and accrued; the names and addresses of the occupants; whether or not any occupancy is claimed to be subject to the tax imposed by this local law; and to furnish such information at the request of the County Chairman.

17. ADMINISTRATION OF OATHS AND COMPELLING TESTIMONY;

a. The Cortland County Chairman or his employee(s) or agent(s) duly designated and authorized by him or her shall have the power to administer oaths and take affidavits in relation to any matter or proceeding in the exercise of their powers and duties under this local law. The County Chairman shall have power to subpoena and require the attendance of witnesses and the production of books, papers, and documents to secure information pertinent to the performance of his or her duties hereunder, in the enforcement of this local law, and to examine them in relation thereto. The County Chairman shall also have the power to issue commissions for the examination of witnesses who are out of the state, unable to attend before him, or who are excused from attendance.

b. A Supreme Court Justice, either in court or in chambers, shall have the power to summarily enforce by proper proceedings the attendance and testimony of witnesses and the production and examination of books, papers, and documents called for by the subpoena of the County Chairman under this local law.

c. Any subpoenaed person who refuses to testify or produce books or records, or who testifies falsely in any material matter pending before the County Chairman under this local law shall be guilty of a misdemeanor, punishment for which shall be a fine of not more than one thousand dollars ($1,000) or imprisonment for not more than one (1) year, or both such fine and imprisonment.

d. The officers who serve the summons or subpoena of the County Chairman and witness attending in response thereto shall be entitled to the same fees as are allowed to officers and witnesses in civil cases in courts of records, except as herein provided otherwise. Such officers shall be the County Sheriff and his or her duly appointed deputies, or any officers or employees of the County Chairman's officer designated by him to serve such

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process.

18. REFERENCE TO TAX:

Whenever reference is made to this tax in placards or advertisements, or in any other publications, such reference shall be substantially in the following form: "Tax on occupancy of hotel, motel, or short-term rental unit rooms" or "occupancy tax," except that in any bill, receipt, statement, or other evidence or memorandum of occupancy or rent charge issued or employed by the operator, the word "tax" will suffice.

19. PENALTIES AND INTEREST:

a. Any person failing to file a return or to pay over any tax to the County Chairman within the time required by this local law shall be subject to a penalty of ten percent (10%) of the amount of tax due, plus interest at the rate of one and one-half (1 ½ %) percent of such tax for each month after such return was required to be filed or such tax became due. Such penalties and interest shall be paid and disposed of in the same manner as other revenues from this local law.

b. The following persons shall, in addition to the penalties herein or elsewhere prescribed, by guilty of a misdemeanor, punishment for which shall be a fine of not more than one thousand dollars ($1,000) or imprisonment not exceeding one year or both such fine and imprisonment:

1. Any operator, occupant, or any officer of a corporate operator or occupant failing to file a return required by this local law, or filing or causing to be filed, making or causing to be made, giving or causing to be given any return, certificate, affidavit, representation, information, testimony or statement authorized or required by this local law, which is willfully false;

2. Any operator or officer of a corporate operator willfully failing to file a bond required to be filed pursuant to subdivision eleven (11) of this local law, failing to file a registration certificate and such data in connection therewith as the County Chairman may require, failing to display or surrender the certificate of authority as required by this local law, or assigning or transferring such certificate of authority;

3. Any operator or officer of a corporate operator willfully failing to charge separately from the rent the tax herein imposed, willfully failing to state such tax separately on any evidence of occupancy and on any bill, statement or receipt of rent issued or employed by the operator, or willfully failing or refusing to collect such tax from the occupant;

4. Any operator or officer of a corporate operator who refers or causes reference to be made to this tax in a form or manner other than that required by this local law; and,

5. Any operator failing to keep records required by subdivision eight (8) of Section 4 of this local law.

c. Any operator or officer of a corporate operator who fails to file a certificate of registration as provided under this local law shall be subject to a penalty of $250 for each month of delinquency in filing such certificate. Officers of a corporate operator shall be personally liable for the tax collected or required to be collected by such corporation under this local law, and subject to the penalties herein above imposed.

d. The certificate of the County Chairman to the effect that a tax has not been paid, that a

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return, bond, or registration certificate has not been filed, or that information has not been supplied pursuant to the provisions of this local law, shall be presumptive evidence thereof.

20. RETURNS TO BE SECRET:

a. Except in accordance with the proper judicial order, or as otherwise provided by law, it shall be unlawful for the County Chairman or any officer or employee of the County Chairman's officer to disclose in any manner the rents or other information relating to the business of a taxpayer contained in any return required under this local law, except to such persons and at such times as necessary to carry out this local law, except to such persons and at such times as necessary to carry out this local law. The officers charged with the custody of such returns shall not be required to produce any of them or evidence of anything contained in them in any action or proceeding in any court, except on behalf of the County Chairman in an action or proceeding under the provisions of this local law, or on behalf of any party to any action or proceeding under the provisions of this local law when the returns or facts shown thereby are directly involved in such action or proceeding. In any of these events the Court may require the production of any may admit into evidence as much of said returns or the facts shown thereby as are pertinent to the action or proceeding, and no more. Nothing herein shall be construed to prohibit the delivery to the taxpayer or his duly authorized representative of a certified copy of any return filed in connection with his or her tax, nor to prohibit the publication of statistics classified so as to prevent the identification of particular returns and the items thereof. In addition, nothing herein shall be construed to prohibit the inspection by the County Attorney or other legal representatives of the County of the return of the taxpayer who shall bring action to set aside or review the tax based thereon, or against who an action or proceeding has been instituted for the collection of a tax or penalty. Returns shall be preserved for three years and thereafter until the County Chairman permits them to be destroyed.

b. Any violation of part (a) of this subdivision shall be punishable by a fine not exceeding one thousand dollars ($1000), or by imprisonment not exceeding one (1) year, or both such fine and imprisonment in the discretion of the Court. If the offender is an officer or employee of the County, he or she shall be dismissed from office and be incapable of holding any public officer for a period of five years thereafter.

21. NOTICES AND LIMITATIONS OF TIME:

a. Any notice authorized or required under the provisions of this local law may be given by mailing the same to the person for whom it is intended in a postpaid envelope addressed to such person at the address given in the last return filed by him pursuant to the provisions of this local law, or in any application made by him or her. If no return has been filed nor application made, then notice may be given by mailing same to such address as may be obtainable. Mailing of such notice shall be presumptive evidence of the receipt of same by the person to whom it is addressed. Any period of time which is determined according to the provisions of this local law by the giving of notice shall commence to run from the date of mailing of such notice.

b. The provisions of the Civil Practice Law and Rules or any other law relative to the limitations of time for the enforcement of a civil remedy shall not apply to any action or proceeding taken by the County to levy, appraise, assess, determine, or enforce the collection of any tax or penalty provided by this local law. However, except in the case of a willfully false or fraudulent return with the intent to evade the tax, no assessment of additional tax shall be made after the expiration of more than three (3) years from the date of filing of a return; provided, however, that where no return has been filed as provided by law, the tax may be assessed and collected at any time.

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c. Where a taxpayer has consented in writing, before the expiration of the period prescribed herein for the assessment of an additional tax, that such period be extended, the amount of such additional tax due be determined at any time within the extended period. The period so extended may be further extended by subsequent consents in writing made before the expiration of the extended period.

22. SEPARABILITY:

If any provision of this local law, or the application thereof to any person or circumstances, is held to be invalid the remainder of this local law and the application of its provision to other persons or circumstances shall not be affected thereby.

SECTION 5. EFFECTIVE DATE:

This local law shall take effect upon filing in the Office of the Secretary of State as provided by Section 27 of the Municipal Home Rule Law.

AGENDA ITEM NO. 10 – Requesting Special Legislation to Amend New York State Tax Law, in Relation to Expanding the Use of Occupancy Tax Dollars

This item was not approved at the Finance and Administration Committee (postponed to the October 14, 2025 meeting), and therefore could not be entertained by the full legislature.

RESULT: NO ACTION

ON MOTION OF BISCHOFF **RESOLUTION NO.**

Requesting Special Legislation to Amend New York State Tax Law, in Relation to Expanding the Use of Occupancy Tax Dollars

WHEREAS, New York State Tax Law, §1202-g (9) presently authorizes Cortland County to adopt and amend local laws directing all revenues be allocated for tourist and convention development; provided, however, the County shall be authorized to retain up to a maximum of ten percent of such revenue to defer the necessary expenses of the county in administering such tax. The revenue derived from such tax, after deducting the amount provided for administering such tax, as so authorized by local law, shall be allocated to enhance the general economy of Cortland County, its cities, towns, and villages, through promotion of tourist activities, conventions, trade shows, special events, and other directly related and supporting activities; AND

WHEREAS, the current use of occupancy tax revenue is limited to the above stated uses referenced in the preceding paragraph; AND

WHEREAS, economic development is closely intertwined with tourism and vital to the long-term sustainability and growth of the County's economy; AND

WHEREAS, expanding the authorized use of occupancy tax funds to include economic development will allow the County greater flexibility to support projects that enhance local workforce development, business attractions, and related initiatives that directly or indirectly benefit tourism and the County's economy as a whole; NOW THEREFORE BE IT

RESOLVED, that the Legislature of the County of Cortland does hereby request special legislation be enacted to amend New York State Tax Law, §1202 (9), as follows:

1. Expand the permissible uses of occupancy tax revenues to include funding of economic

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development initiatives, including but not limited to: economic development, to include tourism and recreation related activities, the development, operation, and maintenance of tourist activities that occur at county-owned parks, and such other programs for the benefit of the County's economic development as determined by the majority of the County Legislature;

; AND IT BE FURTHER

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

Referred from Government Operations Committee

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

Ms. Bischoff MADE A MOTION TO SUSPEND THE RULES OF ORDER to entertain a resolution to amend the Cortland County Legislature Rules of Order, Mr. VanDee SECONDED THE MOTION, and upon unanimous voice vote of members present, MOTION CARRIED.

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

ON MOTION OF NAUSEEF **RESOLUTION NO. 203-25**

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 September 26, 2025.

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Announcements

Adjournment

The meeting was closed at 6:31 PM

CORTLAND COUNTY LEGISLATURE

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

Please Note: Five Minute Time Limit

Rules for Speaking under Privilege of the Floor

1. I agree to a five (5) minute time limit;
2. I agree not to raise my voice;
3. I agree not to use lewd, obscene, profane, slanderous or libelous language or speak or act in a manner that would tend to incite a breach of the peace;
4. I agree to limit my comments to matters that are on the legislative agenda;
5. I understand and agree that this is not a question-and-answer forum, and no questions will be addressed;
6. 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;
7. After five minutes I agree to leave the microphone and yield the floor. Transferring time to another person is not permitted;
8. I agree that if I cause a disruption and am asked to leave, I will leave the Chambers.

Name (**please print**): Alice Starmer

Municipality of Residence: Cortland

Representing (organization, etc.): CUB Agenda Item: 32 + 33

Signature

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

Personnel matters should be directed to the relevant Department and/or Supervisor, or in the c... Department Head to the County Administrator. Except for the County Administrator, County A... Finance Director, and Clerk of the Legislature, which should be directed to the Chair of the Legislature.

Attachment: Privilege of the Floor Sign in Sheets - October

CORTLAND COUNTY LEGISLATURE

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Name (**please print**): Tabitha Scoville

Municipality of Residence: Cincinnatus

Representing (organization, etc.): Cortland County Convention + Visitors Bureau Agenda Item: 32+33

Tabitha Scoville
Signature

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Name (**please print**): Ty marshal

Municipality of Residence: Truxton/Homer

Representing (organization, etc.): Center for the Arts Agenda Item: 32/33

Signature

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Name (**please print**): Eric O'Mahill

Municipality of Residence: Homer

Representing (organization, etc.): CVB Agenda Item: 32 & 33

Signature

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CORTLAND COUNTY LEGISLATURE

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Name (**please print**): Molly Reagan

Municipality of Residence: Cortland - city

Representing (organization, etc.): CVB Agenda Item: 32 + 33

Molly Reagan

Signature

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CORTLAND COUNTY LEGISLATURE

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Name (**please print**): _____

Municipality of Residence: _____

Representing (organization, etc.): _____ Topic: _____

_____
Signature

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Personnel matters should be directed to the relevant Department and/or Supervisor or in the c
Department Head to the County Administrator except for the County Administrator, County Attorney, Finance

Attachment: Privilege of the Floor Sign in Sheets - October

Dear Legislators,

I am writing to express my dismay and utter disappointment in the disingenuous backroom politics in the Finance Committee which now puts Agenda item 33 before this body for a vote.

For 6 months, the Cortland Visitors Bureau has been in talks with the Cortland Regional Sports Council about merging the organizations to amplify the unique talents of each to maximize revenue for the County through hotel occupancy and sales tax dollars. These conversations were jumpstarted and encouraged by this body.

After an audit found that the mechanism for distribution of funds to the Sports Council was incorrect, the Visitors Bureau agreed in good faith to fund the Sports Council - out of its own operational reserves - expending over $37,000 to date in wages and benefits in addition to the administrative costs of adding these expenses and participating in discussions intended to secure a major economic development sector - tourism- in Cortland County.

For months, the Finance Committee chair and others have attempted to change New York State Law 1202-g(9) to reallocate hotel occupancy tax dollars away from tourism - which generates the vast majority of those funds- to other causes. At the October 14th Finance meeting, the committee tabled consideration of new language for the law to allow for time to discuss the proposed changes with the local businesses and partners which would be directly affected by the changes. Now, without notice, the committee is putting forth separate funding for the Sports Council out of occupancy tax dollars.

This move effectively kills the merger efforts which would have resulted in streamlined funding for tourism in Cortland County, amplified marketing efforts for the Sports Council's work, created succession planning and organizational stability for the Sports Council, and paired complementary skillsets between two organizations which would have resulted in even more revenue for the County from the tax dollars paid not by County residents but by those visiting.

Not only that, but the allocation for Visitors Bureau in Item 32 is not in line with the current law and precedent which remains unchanged. The practice has been - and the understanding of the law has been - that 90% of hotel occupancy tax dollars should go to the designated Tourism Promotion Agency with the county retaining 10% for administrative costs. That designated Tourism Promotion Agency is the Cortland Visitors Bureau.

What the Finance Committee has done is worked to ***disinvest*** in a major economic development driving for Cortland County.

I urge this body to restore full funding to the Cortland Visitors' Bureau which would be 90% of total occupancy tax dollars brought in in FY24 so that it can continue its incredible work of promoting Cortland County as a place to visit and spend money.

Attachment: Privilege of the Floor - Comments - Ilya Shmulenson - Oct 25 (13347 : Privilege of the Floor Comments - Ilya Shmulenson)

Thank you for you attention to this matter,

Ilya Shmulenson

Attachment: Privilege of the Floor - Comments - Ilya Shmulenson - Oct 25 (13347 : Privilege of the Floor Comments - Ilya Shmulenson)

To The Cortland County Legislature,

Since the CVB was approached by the County in April about merging with the Cortland Regional Sports Council, we have devoted a great deal of time and resources into creating a successful union in which both organizations can thrive as one. Each organization has it's own areas of expertise to contribute.

The CVB has set forth a good faith effort by way of paying the salaries and health care premiums of the 2 Sports Council employees as well as marketing the Sports Council through our own website, creating a video promoting sports in Cortland County.

Members of the CVB attended a Sports Council Board meeting in an effort to address any concerns they may have had, with a willingness to make the necessary adjustments to the merger agreement. While we understand change can be difficult, this merger was not something the CVB asked for, but we were asked to merge in order to save the failing Regional Sports Council.

Now that the County has been asked to fund the Sports Council directly for 2026, we cannot help but feel as though we have been duped by this entire charade. This have been six months of wasted time and resources that could have been used toward a much more fruitful end.

Sincerely,

Alice Starmer

Cortland County Visitors Bureau Board Member

Attachment: Privilege of the Floor - Comments - Alice Starmer - Oct 25 (13348 : Privilege of the Floor Comments - Alice Starmer)

October 23, 2025

Cortland County Legislature
60 Central Avenue
Cortland, NY 13045

To the Cortland County Legislature:

Earlier this year, at the request of the Cortland County Legislature, the Cortland County Convention and Visitors Bureau made a good faith commitment to explore merging the Cortland Regional Sports Council into the CVB. This merger made sense because it would help consolidate resources for two tourism related organizations and make them stronger together. It would provide consistent and strong marketing for tourism in Cortland County, an industry that has consistently shown growth over the last few years. Our CVB is knocking it out of the park with their creativity and marketing, winning awards and bringing countless new visitors into Cortland County as well as providing the vehicle for increased revenue to hotels and businesses here. With things like the Ice Cream Trail, the Curiosities Trail, and the Curiosities Market, the CVB is doing a fantastic job reinvesting the occupancy dollars for our county.

It was extremely disappointing to learn that our legislature has been working on a clandestine plan for the Sports Council while the CVB has been spending countless hours and resources on this merger plan. This division wrought by the legislature is shortsighted and does not use county resources wisely.

Sincerely,

Tabitha Scoville

Tabitha Scoville
Board, Cortland County Convention & Visitors Bureau

Attachment: Privilege of the Floor - Comments - Tabitha Scoville - Oct 25 (13349 : Privilege of the Floor Comments - Tabitha Scoville)

From: Ty Marshal
To: Savannah Hempstead
Subject: Statement - Ty Marshal
Date: Thursday, October 23, 2025 11:11:11 AM

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Statement to the Cortland County Legislature
10/23/25
Ty Marshal
Executive Director of the Center for the Arts of Homer
Vice President of the Convention and Visitors Bureau
President of the Statewide Country Music Association/Cortland Country Music Park

My name is Ty Marshal, and I'm here tonight on behalf of the many partners who make up Cortland County's thriving tourism network — organizations that have spent years working collaboratively to strengthen our local economy, our cultural life, and our community pride.

The occupancy tax exists for one clear purpose: to promote tourism — to attract visitors, generate overnight stays, and drive local spending in our hotels, restaurants, and shops. It has worked, exceedingly well, considering that Cortland County benefits (by 11 million dollars this past year alone) in tourism income generated for the county by way of the occupancy tax and partner grants.

Through partnerships among organizations like the Center for the Arts of Homer, Cortland Repertory Theatre, Lime Hollow Nature Center, the Cortland County Historical Society, and community traditions such as Homer Winterfest, the Great Cortland Pumpkin Fest, and the Dwyer Park Fireworks, Cortland County has built one of the most collaborative and effective tourism programs in Central New York.

And yet — that success is now under threat.

Legislator Cathy Bischoff, who has no prior experience in tourism or marketing, has taken it upon herself to dismantle this program without consultation, transparency, or collaboration. She did not reach out to any of the existing tourism partners, or private developers, gave very little notice for a meaningful discussion, and has pursued a divisive course that disregards the expertise and hard work of those who have built this program's success.

It's especially troubling that Ms. Bischoff was the one who originally proposed the merger between the Convention & Visitors Bureau and the Sports Council — a process that required countless hours, planning sessions, staff time, and public resources. Now, with one vote, she seeks to undo that very merger, wasting those valuable efforts and leaving two community organizations destabilized and uncertain.

This kind of last-minute political maneuvering is not leadership — it's mismanagement. Tourism is not a partisan project or a personal platform. It's an investment that benefits every resident, every business, and every municipality in Cortland County.

Attachment: Privilege of the Floor - Statement - Ty Marshal (13342 : Privilege of the Floor Comments - Ty Marshal)

Our tourism program should be strengthened, not divided. Our partners should be supported, not blindsided. And our legislators should be working to unite, not divide and conquer, a system that has proven its worth time and again. Tourism IS Economic Development. And it is a proven successful economic development pathway.

I urge the Legislature to reject this attempt to fracture a functioning, collaborative tourism network — and instead recommit to transparency, partnership, and performance-based accountability for all tourism partners, including the Sports Council. I also urge the legislature to question Cathy Bischoff's motives as it relates to occupancy tax, tourism, and marketing of our beautiful county.

Cortland County's success depends on cooperation, not control.
Let's move forward together, not divided.

Thank you.

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Attachment: Privilege of the Floor - Statement - Ty Marshal (13342 : Privilege of the Floor Comments - Ty Marshal)

My name is Dianne Galutz.

I am extremely disappointed in Cortland County and Finance & Administration Committee in their decision regarding the Cortland Regional Sports Council and the Cortland Visitors Bureau.

Here are my reasons:

- For a number of reasons, Cortland County approached the CVB (Cortland Visitors Bureau) and CRSC (Cortland Regional Sports Council) and asked them to consider a merger between the two.

- Beginning in April, the CVB, in good faith, met with the Sports Council to come up with a plan to fund the CRSC for the rest of the 2025 year.

- The amount of time that the staff of the CVB dedicated to this process took away from the day-to-day operations of the Visitors Bureau. This involved several meetings with Michelle Phelps, the Sports council Board, CVB Director Michelle Enright and the CVB Board, going over the finances and personnel data.

- The County proceeded to rescind over $140k from the CRSC which resulted in the CVB funding the Sports Council from their own budget including payroll, health insurance, operating costs, and event sponsorships which, so far, has resulted in a cost of over $37,000. These funds should be repaid to the Cortland Visitors Bureau by the Sports Council.

- This consolidation would have benefited the County with better ways to use taxpayer funding. Having the Sports Council located in the CVB offices would have saved money on rental space and utilities not to mention having additional staff to help with the day-to-day issues, phone calls, promotional materials. With the CVB website and online presence, the Sports Council's reach would expand and possibly bring in more tax dollars. In your own resolution, you state "CRSC shall, through its event development, support and promote various sporting events and all media, print, radio, television, direct contact, event publicity, contests, or other promotional devices". With all the hits that Experience Cortland gets on social media, all this would have been accomplished with help from the CVB at a substantial cost savings.

- To my knowledge, not one of the Board members of the Sports council or the F&A committee has reached out to discuss these changes with any Board member of the CVB or any of the partners that are going to be affected.

- All partners contribute to the $11M that is brought into the county through the tourism grants that are administered by the CVB. The less dollars given out will greatly affect the dollars brought in which will force the F&A committee to continue to take, take, take.

- You need more transparency.

Thank you.

Attachment: Privilege of the Floor - Comments - Diane Galutz - Oct 25 (13343 : Privilege of the Floor Comments - Diane Galutz)

My name is **Molly Regan**, and I'm speaking tonight as someone who has worked closely with our community's tourism programs and has seen firsthand the value that partnership brings to Cortland County. The value that The Visitors Bureau brings to our community cannot be overstated. This agency has rejuvenated our community and created excitement about tourism across the region. Tourism and the marketing of Cortland County as a destination transforms local business, pours economic benefits into our county and and creates pride of place for locals.

I want to address the **division of the Convention & Visitors Bureau and the Cortland County Sports Council** — a split that threatens to undo months of careful planning and years of collaboration between two organizations that have long shared a common mission: bringing visitors, events, and economic growth to Cortland County.

This division is not a strategic decision — it's a **political one**. It was initiated by **Legislators who never reached out** to the tourism partners most affected by this plan There was **little to no notice** given for a meaningful discussion, and the organizations that have worked tirelessly to strengthen our tourism economy were left blindsided. Legislators proposed combining the CVB and the Sports Council as a way to streamline operations, improve efficiency, and unify the county's tourism efforts — a proposal that was met with optimism and cooperation.

Legislators proposed combining the CVB and the Sports Council as a way to streamline operations, improve efficiency, and unify the county's tourism efforts — a proposal that was met with optimism and cooperation.

The two organizations invested significant time, money, and energy into preparing for that merger: restructuring budgets, aligning staff roles, and communicating with partners and funders. And now, with a sudden reversal, all that work has been wasted.

This kind of backtracking doesn't just create administrative chaos — it **destabilizes two respected organizations**, demoralizes staff, and sends a message to state and regional partners that Cortland County can't make or keep a clear, consistent tourism strategy.

The truth is, the **CVB and Sports Council complement each other**. One markets our county to visitors through arts, culture, and events; the other drives economic impact through sports tourism — tournaments, camps, and competitions that fill our hotels and restaurants. Together, they represent the full picture of what makes Cortland County unique. Dividing them serves no public interest.

This isn't about personalities — it's about policy. And it's about protecting the public's investment in tourism. The **occupancy tax** was created to promote tourism, not politics. Every dollar that gets pulled away from collaboration and spent on division weakens the return on that investment.

I urge the Legislature to **reconsider this decision**. Recommit to cooperation between the CVB and the Sports Council. Restore confidence in the county's tourism program. And remember that our success depends on working **together**, not tearing partnerships apart.

Thank you.

Attachment: Privilege of the Floor - Comments - Molly Reagan - Oct 25 (13345 : Privilege of the Floor Comments - Molly Reagan)

Experience CORTLAND
COUNTY CONVENTION & VISITORS BUREAU

October 23, 2025

Cortland County Legislature
Attn: Kevin Fitch, Chairman
60 Central Avenue, 3rd Floor
Cortland, NY 13045

Dear Chairman Fitch and the Cortland County Legislative Body:

This past April, the Legislature asked the Cortland County Convention & Visitors Bureau (CVB) to develop a plan toward a merger with the Cortland Regional Sports Council (CRSC) by the end of 2025. We took that direction seriously. In good faith, the CVB advanced support from our operating reserves to keep CRSC moving—covering anticipated costs approaching $50,000 for CRSC staff and operations, plus CVB administrative time to formulate a plan and manage the transition. We did this because we believed supporting sports tourism and the ongoing work of the CRSC was in the county's best interest. We also agreed to this course without knowing the County intended to change how the CVB would be funded, a shift from the historic 90/10 occupancy-tax practice.

Seven months later, the Sports Council has secured alternate funding through the County. Respectfully, the CVB should be made whole for the bridge support we provided at your request so those dollars can return to grants, sponsorships, and marketing that directly benefit our community. Instead, we now face two compounding pressures: (1) a reduced Occupancy Tax allocation from historic practice, and (2) an additional $140,800 carved out of the CVB budget to fund CRSC.

Tourism here is not theoretical; it's measurable. The visitor economy is approximately $104 million. With a CVB budget of $764,000, that's an ROI well over 100:1 - dollars invested that return as jobs, sales, and tax relief for residents. This is bigger than one budget cycle. Continuing down this path risks cutting marketing programs, delayed or canceled partner initiatives, staff instability, loss of community confidence, and declines in visitor spending. If this becomes the precedent, we have little confidence it won't continue in future years.

We are not happy with how this was handled. If the Sports Council is afforded a grace period to determine its next move, the CVB and the broader tourism community deserve the same respect. There should have been ongoing, structured conversations—County, CVB, and tourism partners—on how to deploy Occupancy Tax for the greatest community benefit. Not a box-checking session, but a standing, collaborative forum that truly included the community in the decisions that shape it.

My request tonight is straightforward and designed to move us forward:

- Acknowledge we carried out the Legislature's direction and reimburse the CVB reserves we used to bridge CRSC.
- Commit to ongoing stakeholder-driven conversations—County leadership, CVB, CRSC, tourism partners—to guide Occupancy Tax decisions and ensure multi-year stability.

Let's commit to a stronger process that builds on our gains and fuels Cortland County's economic development—thank you for your time and continued partnership.

Sincerely,

Michelle Enright
Executive Director, Cortland County Convention & Visitors Bureau
michelle@experiencecortland.com | 607-753-8463

Attachment: Privilege of the Floor - Comments - Michelle Enright - October 2025 (13344 : Privilege of the Floor Comments - Michelle Enright)

Attachment: 20251023-Resolution to End Merger Efforts Between the Cortland County Convention and Visitors Bureau and the Cortland County

CORTLAND COUNTY CONVENTION & VISITORS BUREAU

Resolution to End Merger Efforts Between the Cortland County Convention & Visitors Bureau and the Cortland County Sports Council

WHEREAS, the Cortland County Convention & Visitors Bureau (CVB) made a good faith effort to support the Cortland County Sports Council by funding staff and operations through the CVB's operating reserves; AND

WHEREAS, at the request of the Cortland County Legislature, the CVB and the Sports Council began merger efforts in April 2025, and the CVB, in good faith, took steps to implement and facilitate that merger; AND

WHEREAS, with the Legislature's action on October 23, 2025 (Agenda Item No. 33) to directly fund the Sports Council in 2026, the CVB's role in further merger efforts is no longer required; NOW THEREFORE BE IT

RESOLVED, that the Board of Directors of the Cortland County Convention & Visitors Bureau hereby formally ends all efforts related to the proposed merger with the Sports Council, effective October 24, 2025; AND BE IT FURTHER

RESOLVED, that this action includes the termination of the two staff positions established in anticipation of the proposed merger, and the suspension of all related program funding, including allocations to the Sports Council; AND BE IT FURTHER

RESOLVED, that the Executive Director and Board Officers are hereby authorized and directed to take all necessary actions to implement this decision, including but not limited to providing required notices, processing final pay and benefits, revoking systems access, notifying partners, and amending the CVB budget as appropriate.

Motion made by Ilya Shmulenson. Seconded by Dianne Galutz.
All in favor; none opposed.
Motion moves forward.

Adopted October 23, 2025

Cortland County Proclamation

PROCLAIMING OCTOBER AS BREAST CANCER AWARENESS MONTH IN CORTLAND COUNTY

WHEREAS, too many of our families, friends, and neighbors have been touched by the pain and hardship caused by breast cancer, a disease that remains one of the most common cancers among women and a leading cause of cancer-related deaths; AND

WHEREAS, during Breast Cancer Awareness Month, we honor those whose lives have been lost to breast cancer, recognize the courageous survivors who continue to inspire hope, and express gratitude to the loved ones and caregivers who stand by them with strength and compassion; AND

WHEREAS, breast cancer continues to be the most common cancer among women in Cortland County; AND

WHEREAS, in 2025, it is estimated that more than 310,000 new cases of breast cancer will be diagnosed nationwide, and approximately 43,000 women in the United States will lose their lives to this disease; AND

WHEREAS, early detection through regular screening significantly increases survival rates, improves treatment outcomes, and reduces the number of late-stage diagnoses; AND

WHEREAS, adopting healthy lifestyle choices, including regular physical activity, maintaining a balanced diet, avoiding tobacco use, and limiting alcohol consumption, can help reduce the risk of developing breast cancer and other forms of cancer; NOW THEREFORE BE IT

PROCLAIMED, that the Cortland County Legislature hereby recognizes October 2025 as Breast Cancer Awareness Month in Cortland County, and encourages all residents to support those affected by breast cancer, to learn about preventative measures, and to speak with their healthcare providers about screening options. Let us continue to stand together with survivors, families, medical professionals, and community partners in our shared commitment to prevention, early detection, and the pursuit of a future free from breast cancer.

IN WITNESS WHEREOF, I have hereunto set my hand this 23rd day of October, 2025.

Kevin Fitch, Chair
Cortland County Legislature

Attachment: Breast Cancer Awareness October 2025 (13339 : Breast Cancer Awareness Month Proclamation)

Jurisdiction: Cortland County
Jurisdictional Class: Competitive
Adopted: 9/6/06
Amended: 10/27/22, 9/27/25

DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting in administering and directing countywide information technology (IT) activities. The incumbent assists in planning, directing and coordinating all county IT operations and activities, establishing IT policies, procedures and standards, and coordinating and administering IT contracts. The incumbent also either directly provides or assigns IT personnel to provide technical assistance and advice to county departments regarding the identification and solution of a variety of data processing and systems design and analysis problems. The work is performed under the direction of the Director of Information Technology, with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Establishes, reviews and modifies information technology policies, procedures and standards;
Coordinates and administers contracts for information technology services provided by outside vendors;
Assigns, directs, reviews and evaluates the work of subordinate technical staff;
Provides or assigns staff to provide technical assistance and advice to county departments regarding information technology related problems;
Prepares and monitors the department's annual budget, and assists in preparing cost justifications;
Provides for and/or arranges for a wide-variety of ongoing technical training for department personnel;
Installs, modifies and maintains computers, servers, Active directory, local area network equipment as needed;
Creates and maintains a variety of records and reports related to departmental operations;
Attends training conferences and seminars as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of management information systems;
Thorough knowledge of Help desk systems and customer support.
Experience in computer configurations and deployment.
Working knowledge of local area network equipment including personal computer hardware and software and peripheral equipment;
Understanding of object-oriented and language oriented programming;
Ability to plan, organize, coordinate, administer an evaluate the effectiveness of program plans and provision of services related to information technology services;
Ability to prepare budgets, operating reports and a variety of other reports relative to program activities;
Ability to plan and supervise the work of others;
Ability to analyze and organize data and prepare records and reports;

Attachment: Deputy Director of Information Technology draft (210-25 : Create Position for Information Technology Department)

Ability to understand and interpret complex oral instructions and/or written directions;
Ability to establish and maintain effective working relationships with others;
Ability to communicate effectively both orally and in writing;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Possession of a Bachelor's degree or higher including or supplemented by sixty (60) credit hours in information systems management, computer science, information technology or a closely related field and two (2) years of paid work experience in network administration or information systems administration; OR

(b) Possession of an Associate's degree or higher including or supplemented by thirty (30) credit hours in coursework defined in (a) and four (4) years of paid work experience in network administration or information systems management; OR

(c) Possession of a high school diploma or equivalency diploma and six (6) years of paid work experience in network administration or information systems management: OR

(d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c), or other experience that can demonstrate the ability to perform all duties.

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.

Attachment: Deputy Director of Information Technology draft (210-25 : Create Position for Information Technology Department)

Jurisdiction: Cortland County
Jurisdictional Class: Competitive
Adopted:

INFORMATION SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

The Information Security Officer will be responsible for developing, leading, executing, and overseeing an enterprise-wide cybersecurity and IT risk management program, overseeing security policy, incident response, and compliance with regulations and standards. The incumbent is entrusted with protecting the confidentiality, integrity, and availability of the organization's information assets. The Information Security Officer develops and implements comprehensive strategies, policies, and procedures to identify and mitigate risks, ensures compliance with county regulations, and responds effectively to security incidents. Works closely with stakeholders across the organization to promote a culture of security and to align information security practices with county objectives. Under the supervision of the Director of Technology, the incumbent works directly with other Information Technology management and staff with the planning and implementation of county wide security profiles. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops and implements Cortland County's information security strategy, aligning it with business objectives and risk tolerance. Identify and prioritize security initiatives, establish security goals, and create a roadmap for their implementation;

Establishes and enforces information security policies, standards, guidelines, and procedures. Ensures that they align with industry best practices and regulatory requirements. Communicates and educates employees on security policies, promoting a culture of security awareness and compliance;

Conducts regular risk assessments to identify and evaluate potential security threats and vulnerabilities. Develops and implements risk mitigation strategies to protect systems and data, including security controls, policies, and procedures. Monitors and manages security risks through ongoing assessments and the implementation of appropriate safeguards;

Working with IT management, develops and maintains an incident response plan, coordinating teams to detect, respond to, and recover from security breaches and incidents. Develops and implements processes for reporting and communicating security incidents to appropriate stakeholders, including executives, legal counsel, and regulatory bodies. Ensures that incident reports are timely, accurate, and comprehensive.

Leads and mentors the Information Technology department staff fostering a culture of accountability and continuous improvement.

Ensures the organization adheres to relevant cybersecurity standards (e.g., NIST, PCI), state and federal statutory requirements, and data privacy laws. Establishes and maintains security

Attachment: Information Security Officer draft (210-25 : Create Position for Information Technology Department)

governance frameworks and structures to ensure effective oversight and accountability. Participates in security committees and provides regular updates to executive leadership and the board of directors on the organization's security posture, risks, and compliance status.

Creates and implements programs to educate employees on security best practices and to promote a strong security-conscious culture. Develops and delivers security awareness and education programs for employees at all levels of the organization. Promotes best practice programs to promote a security-conscious staff. Ensures that employees understand their role in maintaining information security and are equipped with the knowledge to identify and respond to security risks.

Manages and oversees the implementation and maintenance of security technologies, including firewalls, identity management systems, and intrusion prevention systems.

Works with IT teams, executives, legal, human resources, and external partners and auditors to integrate security requirements and ensure alignment with organizational goals.

Stays abreast of emerging threats, vulnerabilities, and technologies in the information security field. Continuously evaluates and enhances the organization's security posture, controls, and processes through regular reviews, audits, and testing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of computer processing systems, principles and methods of application;
Thorough knowledge of business analysis and its implementation in information technology projects;
Good knowledge of the principles and practices of supervision;
Ability to plan and supervise the work of technical staff subordinates in a manner conducive to full performance and high moral;
Ability to establish and maintain effective working relationships with staff and officials;
Ability to express one's ideas clearly and concisely and to prepare comprehensive and detailed written and oral reports;
Physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Either:

(a) Possession of a bachelor's degree or higher in computer science or a closely related field and four (4) years of paid work experience in information security; OR

(b) Possession of an associate's degree or higher in computer science or closely related field and six (6) years of paid work experience as stated in (a); OR

(c) Possession or a high school diploma or equivalence diploma and eight (8) years of paid work experience as stated in (a); OR

Attachment: Information Security Officer draft (210-25 : Create Position for Information Technology Department)

(d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c), or other experience that can demonstrate the ability to perform all duties

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.

Attachment: Information Security Officer draft (210-25 : Create Position for Information Technology Department)

Personnel Change Justification Form

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

Position Name (s): Create Information Security Officer **Abolish** _____

Bargaining Unit: Management

Purpose and Background:

The Information Security Officer will be responsible for developing, leading, executing, and overseeing an enterprise-wide cybersecurity and IT risk management program, overseeing security policy, incident response, and compliance with regulations and standards. They are entrusted with protecting the confidentiality, integrity, and availability of the organization's information assets. Will develop and implement comprehensive strategies, policies, and procedures to identify and mitigate risks to ensure compliance with county regulations, and respond effectively to security incidents. Will work closely with stakeholders across the organization to promote a culture of security and to align information security practices with county objectives.

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

Current Grade/Salary of Position: Grade — Salary Range $ —

Requested Grade/Salary of Position: Grade 5 Salary Range $ 85,067-113,223

Annual Increase: $ 85,067-113,223 County Share: $ 100% # of Positions Affected: all County employees

Goals:

The Information Security Officer will provide strategic leadership and direction in establishing and maintaining a robust information security program, ensuring the confidentiality, integrity, and availability of sensitive data. Secondly, they assess and mitigate security risks, protecting the organization from cyber threats and potential breaches that could lead to financial losses, reputational damage, and legal consequences.

Operational Impact:

This full time position will be repsonsible for creating and maintaining Cortland County's cyber security profille. Duty's will linclude,Developing Cortland Cpounty's information secvurity strategy.Establish information security policies, standards, and procedures. Conduct regular risk assesments. Develop and maintain Incident Response plans, IT Team Leadership: Fostering a culture of cyber accountability and continuous improvement. Ensures the organization adheres to relevant cybersecurity standards. Develops and maintains a County Security Awareness: program.Works with IT teams, executives, legal, human resources, and external partners and auditors to integrate security requirements and ensure alignment with organizational goals.

Requested By: Paul Lutz — Signature of Requesting Department Head — 9/27/25 — Date

Personnel Officer Approval: Joanne Lennan — Signature of Personnel Officer — 9/27/25 — Date

County Administrator Budget Impact Statement:

County Administrator Approval: Erin Hollister — Signature of County Administrator — 9/30/25 — Date

Statutory Committee Approval: _____ — Signature of Committee Chair after Committee Vote — _____ — Date

Attachment: Information Security Officer Justification (210-25 : Create Position for Information Technology Department)

Personnel Change Justification Form

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

Position Name (s): Create Deputy Director of Information Technology **Abolish** _____

Bargaining Unit: Management

Purpose and Background:

The Deputy Director of Information Technology will have the responsibility for assisting in administering and directing countywide information technology (IT) activities. The incumbent assists in planning, directing and coordinating all county IT operations and activities, The incumbent also either directly provides or assigns IT personnel to provide technical assistance and advice to county departments.

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

Current Grade/Salary of Position: Grade — Salary Range $ —

Requested Grade/Salary of Position: Grade 5 Salary Range $ 85,067-113,223

Annual Increase: $ 85,067-113,223 County Share: $ 100% # of Positions Affected: all County employees

Goals:

The Deputy Director of Information Technology will focus on customer service. Develop a comprehensive help desk ticketand call system. Monitor tickets to adhere to service level agreements and technician work load. Maintain asset inventory and lead the computer replacement program. Establish, review and modify information technology policies, procedures and standards. Direct, review, and evalute subordinate staff. Provide technical assistance to county departments.Provide technical training for IT staff.

Operational Impact:

This full time position will be repsonsible for working with the other IT staff in creating maintaining a robust Information Technology department for Cortland County. Leading and training a group of IT professionals in providing a well versed, vigorous service department for Cortland County

Requested By: Paul Luttrell — Signature of Requesting Department Head — 9/27/25 Date

Personnel Officer Approval: James Lenahan — Signature of Personnel Officer — 9/27/25 Date

County Administrator Budget Impact Statement:

County Administrator Approval: Erin Tuttle — Signature of County Administrator — 9/30/25 Date

Statutory Committee Approval _____ — Signature of Committee Chair after Committee Vote — Date

Attachment: Deputy IT Director Justification (210-25 : Create Position for Information Technology Department)

Record of Activities

Name Patrick A. Perfetti
Title District Attorney
Employer County of Courtland

Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
June 2, 2025	Review wk's skd, reconcile to personal skd, print, prep' for staff mtg	8:15 AM	8:45 AM	.5
June 2, 2025	Staff Mtg	8:45 AM	9:15 AM	.5
June 2, 2025	Assign Intern JYK case review P v Burda	9:15 AM	9:30 AM	.25
June 2, 2025	Research and draft Writ HabCopr, prep' for signature and filing	9:30 AM	12:30 PM	3.0
June 2, 2025	Lunch	12:30 PM	1:00 PM	.5
June 2, 2025	Attend Txt Ct	1:00 PM	4:00 PM	3.0
June 2, 2025	Review and deliver Pistol Permit App to Pistol Permt Clk	4:00 PM	4:15 PM	.25
June 2, 2025	Review w/ Intern JYK PCMS Reminers and Notifications clearance for day	4:15 PM	4:30 PM	.25
June 2, 2025	Review w/ Intern JYK logon for NYPTI and County e-mail	4:30 PM	5:00 PM	.5

8.75

Attachment: Perfetti ROA June 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

June 2, 2025	Prepare and submit Dir Reimburs Claim Fm	5:00 PM	5:15 PM	.25
June 2, 2025	Respond to e-mails	5:15 PM	6:00 PM	.75
June 2, 2025	Munis log-on and review / email Ex Asst re Munis still not operational	6:00 PM	6:15 PM	.25
June 2, 2025	Approving Mr. Kim's Externship and MoA	6:15 PM	6:45 PM	.5
June 3, 2025	Mtg w/ M2 review submission for GJ prsent	8:30 AM	9:00 AM	.5
June 3, 2025	Mtg w/ Undersheriff re: DTF and Lab' submissions	9:00 AM	10:45 AM	1.75
June 3, 2025	Prep' CPL 710.30 PvPrentice	10:45 AM	11:00 AM	.25
June 3, 2025	Contacted IT Dir. Re finalizing Axon contract: left message	11:00 AM	11:15 AM	.25
June 3, 2025	Clearing PCMS e-mail notifications	11:15 AM	11:30 AM	.25
June 3, 2025	Responded to e-mails requiring DA action	11:30 AM	11:45 AM	.25
June 3, 2025	Cleared PCMS Notifications action items.	11:45 AM	12:00 PM	.25
June 3, 2025	Community outreach Rotary Luncheon	12:00 PM	1:30 PM	1.5
June 3, 2025	Calendar prep' w/ Intern JYK for Homer calendar	1:30 PM	2:00 PM	.5
June 3, 2025	Mtg w/ EA Parker, received Writ HC, research further processing w/ USA	2:00 PM	2:30 PM	.5
June 3, 2025	Review and clear e-mails	2:30 PM	3:00 PM	.5
June 3, 2025	Prep' Homer Tn Ct Calendar	3:00 PM	3:30 PM	.5
June 3, 2025	Travel to Homer Tn Ct, VTL pre trials	3:30 PM	5:00 PM	1.5

Attachment: Perfetti ROA June 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

June 3, 2025	Homer Tn Ct Calendar	5:00 PM	6:30 PM	1.5
June 3, 2025	Memo PCMS case files, advise Admin on ATP req and Bench Warrants Issued	6:30 PM	7:00 AM	.5
June 4, 2025	Prepared Renewal Application for DA Office's Practice Order	8:30 AM	9:30 AM	1.0
June 4, 2025	Reviwe and respond to e-mails	9:30 AM	10:45 AM	1.25
June 4, 2025	Consult w/ M2 re sufficientcy of charging	10:45 AM	11:00 AM	.25
June 4, 2025	Drafting plea proffer for P v Burda	11:00 AM	11:30 AM	.5
June 4, 2025	Renewing logon for 3rd Dept, retrieving D&O in 3 appellate cases, prining off and txfering to Amdin for upload	11:30 AM	12:30 AM	1.0
June 4, 2025	Lunch	12:30 PM	1:00 PM	.5
June 4, 2025	π v Burda, oral argument on motion to preclude Δ "expert"	1:00 PM	2:00 PM	1.0
June 4, 2025	π v Banks, Δ entered plea to felony assault of a PO, case comes off of the trial calendar, notified CPD HQ of result, advised staff to recall subpoenas, notified Atty Sharon that P v McIntosh moves up to 3rd backup.	2:00 PM	3:00 PM	1.0
June 4, 2025	Execute CoC for Fugitive discovery, review w/ JYK oral argument performance, inst regarding expert witness procurement, motions to renew and reargue, jury selection, and "law of the case" doctirne	3:00 PM	4:00 PM	1.0
June 4, 2025	Review draft Practice Order Application and deliver to Admin for submission to AD3	4:00 PM	4:30 PM	.5
June 4, 2025	Prep' OtP for Δ Dunn	4:30 PM	6:00 PM	1.5

Attachment: Perfetti ROA June 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

June 5, 2025	Breifing w/ Intern CB to discuss prep' of π v Murray	8:30 AM	8:45 AM	.25
June 5, 2025	Responded to evidence req of FBI in the π v Lomax and Acevedo cases.	8:45 AM	9:00 AM	.25
June 5, 2025	Breifing w/ Intern CB to discuss prep' of π v Murray	9:00 AM	10:00 AM	1.0
June 5, 2025	Conf w/ EA re: A/I to resolve π v Cain	10:00 AM	10:30 AM	.5
June 5, 2025	Conf w/ CADA re: trial ready cases settling on 6/3 and advancement of trial calendar	10:30 AM	12:00 PM	1.5
June 5, 2025	Lunch	12:00 PM	1:00 PM	1.0
June 5, 2025	Covering IDV Calendar	1:00 PM	3:00 PM	2.0
June 5, 2025	Conf w/ CADA trial assignements	3:00 PM	4:00 PM	1.0
June 5, 2025	Conf w. DAD RCV re: P v Suprunchek decision	4:00 PM	5:00 PM	1.0
June 5, 2025	Note IDV files and send out memo	5:00 PM	5:30 PM	.5
June 5, 2025	Respond to e-mails	5:30 PM	6:00 PM	.5
June 6, 2025	Conf personnel matter w/ EA	8:00 AM	8:30 AM	.5
June 6, 2025	Respond to Community Outreach request	8:30 AM	9:00 AM	.5
June 6, 2025	Confer w/ ADA FR re evidence submission @ GJ	9:00 AM	9:15 AM	.25
June 6, 2025	Prep CPL § 710.30s and documenting release of discovery	9:15 AM	10:15 AM	.5
June 6, 2025	Conf w/ Intern JYK re: prep firearms examiner P v Burda	10:15 AM	10:45 AM	.5
June 6, 2025	Conf w/ EA re: Motorola cloud link to DEMS	10:45 AM	12:00 PM	1.25

Attachment: Perfetti ROA June 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

13.0

June 6, 2025	IDV Stakeholders' Mtg	12:00 PM	1:15 PM	1.25
June 6, 2025	Conf w/ Sheriff, re: CAP arraignments	1:15 PM	1:30 PM	.25
June 6, 2025	Conf w/ EA, re: CAP arraignments	1:30 PM	1:45 PM	.25
June 6, 2025	Conf w/ ADA RCV re: CAP arraignments	1:45 PM	2:00 PM	.25
June 6, 2025	Respond to e-mails	2:00 PM	2:30 PM	.5
June 6, 2025	Trial prep w/ Paralegal KLP	2:30 PM	4:15 PM	1.75
June 6, 2025	Review wk hr log w/ Intern KYP	4:15 PM	4:30 PM	.25
June 6, 2025	Prepared and executed Craig's List subpoena for Wellness Check on possible suicide for Sgt L'Hommedieu	4:30 PM	5:00 PM	.5
June 6, 2025	Supplied case update to CAC cases	5:00 PM	5:30 PM	.5
June 6, 2025	Responding to e-mails	5:30 PM	6:00 PM	.5
June 6, 2025	Completing CPL, § 710.30 Notices and clearing PCMS Notifications	6:00 PM	6:30 PM	.5
June 6, 2025	Redirected FoIL inquiry to Cty FoIL Officer and drafted plea offer	6:30 PM	7:00 PM	.5
June 9, 2025	Prep' for wk Staff Mtg	8:15 AM	8:45 AM	.5
June 9, 2025	Weekly Staff Mtg and training	8:45 AM	9:15 AM	.5
June 9, 2025	Made inquiries of other Δ's in Fed' Custody	9:15 AM	9:30 AM	.25
June 9, 2025	Completed P v Higgins CPL 710.30 w/ case upload	9:30 AM	10:00 AM	.5
June 9, 2025	Conf w/ ADA Z2 re: CCSO providing disciplinary rc'ds	10:00 AM	10:15 AM	.5

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June 9, 2025	Conf w/ Inter JYK re: conf on P v Burda and expert w/ prep/	10:15 AM	10:45 AM	.5
June 9, 2025	Clear Notifications Ctr action items	10:45 AM	11:15 AM	.5
June 9, 2025	Conf w/ EA re copying photos b/n co-Δ files	11:15 AM	11:30 AM	.25
June 9, 2025	Completed responding to e-mails and completed traffic disposition.	11:30 AM	12:00 PM	.5
June 9, 2025	Lunch	12:00 PM	1:00 PM	1.0
June 9, 2025	Completed Acevedo and Lomax Supp CoC's for SW	1:00 PM	1:15 PM	.25
June 9, 2025	Txt Ct Team Mtg	1:15 PM	2:00 PM	.75
June 9, 2025	Txt Ct	2:00 PM	3:30 PM	1.5
June 9, 2025	Responding to e-mails, completing CPL § 710.30s, adding cases to GJ list, reviewing Summer College offerings	3:30 PM	6:30 PM	3.0
June 10, 2025	Responding to e-mails, clearing messages in Notifications Ctr	8:30 AM	9:45 AM	1.25
June 10, 2025	Preparing CTC plea offer	9:45 AM	10:15 AM	.5
June 10, 2025	VoP Hearing P v McIntosh	10:15 AM	10:45 AM	.5
June 10, 2025	Review cases pending P v McIntosh with Intern JYK and KP	10:45 AM	11:30 AM	.75
June 10, 2025	Review PCMS inputs of P v Moses w/ EA	11:30 AM	11:45 AM	.25
June 10, 2025	Prep' 710.30s	11:45 AM	12:15 PM	.5
June 10, 2025	Lunch	12:15 PM	1:00 PM	.75
June 10, 2025	Respond to e-mails, prep for P v Myah Reale hearing	1:00 PM	1:45 PM	.75

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12.75

June 10, 2025	P v Reale, execution of waiver of extradition	1:45 PM	2:15 PM	.5
June 10, 2025	Responding to e-mail, clearing PCMS notifications, finish CTC plea offer	2:15 PM	2:45 PM	.5
June 10, 2025	P v Miller S/V/M and Huntley hearings	2:45 PM	3:15 PM	.5
June 10, 2025	Responding to e-mail, clearing PCMS notifications, finish CTC plea offer	3:15 PM	4:30 PM	1.25
June 10, 2025	Conf P v James trial prep'	4:30 PM	5:45 PM	1.25
June 11, 2025	Responded to e-mails	8:30 AM	8:45 AM	.25
June 11, 2025	Reviewed the Jury Venire	8:45 AM	9:15 AM	.5
June 11, 2025	Case review and trial prep for P v Odu w/ Z2	9:15 AM	9:45 AM	.5
June 11, 2025	Case review w/ Finny re: CPW3 case	9:45 AM	10:15 AM	.5
June 11, 2025	P v Gardner settlement conf	10:15 AM	11:15 AM	1.0
June 11, 2025	Review motion P v McIntosh	11:15 AM	12:00 PM	.75
June 11, 2025	Lunch	12:00 PM	1:00 PM	1.0
June 11, 2025	Trial prep' session P v Burda	1:00 PM	2:30 PM	1.5
June 11, 2025	Review deliverables for Intern JYK and KMP	2:30 PM	3:30 PM	1.0
June 11, 2025	Prep plea offer P v Spollen, respond to e-mails, turn over discovery P v Shingler, clear PCMS notifications	3:30 PM	4:30 PM	1.0
June 11, 2025	Truxton Tn Ct Calendar	4:30 PM	7:30 PM	3.0
June 11, 2025	Complete notes, CoC for Truxton Tn Ct Calendar	9:00 PM	9:30 PM	.5

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June 12, 2025	Conf w/ EA re Axon contract and turn in Truxton Tn Ct assignment of dog case	8:30 AM	8:45 AM	.25
June 12, 2025	JPS Comm Mtg	8:45 AM	9:45 AM	1.0
June 12, 2025	Reviewing e-mails	9:45 AM	10:30 AM	.75
June 12, 2025	Drafting Ltr for extension of time P v Parson	10:30 AM	10:45 AM	.25
June 12, 2025	Updated CTC termination notes	10:45 AM	11:15 AM	.5
June 12, 2025	Respond to e-mails	11:15 AM	11:45 AM	.5
June 12, 2025	Review Cty Ct Memo	11:45 AM	12:00 PM	.25
June 12, 2025	Lunch	12:00 PM	1:00 PM	1.0
June 12, 2025	IDV Ct	1:00 PM	4:00 PM	3.0
June 12, 2025	Conf w/ Intern JYK and KP re: Dennis Murray	4:00 PM	4:30 PM	.5
June 12, 2025	Conf w/ JYK re: McIntosh unofficial D&O	4:30 PM	5:15 PM	.75
June 12, 2025	Prep adj req ltr P v Head	5:15 PM	5:45 PM	.5
June 12, 2025	Applied for Summer College Class	5:45 PM	6:00 PM	.25
June 13, 2025	Conf w/ EA re: budget submissions and job descriptions	8:30 AM	9:00 AM	.5
June 13, 2025	Respond to e-mails, answer ADA req for info, research property release for NYSP, review OCFS Eee arrest, complete CoCs for P v Acevedo/Lomax, advised GCMC Pres Yartym of status of P v Larkin	9:00 AM	12:00 PM	3.0
June 13, 2025	Judicial Conf P v Murray	1:00 PM	2:15 PM	1.25

14.25

Attachment: Perfetti ROA June 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

June 13, 2025	Discussion personnel matters w/ EA	2:15 PM	2:30 PM	.25
June 13, 2025	Responding to e-mails, contacted by IDV Cood -> advised that Δ Murray may be hospitalized -> contacted CW verified Δ is on life support, retunred to Ct for Conf on Rc'd –> Trial adj	2:30 PM	3:30 PM	1.0
June 13, 2025	Clearing PCMS Notifications	3:30 PM	4:00 PM	.5
June 13, 2025	Review Intern JYK hourly submission, resond to e-mail, review draft decision on P v McIntosh	4:30 PM	5:00 PM	.5
June 13, 2025	Review pending Omnibus Motion Caruso and Parson CPL § 440.10 motion	5:00 PM	6:00 PM	1.0
June 16, 2025	Calls to DC Cute and Lt Ryan re: D. Murray response in morning	6:00 PM	6:30 PM	.5
June 16, 2025	Prep' for Staff Mtg	8:30 AM	8:45 AM	.25
June 16, 2025	Staff Meeting	8:45 AM	9:15 AM	.5
June 16, 2025	Prep/ Reply Affirmation π v Caruso	9:15 AM	10:00 AM	.75
June 16, 2025	Meeting w/ family of Kit Warren re: App Div 3rd Dept decision	10:00 AM	11:00 AM	1.0
June 16, 2025		11:00 AM	11:30 AM	.5
June 16, 2025	Tele conf w/ Sgt Morsch	11:30 AM	11:45 AM	.25
June 16, 2025	Prep/ Reply Affirmation π v Caruso	11:45 AM	12:45 PM	1.0
June 16, 2025	Lunch	12:45 PM	1:00 PM	.25
June 16, 2025	View π v Burda Crime scene	1:00 PM	1:30 PM	.5
June 16, 2025	Consult on plea disposition w/ M&M	1:30 PM	2:00 PM	.25

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June 16, 2025	Spoke w/ subpoenaed witness, M Petrella, in π v Odu	2:00 PM	2:15 PM	.25
June 16, 2025	Respond to e-mails	2:15 PM	3:45 PM	1.5
June 16, 2025	Clear PCMS Notifications	3:45 PM	4:15 PM	.5
June 16, 2025	Choose or enter date CPL § 710.30 P v Bernheim	4:15 PM	4:45 PM	.5
June 16, 2025	Responding to CTC request for input on 2 participants exhibiting inappropriate conduct toward Court Staff	4:45 PM	5:30 PM	.75
June 16, 2025	Prep' motion response to π v Jeremy Rice	5:30 PM	6:30 AM	1.0
June 17, 2025	Conf w/ Deputy Cty Clerk re: info' breach	8:30 AM	8:45 AM	.25
June 17, 2025	Cty Clerk to obtain Cert of Conviction	8:45 AM	9:00 AM	.25
June 17, 2025	Conf w/ EA re" contract approval and funding and return call to J. Eaves	9:00 AM	9:30 AM	.5
June 17, 2025	Phone cal w/ ^se π v Head re: plea offer	9:30 AM	9:45 AM	.25
June 17, 2025	Respond to e-mails clear PCMS Notification and prep' Homer Tn Ct Calendar	9:45 AM	11:00 AM	1.25
June 17, 2025	Continue prep' of CPL § 440.20 response π v Jeremy RIce	11:00 AM	11:15 AM	.25
June 17, 2025	Responding to inquiry fm DA Fitz	11:15 AM	11:30 AM	.25
June 17, 2025	Continue prep' of CPL § 440.20 response π v Jeremy RIce	11:30 AM	11:45 AM	.25
June 17, 2025	π v McIntosh sentencing	11:45 AM	12:15 PM	.5
June 17, 2025	Lunch	12:15 PM	1:00 PM	.75

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June 17, 2025	Conf w/ CADA and EA re: Dept Hd mtg and budgeting	1:00 PM	2:00 PM	1.0
June 17, 2025	Responding to e-mails	2:00 PM	2:15 PM	.25
June 17, 2025	Continue prep' of CPL § 440.20 response π v Jeremy RIce	2:15 PM	3:30 PM	1.25
June 17, 2025	Homer Tn Ct	3:30 PM	7:00 PM	3.5
June 17, 2025	Complete notes fm Homer Tn Ct; respond to e-mails	7:00 PM	7:30 PM	.5
June 18, 2025	Respond to e-mails	8:30 AM	9:00 AM	.5
June 18, 2025	Answer phone call fm Sgt Emery	9:00 AM	9:15 AM	.25
June 18, 2025	Clear PCMS Notifications	9:15 AM	9:30 AM	.25
June 18, 2025	CTC sentencing and disciplinary matters	9:30 AM	11:00 AM	1.5
June 18, 2025	Completed notes fm CTC appearences	11:00 AM	11:30 AM	.5
June 18, 2025	Review Reply Motion CPL 440 π v Parson of JYK	11:30 AM	12:15 PM	.75
June 18, 2025	Lunch	12:15 PM	1:00 PM	.75
June 18, 2025	Trial prep' session π v Burda	1:00 PM	2:00 PM	1.0
June 18, 2025	Respond to e-mail traffic; complete VTL dispositions; prep' CPL § 710.30 π v Cash; prep' CoC for FB posts π v Lomax and Acevado; prep' CPL 730.15 Notices for π v Swanson and Higgins; execute Property Release for π v Sebring; review and sign Personnel Requests for FY26; clear PCMS Notifications; send Spec Mtg Req to JPS Chairs re AXON contract approval	2:00 AM	6:30 AM	4.5

Attachment: Perfetti ROA June 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

15.75

June 18, 2025	Cincinnatus Tn Ct	6:30 PM	9:00 PM	2.5
June 19, 2025	Tele conf w/ Sta Cdr Eliot re: corrective actions needed for π Kenyon and π v Cash	8:30 AM	8:45 AM	.25
June 19, 2025	Conf w/ ADA Z2 re: π v Kenyon dispositions in City Ct	8:45 AM	9:00 AM	.25
June 19, 2025	Clear PCMS Notifications	9:00 AM	10:00 AM	1.0
June 19, 2025	Mtg w/ CW P v Hayes	10:00 AM	10:30 AM	1.5
June 19, 2025	Draft e-mail to LEO in π v Burda	10:30 AM	11:15 AM	.75
June 19, 2025	Mtg w/ APD Collins, discussing dispositions: Kelley, Glover, Shabazz	11:15 AM	12:45 PM	1.0
June 19, 2025	MDT Luncheon	12:45 PM	1:30 PM	.75
June 19, 2025	Conf on π v Odu process	1:30 PM	2:00 PM	.5
June 19, 2025	Tele conf w/ Sheriff re: π v Burda	2:00 PM	2:30 PM	.5
June 19, 2025	Conf w/ VicAdv re: mtg w/ CW in π v Hayes	2:30 PM	3:00 PM	.5
June 19, 2025	Prep ltr to Ct re: S/M/V hearing in π v Andre	3:00 PM	3:30 PM	.5
June 19, 2025	Conf w/ ADA Z2 re: mtg w/ CW in π v Hayes	3:30 PM	4:00 PM	.5
June 19, 2025	Turnover discovery π v Pittsley	4:00 PM	4:30 AM	.5
June 19, 2025	Prep' CPL § 710.30 Notice π v Chorley	4:30 AM	5:00 AM	.5
June 19, 2025	Review Direct Exam' of firearms expert π v Burda	5:00 PM	6:00 AM	1.0
June 20, 2025	Meeting w/ victim and parents π v Mead	8:30 AM	8:45 PM	.25

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June 20, 2025	Conf w/ EA re: jod descriptions for budget submissions	8:45 AM	9:15 AM	.5
June 20, 2025	Conf w/ Intern JYK re: Ltr to Ct to settle redacted Firearms Rpt, Proposed Jury Inst, and approval ot Prohibited Use of Firearm Inst	9:15 AM	10:00 AM	.75
June 20, 2025	Convey completed docs to Admin, retrieve new Admin tasking, instruct KP on transitional bail	10:00 AM	10:30 AM	.5
June 20, 2025	Respond to Bail App π v Jordan Smith, Inst to Intern staff on ethics	10:30 AM	12:15 PM	1.75
June 20, 2025	Lunch	12:15 PM	12:45 PM	.5
June 20, 2025	Respond to APD Rosenberg's inquiries re: π v Swanson IDV-60019-25/001 and π v Shingler	12:45 PM	1:30 PM	.75
June 20, 2025	IDV Ct arraignment π v Bowers; Resent' π v Supruncheck; completing Ct memo'	1:30 PM	4:15 PM	2.75
June 20, 2025	Prep' CoC and Comp Rpt π v Swanson	4:15 PM	4:30 PM	.25
June 20, 2025	Monitor Reception Desk to permit Admin Staff to depart on time while GJ deliberates	4:30 PM	5:00 PM	.5
June 20, 2025	Replied to e-mails and Cleared PCMS Notifications	5:00 AM	7:30 PM	2.5
June 23, 2025	Prep' for Staff Mtg	8:15 AM	8:45 AM	.5
June 23, 2025	Staff Mtg and PCMS training	8:45 AM	9:30 AM	.5
June 23, 2025	Conf w/ Z2 re: P v Hayes and P v	9:30 AM	10:00 AM	.5
June 23, 2025	Telephone call w/ Chief Sandy (Ret.)	10:00 AM	10:15 AM	.25
June 23, 2025	Draft e-mail to CPO Gallow re: motion to permit transcript, vice in person testimony.	10:15 AM	10:45 AM	.5

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June 23, 2025	Mtg w/ EA re: Spec Mtg and IT Dir. support	10:45 AM	11:00 AM	.25
June 23, 2025	Fwd J. Carey FoIL request to CA nd FoIL Officer requesting advice	11:00 AM	11:30 AM	.5
June 23, 2025	Respond to e-mails	11:30 AM	11:45 AM	.25
June 23, 2025	Turned-over supplemental discovery π v Chorley	11:45 AM	12:00 PM	.25
June 23, 2025	Cleared PCMS Notifications	12:00 PM	12:15 PM	.25
June 23, 2025	Lunch	12:15 PM	1:15 PM	1.0
June 23, 2025	Conf w/ M&M re: lack of discovery upload in P v Spruill matter	1:15 PM	1:30 PM	.25
June 23, 2025	Cleared PCMS - Reminders	1:30 PM	2:00 PM	.5
June 23, 2025	Tele Conf w/ PD Jones, re: π v Burda, Δ rejects offer. JYK and I research procedural effect of EED on Murder 1st charge.	2:00 PM	2:30 PM	.5
June 23, 2025	Prep' 3rd CoC for π v Chorley	2:30 PM	2:45 PM	.25
June 23, 2025	Rwesponding to Budget and Finance's inquiry on use of Discovery Grant funds	2:45 PM	3:00 PM	.25
June 23, 2025	Conf w/ EA re: FoIL rcds	3:00 PM	3:15 PM	.25
June 23, 2025	Review and sign time-sheets	3:15 PM	3:30 PM	.25
June 23, 2025	Respond to PO Law's restitution inquiry re: π v M. Fairchild for PSI-R	3:30 PM	4:00 PM	.5
June 23, 2025	Conf w/ staff re: Civille cases	4:00 PM	4:30 PM	.5
June 23, 2025	Notes on jury venier π v Odu	4:30 PM	5:00 PM	.5

Attachment: Perfetti ROA June 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

June 23, 2025	Prep' Plea Offer π v Stone	5:00 PM	5:45 PM	.75
June 23, 2025	Draft e-mail to KMP w/ instructions for setting up Spec Pros GJ presentment π v Kramer	5:45 PM	6:45 PM	1.0
June 24, 2025	Respond to e-mails	8:30 AM	8:45 AM	.25
June 24, 2025	Prep' County Court Calendar	8:45 AM	9:15 AM	.5
June 24, 2025	Morning County Court Calendar	9:15 AM	12:00 PM	2.75
June 24, 2025	Lunch	12:00 PM	1:00 PM	1.0
June 24, 2025	Afternoon County Court Calendar	1:00 PM	4:00 PM	3.0
June 24, 2025	GJ Handup	4:00 PM	4:30 PM	.5
June 24, 2025	CPL 710.30 P v Daniel Smith	4:30 PM	4:45 PM	.25
June 24, 2025	P v J Cash: went through case file to identify proper documents for turnover, originally mis-filed in Homer, vice C'ville	4:45 PM	5:00 PM	.25
June 24, 2025	Respond to e-mails	6:00 PM	6:30 PM	.5
June 24, 2025	Clear PCMS - Notifications	6:30 PM	6:45 PM	.25
June 25, 2025	Responded to e-mails	8:30 AM	8:45 AM	.25
June 25, 2025	Conf w/ ADA Vandonsel re: Owego St. stabbing	8:45 AM	9:00 AM	.25
June 25, 2025	Clear PCMS-Notifications; prep' and send DAASNY Proxy to DA Fitzpatrick, send ltr response to EA	9:00 AM	9:30 AM	.25
June 25, 2025	Prep' motion to use transcript for Deputy Gallow	9:30 AM	10:30 AM	1.0

12.75

Attachment: Perfetti ROA June 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

June 25, 2025	Meet w/ LZF to discuss pleas on PvMoyer, PvWannall, status on PvStarks	10:30 AM	11:30 AM	1.0
June 25, 2025	Tele conf w/ Det/Sgt Natoi re: consent search for P v Planos, made efforts to get ahold of ^se, LZF for consent	11:30 AM	12:15 PM	.5
June 25, 2025	Respond to crime scene PvPlanos	12:15 PM	1:00 PM	1.0
June 25, 2025	P v Burda wk prep session	1:00 PM	3:00 PM	2.0
June 25, 2025	Conf w/ CADA re ADA Raju vacation req	3:00 PM	3:15 PM	.25
June 25, 2025	Prep' motion for use of P-LH transcript π v Burda	3:15 PM	5:30 PM	2.25
June 25, 2025	Taylor Tn Court	5:30 PM	7:30 PM	2.0
June 26, 2025	Respond to e-mails and clear PCMS-Notifications	8:15 AM	8:30 AM	.25
June 26, 2025	Prep' motion for use of P-LH transcript π v Burda	8:30 AM	10:30 AM	2.0
June 26, 2025	GJ mgt	10:30 AM	11:45 AM	1.25
June 26, 2025	Prep' motion for use of P-LH transcript π v Burda	1:00 PM	1:45 PM	.75
June 26, 2025	P v Pittsley, obtained contact info' for Ranger Roberts. Left message to advise this office when clean up effected	1:45 PM	2:00 PM	.25
June 26, 2025	Made photo inquiry to NYSP re: photographs π v T Prentise; made case status inquiry of π v Shingler; contacted CAC re: contact w/ victim in π v Luis; advised CTC that would move for termination π v Townsend; advised CTC of DA's position on π v Townsend	2:00 PM	3:00 PM	1.25

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14.75

June 26, 2025	Drafted e-mail to CTC and Δse Lazzarati re: proposed disposition	3:00 PM	3:15 PM	.25
June 26, 2025	Spec JPS Comm Mtg – Axon Contract	3:15 PM	4:15 PM	1.0
June 26, 2025	Conf w/ staff re: π v Planos Pre-lim	4:15 PM	5:00 PM	.75
June 26, 2025	Conf w/ JYK re empanelment	5:00 PM	5:30 PM	.5
June 26, 2025	Organize trial prep note for π v Burda	5:30 PM	6:00 PM	.5
June 26, 2025	Review and update GJ Empanellment Inst	9:00 AM	10:30 AM	1.5
June 27, 2025	Review ZZ's Opening π v Burda	8:00 AM	8:30 AM	.5
June 27, 2025	GJ Empanellment	8:30 AM	10:30 AM	2.0
June 27, 2025	Conf w/ EA re: Grand Juror who skipped out	10:30 AM	10:45 AM	.25
June 27, 2025	Conf w/ Sheriff re: Narc Kit repair	10:45 AM	11:00 AM	.25
June 27, 2025	Research guidance materials for ZZ on preparing openings	11:00 AM	12:00 PM	1.0
June 27, 2025	Lunch	12:00 PM	12:30 PM	.5
June 27, 2025	Conf w/ ZZ re: rewrite of Opening π v Burda	12:30 PM	1:00 PM	.5
June 27, 2025	Clear PCMS reminders	1:00 PM	1:15 PM	.25
June 27, 2025	Prep' dismissal disposition π v Reale	1:15 PM	1:30 PM	.25
June 27, 2025	Sign off on pistol permit applications and convey to Pisto Permit Clerk	1:30 PM	2:00 PM	.5
June 27, 2025	Inquiry of Fam Ct re: service of OoP on P v Jordan Smith	2:00 PM	2:30 PM	.5

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June 27, 2025	Deliver approved Pistol Permit Apps to Pistol Permit Clerk	2:30 PM	3:00 PM	.5
June 27, 2025	P v Planos Pre-Lim	3:00 PM	4:15 PM	1.25
June 27, 2025	Responded to e-mails, cleared PCMS Notifications	4:15 PM	5:00 PM	.75
June 30, 2025	Review skd and prep' for Staff Mtg	8:15 AM	8:45 AM	.5
June 30, 2025	Staff Mtg	8:45 AM	9:00 AM	.5
June 30, 2025	Responded to e-mails, cleared PCMS Notifications	9:00 AM	9:45 AM	.75
June 30, 2025	Review π v Burda Opening, draft 2	9:45 AM	10:15 AM	.5
June 30, 2025	Conf w. M&M re: π v Spruill delivery of discovery -> sending request to Chief Pitman	10:15 AM	10:30 AM	.25
June 30, 2025	Review π v Burda Opening, draft 2	10:30 AM	11:00 am	.5
June 30, 2025	Sign subpoena and retrieve CPL, 710.30s	11:00 AM	11:15 AM	.25
June 30, 2025	Submit recommendation on bail review, π v Lovejoy	11:15 AM	11:30 AM	.25
June 30, 2025	Prep' CPL, § 710.30s for π v Fisher, Galindo, and Sharpsteen	11:30 AM	12:00 PM	.5
June 30, 2025	Lunch	12:00 PM	1:00 PM	1.0
June 30, 2025	Cortland Txt Court	1:00 PM	3:15	2.25
June 30, 2025	Phone call w/ Lt Natoli and Sgt Sandy re: SoP on Deputy Gallow for π v Burda	3:15 PM	3:30 PM	.25
June 30, 2025	Prep' plea offer on π v Glave	3:30 PM	4:00 PM	.5
June 30, 2025	Notorize AoS, sign compliance docs π v Mead	4:00 PM	4:30 PM	.25

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June 30, 2025	Completed 710.30, Id evidence for turnover, π v Dugan, responded to Carey Foundation FoILs and Jack Cleary FoIL.	4:30 PM	7:00 PM	2.5
Choose or enter date	Write a brief description of your activity	Select Start Time	Select End Time	Enter Number

2.5

Add New Row

Update Total ~~199.5~~ 212

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.
Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

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

Signature

Sep 1, 2025
Date

Attachment: Perfetti ROA June 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

Record of Activities

Name Patrick A. Perfetti
Title District Attorney
Employer Cortland County

Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
July 1, 2025	Conf w/ M&M re: running Cty Ct Calendar	8:30 AM	8:45 AM	.25
July 1, 2025	Respond to e-mails;	8:45 AM	10:00 AM	1.25
July 1, 2025	Attend Couty Court Calendar w/ M&M, training	10:00 AM	12:00 PM	2.0
July 1, 2025	Review Homer Calendar, notorize AoS, draft plae offer π v Gordon	12:00 PM	12:30 PM	.5
July 1, 2025	Lunch	12:30 PM	1:15 PM	.75
July 1, 2025	Notorize AoS, dispatch plae offer π v Glave	1:15 PM	1:45 PM	.5
July 1, 2025	Cleared Notifications Ctr	1:45 PM	2:00 PM	.25
July 1, 2025	Provided to KLP poc for SoP π v Kramer, Skd π v Luis for GJ, review case for witnesses and research on SoL, called E Thompson to confirm availability of mother KA.	2:00 PM	2:30 PM	.5

5.25

Attachment: Perfetti ROA July 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

July 1, 2025	Prep Homer Calendar, reviewing π v Geo Wherry for CTC, prep' denial ltr	2:30 PM	3:30 PM	1.0
July 1, 2025	Homer Tn Court	3:30 PM	6:30 PM	3.0
July 1, 2025	Respond to e-mails	6:30 PM	7:00 PM	.5
July 1, 2025	Cleared PCMS-Notifications Ctr, labeled received Ct docs for DEMS upload	7:00 AM	7:30 AM	.5
July 2, 2025	Meeting w/ Atty Cardinale prep' 5 VTL disposition and issue plea ofer π v Calleghan	8:30 AM	10:15 AM	1.75
July 2, 2025	IDV Ct π v Starks and π v Potter	10:15 AM	11:30 AM	1.25
July 2, 2025	Conf w/ M&M re: π v Spruill pen register	11:30 AM	11:45 AM	.25
July 2, 2025	Complete notes fm IDV Ct appearence	11:45 AM	12:00 PM	.25
July 2, 2025	Clear PCMS Notifications Ctr	12:00 PM	12:15 PM	.25
July 2, 2025	Lunch	12:15 PM	1:00 PM	.75
July 2, 2025	π v Burda, trial prep	1:00 PM	3:15 PM	2.25
July 2, 2025	π v Luis, GJ prep w/ KLP	3:15 PM	3:30 PM	.25
July 2, 2025	Respond to e-mails, clear PCMS Notifications, π v Burda: 1) contact Sr-Inv Kresge to Id trial team, 2) review case file for firarm info, 3) pass info to DC Cute for confirmation,	3:30 PM	6:00 PM	2.5
July 3, 2025	Scan in Opening draft 2 w/ notes, notorize AoS,	8:30 AM	9:00 AM	.5
July 3, 2025	Covering IDV and County Court	9:00 AM	10:15 AM	.75

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July 3, 2025	Clear PCMS – Reminder, clear PCMS – Notifications, and responded to e-mails	10:15 AM	11:15 AM	1.0
July 3, 2025	Covering IDV Ct	11:15 AM	11:30 PM	.25
July 3, 2025	Prep CoC for π v Higgins, bail req for C. Verny-Rasmussen, notorize AoS	11:30 AM	12:15 PM	.75
July 3, 2025	Lunch	12:15 PM	1:00 PM	.75
July 3, 2025	IDV Court	1:00 PM	3:30 PM	2.5
July 3, 2025	Conf w/ EA re: reckless teen drivers on Front Street	3:30 PM	3:45 PM	.25
July 3, 2025	Reviewed and approved pistol permit applications; prep CPL 710.30 π v Garcia, turned-over discovery, prep' CoC; notorized AoS	3:45 PM	4:45 PM	1.0
July 3, 2025	Revision of Felony Plea form	4:45 PM	5:30 PM	.75
July 3, 2025	Review / apply edits to π v Burda motion – Prelim testimony	5:30 PM	6:30 PM	1.0
July 4, 2025	Prep' plea proffer π v Mydlenski	8:00 PM	10:00 PM	2.0
July 5, 2025	Finish prep' plea proffer π v Mydlenski	9:15 AM	11:15 AM	2.0
July 5, 2025	Draft Spec Pros GJ Presentment and GJ Ballot Sheet π v Kramer	11:15 AM	1:45 PM	2.5
July 5, 2025	Prep' plea proffer π v Potter	1:45 PM	2:30 PM	.75
July 6, 2025	Prep' GJ Presentment and GJ Ballot Sheet π v Luis	1:30 PM	3:30 PM	2.0
July 6, 2025	Prep' plea proffer π v Geo Wherry, clear PCMS reminders, responding to e-mails; reconciled canendars	5:15 AM	7:00 AM	1.75
July 7, 2025	Prep for Staff Mtg	8:15 AM	8:45 AM	.5

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July 7, 2025	Staff Mtg	8:45 AM	9:15 AM	.5
July 7, 2025	Final review of plea pffers	9:15 AM	9:45 AM	.5
July 7, 2025	Prep π v GJ presentment π v Kramer: called Broome DA to confirm A/V support, contacted Broome Cty CVA to insure support for CW, muster and lable exhibits	9:45 AM	11:00 AM	1.25
July 7, 2025	Review and sign off on paroll; review and plea offer and answer SC inquiry on final plea disposition π v Foote;	11:00 AM	11:30 AM	.5
July 7, 2025	Turn-over supplemental discovery π v Prentise, prep' CoC and Comp Rpt	11:30 AM	11:45 AM	.25
July 7, 2025	Brief RCV re: π v R Couch application for CTC	11:45 AM	12:00 PM	.25
July 7, 2025	Responding to remails	12:00 PM	12:30 PM	.5
July 7, 2025	Lunch	12:30 PM	1:15 PM	.75
July 7, 2025	Cortland TxT Ct	1:15 PM	3:30 PM	2.25
July 7, 2025	Review FY 2026 Budget Requests	3:30 PM	4:00 PM	.5
July 7, 2025	Responding to e-mails	4:00 AM	4:15 PM	.25
July 7, 2025	Clear PCMS - Notifications	4:15 PM	4:30 PM	.25
July 7, 2025	Conf w/ RCV re: π v S. Dafoe	4:30 PM	5:00 PM	.5
July 7, 2025	Final review of GJ Presentment	5:00 PM	6:00 PM	1.0
July 8, 2025	Consult w/ B&G re: roof leak	8:15 AM	8:30 AM	.25
July 8, 2025	Respond to e-mails, clear PCMS – Notifications Ctr and Reminders	8:30 AM	8:45 AM	.25

9.75

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July 8, 2025	Transit to Binghamton, Spec Pros assignment, GJ Presentment π v Kramer	8:45 AM	9:45 AM	1.0
July 8, 2025	Meet witnesses and prep' testimony	9:45 AM	10:30 AM	.75
July 8, 2025	GJ presentment Spec Pros π v Kramer	10:30 AM	12:15 PM	1.75
July 8, 2025	Transit to Cortland	12:15 PM	1:30 PM	.75
July 8, 2025	Lunch	1:30 PM	2:00 PM	.5
July 8, 2025	Conf w/ CADA re: Ct assignments	2:00 PM	2:30 PM	.5
July 8, 2025	Conf w/ JYK re: D&O on lay testimony of Δ's psych condition, Δ's hand injury, trial strategy, tomorrow's mtg	2:30 PM	3:15 PM	.75
July 8, 2025	Respond to e-mails, clear PCMS – notifications and reminders	3:15 PM	5:00 PM	1.75
July 8, 2025	Prep' CPL § 370.15 notificationa and Certification of Indicement π v Kramer	5:00 PM	5:30 PM	.5
July 8, 2025	Prep' CoC, compliance rpt, and turned-over interview π v Lomax and Acevado	5:30 PM	6:30 PM	.5
July 9, 2025	Conf w/ EA re: attorney application	8:30 AM	9:00 AM	.5
July 9, 2025	Prep' witness π v Luis	9:00 AM	10:30 AM	1.5
July 9, 2025	Responded to e-mails, cleared PCMS notification and reminders	10:30 AM	11:30 AM	1.0
July 9, 2025	Review JYK's deliverables for π v Burda mtg	11:30 AM	12:00 PM	.5
July 9, 2025	Lunch	12:00 PM	1:00 PM	1.0
July 9, 2025	π v Burda trial prep' mtg	1:00 PM	2:30 PM	1.5

14.75

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July 9, 2025	Clear PCSM- notifications	2:30 PM	3:00 PM	.5
July 9, 2025	Conf w/ VA re: plea offer, π v Mydlenski	3:00 PM	3:30 PM	.5
July 9, 2025	Review Opening Stmt w/ ZZ, conf w/ ZZ re: theme of Opmeing Stmt	3:30 PM	4:30 PM	1.0
July 9, 2025	Truxton Tn Ct	4:30 PM	7:15 PM	2.75
July 10, 2025	Resond to e-mails	8:30 AM	8:45 AM	.25
July 10, 2025	Clear PCMS Notifications Ctr and Reminder	8:45 AM	9:00 AM	.25
July 10, 2025	Prep' CPL, § 710.30 π v Justi Pittsely	9:00 AM	9:15 AM	.25
July 10, 2025	Confer w/ JYK re: 3D-Digital floor plan of Δ's apt π v Burda	9:15 AM	9:30 AM	.25
July 10, 2025	Internet search of prospective atty; conf' w/ CADA re: interview w/ prospective atty and avenue to hire	9:30 AM	10:00 AM	.5
July 10, 2025	Prep plea offer re: π v Moyer, CoC compliance π v Ryan	10:00 AM	11:00 AM	1.0
July 10, 2025	Tele conf to advise LEO π v K. Cole, re: mistaken Id	11:00 AM	11:15 AM	.25
July 10, 2025	Review Gallow motion for submission: π v Burda	11:15 AM	11:45 AM	.5
July 10, 2025	Respond to renegotiation request of BAA re: π v Skyler Kenyon	11:45 AM	12:30 PM	.75
July 10, 2025	Lunch	12:30 PM	1:15 PM	.75
July 10, 2025	Dept Hd Mtg	1:15 PM	2:30 PM	1.25
July 10, 2025	Conf w/ M&M re: π v Spriull	2:30 PM	3:00 PM	.5
July 10, 2025	GJ TF Mtg	3:00 PM	3:30 PM	.5

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July 10, 2025	Prep Inv Wright for GJ presentment	3:30 PM	3:45 PM	.25
July 10, 2025	Review π v Townsend and send written offer	3:45 PM	4:15 PM	.5
July 10, 2025	Conf w/ JYK digital evidence π v Burda; clear PCMS Notifications Ctr	4:15 PM	5:30 PM	.75
July 10, 2025	RTA π v Brown	5:30 PM	6:30 PM	1.0
July 11, 2025	Activate Office Master Card; leave inst re: CC limits for EA	7:45 AM	8:00 AM	.25
July 11, 2025	Clarify plea offer for π v Sam' Townsend, finish notes fm π v Brown	8:00 AM	8:15 AM	.25
July 11, 2025	Prep' CPL, § 710.30 π v K Tetrault	8:15 AM	8:30 AM	.25
July 11, 2025	Draft denial Ltr for π v Mack	8:30 AM	9:00 AM	.5
July 11, 2025	Interview w/ prospective ADA	9:00 AM	11:00 AM	2.0
July 11, 2025	Complete draft denial Ltr for π v Mack, conf matter w/ ZZ	11:00 AM	12:00 PM	1.0
July 11, 2025	Final prep' of witnesses and GJ Presentment π v Luis	12:00 PM	2:45 PM	2.75
July 11, 2025	RtA arraignments π v Brown and π v Lockwood	2:45 PM	4:15 PM	1.5
July 11, 2025	Conf w/ JYK next weeks deliverables for π v Burda	4:15 PM	4:45 PM	.5
July 11, 2025	Haircut	4:45 PM	5:30 PM	.75
July 11, 2025	Complete notes from RtA and disseminate memo'	5:30 PM	6:00 PM	.5
July 11, 2025	Responded to e-mails, Prep' Cert' of Indictment π v Luis; Prep' CPL 710.30s π v George and π v Padilla	6:00 PM	7:00 PM	1.0
July 11, 2025	E-mail Taylor and Cinci to confirm court session; respond to Equities Ltr π v K Ryan	7:00 PM	7:15 PM	.25

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July 13, 2025	Read course materials for ChildFirst Training	12:15 PM	5:00 PM	4.75
July 14, 2025	Child 1st Training	8:30 AM	3:45 PM	7.75
July 14, 2025	Respond to e-mails and deliver Pistol Permit app to County Clerk	3:45 PM	4:15 PM	.5
July 14, 2025	Review prospective juror list, prep' CPL § 710.30 Notices π v Relyea, Barney, Andrew Brown, Lockwood; prep' Retention Motions of π v Brown and Lockwood	4:15 PM	7:30 PM	3.25
July 15, 2025	Child 1st Training	8:30 AM	3:45 PM	7.25
July 15, 2025	Homer Tn Ct	3:45 PM	6:00 PM	2.25
July 15, 2025	Input notes fn court session; respond to e-mails, clear PCMS Notifications and Reminders	6:00 PM	7:30 PM	1.5
July 16, 2025	Child 1st Training	8:30 AM	3:30 PM	7.0
July 16, 2025	PrepCPL § 710.30 notices: π v K. Cole, Gleason; Respond to e-mails; clear PCMS – Notifications and Reminders, plea offer π v Hartwick	3:30 PM	6:30 PM	3.0
July 16, 2025	Cincinnatus Tn Court	6:30 PM	8:45 PM	2.5
July 17, 2025	Child 1st Training	8:15 AM	4:30 PM	8.25
July 17, 2025	Respond to e-mails	4:30 PM	5:00 PM	.5
July 17, 2025	Prep' new original of Indicment; π v Kramer	5:00 PM	5:30 PM	.5
July 18, 2025	Child 1st Training	8:30 AM	2:30 PM	6.0

52.75
55

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July 18, 2025	Respond to e-mails; clear PCMS Notifications and Reminders; prep' CPL § 710.30s; π v E Bryant M. Martinez; prep' Tentative Witness and Evidence Lists π v Vandebogart, and Higgins	2:30 PM	7:30 PM	5.0
July 21, 2025	Mtg w/ EA re: time-off req	8:15 AM	8:30 AM	.25
July 21, 2025	Prep' for Staff Mtg, reconcile calendars	8:30 AM	8:45 AM	.25
July 21, 2025	Staff Mtg, conf w/ RCV re: plea on π v Shabazz	8:45 AM	9:30 AM	.25
July 21, 2025	Mtg w/ ZZ and JYK, Conf re: π v Burda	9:30 AM	10:00 AM	.5
July 21, 2025	Review motion π v Burda	10:00 AM	10:45 AM	.75
July 21, 2025	Clear PCMS-Reminders, prep' CPL, § 710.30 π v Thornton; clear PCMS Notifications	10:45 AM	12:45 PM	2.0
July 21, 2025	Lunch	12:45 PM	1:00 PM	.25
July 21, 2025	CTC: π v Hopkins (RoW),	1:00 PM	1:30 PM	.5
July 21, 2025	County Court – YP π v Brown	1:30 PM	2:00 PM	.5
July 21, 2025	County Court – YP π v Lockwood	2:00 PM	2:45 PM	.5
July 21, 2025	Respond to e-mails; clear PCMS Notifications and Reminders; draft memo' of Ct appearences; respond to further =Ltr π v Shabazz; confer w/ JYK and ADA Vandonsel on π v Burda	2:45 PM	7:00 PM	4.25
July 22, 2025	Respond to e-mails	8:30 AM	8:45 AM	.25
July 22, 2025	Court appearance π v Crouch	8:45 AM	9:15 AM	.5

15.75

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July 22, 2025	Respond to e-mails; clear PCMS Notifications and Reminders; conference w/ JYK re: recent Burda motions; tele conf w/ Sr. Inv. Prunier	9:15 AM	10:15 AM	1.0
July 22, 2025	Summer College	10:15 AM	5:30 PM	7.25
July 22, 2025	Review correspondence, pistol permit applications, and traffic dispositions	5:30 PM	5:45 PM	.25
July 22, 2025	Prep CPL § 710.30 π v Lee and review π v Craig	5:45 PM	6:15 PM	.5
July 22, 2025	Review Opening π v Burda	6:15 PM	7:15 PM	1.0
July 23, 2025	Summer College	8:15 AM	1:00 PM	4.75
July 23, 2025	Lunch	1:00 PM	1:45 PM	.75
July 23, 2025	Conf w/ ADA RCV update while away	1:45 PM	2:30 PM	.75
July 23, 2025	Conf w/ JYK and KLP re: π v Burda prpe for mtgs tomorrow	2:30 PM	3:00 PM	.5
July 23, 2025	Qtr Mtg	3:00 PM	3:15 PM	.25
July 23, 2025	Prep' CoC turn over discovery π v Fisher, Lockwood, Craig	3:15 PM	3:45 PM	.5
July 23, 2025	Respond to e-mails, clear PCMS Notifications and reminders	3:45 PM	5:30 PM	2.25
July 23, 2025	Taylor Tn Ct	5:30 PM	7:15 PM	1.75
July 23, 2025	Complete PCMS notes fm Ct sessions	8:30 PM	9:00 PM	.5
July 24, 2025	Respond to e-mails; clear PCMS notifications and reminders	8:00 AM	8:15 AM	.25
July 24, 2025	Draft motion response to OtSC π v Burda	8:15 AM	9:00 AM	.75

23.00

Attachment: Perfetti ROA July 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

July 24, 2025	Mtg w/ Atty Stafford and ADAs Vandonsel and Raju: π v Dafoe	9:00 AM	10:00 AM	1.0
July 24, 2025	Trail prep w/ Inv Messina re: π v Burda	10:00 AM	11:30 AM	1.5
July 24, 2025	Complete Reply to motion to recuse and prep for trial prep' mtg π v Burda	11:30 AM	12:45 PM	1.25
July 24, 2025	Lunch	12:45 PM	1:00 PM	.25
July 24, 2025	Trial prep' mtg π v Burda	1:00 PM	2:00 PM	1.0
July 24, 2025	Reviewing substantive charges w/ JYK and KLP for π v Burda	2:00 PM	2:30 PM	.5
July 24, 2025	Prep' responses for π v Burda	2:30 PM	5:30 PM	3.0
July 25, 2025	Consult w/ M&M on π v Perry and Homer Iron Works	8:30 AM	8:45 AM	.25
July 25, 2025	Review DE of Parslow π v Burda	8:45 AM	9:15 AM	.5
July 25, 2025	π v Burda, pulled from trial docket; conf w/ JYK and KLP re: concluding all deliverables; Ltr Reply to proposed Stip's; call Dr. Knoll to advise of postponement; e-mail Deputy Gallow of postponement; Ltr Response to Aff Def; submit Reply to Recusal Motion	9:15 AM	12:30 PM	3.25
July 25, 2025	Lunch	12:30 PM	1:00 PM	.5
July 25, 2025	Tele Conf: w/ Atty J. Snyder, π v Griffin	1:00 PM	1:15 PM	.25
July 25, 2025	π v Burda, review redaction of LE Expert's Rpt; tele conf w/ Atty Hopkins re: assignment π v Ryder; review pistol permits	1:15 PM	2:45 PM	1.5
July 25, 2025	Deliver pistol permits to County Clerk	2:45 PM	3:00 PM	.25
July 25, 2025	Draft Ltr to Ct re: Xfer of Ammo, π v Burda	3:00 PM	3:30 PM	.5

Attachment: Perfetti ROA July 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

15.5

July 25, 2025	Respond to e-mails; Clear PCMS Notifications and Reminders; prep' CPL § 710.30 notices: π v Burns, Murray, and Barney	3:30 PM	6:00 PM	2.5
July 28, 2025	Prep' weekly Staff Mtg	8:15 AM	8:45 AM	.5
July 28, 2025	Staff Mtg	8:45 AM	9:15 AM	.5
July 28, 2025	Dental Appointment	9:15 AM	10:30 AM	1.5
July 28, 2025	County / Supreme-IDV COurts	10:30 AM	12:00 PM	1.5
July 28, 2025	Lunch	12:00 PM	1:00 PM	1.0
July 28, 2025	County / Supreme-IDV COurts	1:00 PM	4:30 PM	3.5
July 28, 2025	Conf w/ CADA w/e child deaths	4:30 PM	5:30 PM	1.0
July 29, 2025	Clear e-mails; CPL § 710.30s π v Gridley (H/Ci), and π v Burda	8:30 AM	9:45 AM	1.25
July 29, 2025	County Court	9:45 AM	12:00 AM	2.25
July 29, 2025	Lunch	12:00 PM	1:00 PM	1.0
July 29, 2025	County Court	1:00 PM	4:30 PM	3.5
July 29, 2025	Conf w/ ADA RCV re: π v Caulkins, and CADA π v Joseph	4:30 PM	5:00 PM	.5
July 29, 2025	Respond to e-mails; Clear PCMS – notifications; Prep' 2nd CoC and CPL, § 370.15 Notice	5:00 PM	6:45 PM	1.75

22.25

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July 30, 2025	Read e-mails, clear PCMS notifications and reminders; meet w/ EA re: budget meeting; execute SoR π v Stone, and π v Kouril, review ERPO π v Jeffery, reviewed extradition filing for π v Birch, marshalled and turnedover discovery P v Burns; tral prep' for π v Ayres	8:30 AM	12:15 PM	3.75
July 30, 2025	Lunch	12:15 PM	1:00 PM	.75
July 30, 2025	Trial prep' π v Ayres	1:00 PM	3:00 PM	2.0
July 30, 2025	IDV Court	3:00 PM	3:30 PM	.5
July 30, 2025	Responding to e-mails, clearing PCMS notifications and reminders.	3:30 PM	7:00 PM	3.5
July 31, 2025	Review subpoena service on DA's office, formulate response	8:15 AM	8:30 AM	.25
July 31, 2025	Responded to e-mails	8:30 AM	8:45 AM	.25
July 31, 2025	Review and recommend approval of pistol permits	8:45 AM	9:00 AM	.25
July 31, 2025	County Court RtA π v Lockwood	9:00 AM	12:00 PM	3.0
July 31, 2025	Conf w/ M&M and ZZ re: π v Matthew Perry	12:00 PM	12:15 PM	.25
July 31, 2025	Lunch	12:15 PM	1:00 PM	.75
July 31, 2025	IDV Court	1:00 PM	5:00 PM	4.0
July 31, 2025	Finish notes fm IDV Ct; respond to e-mails; set directives for case closures, advise of waived out matter; prep' CPL § 710.30 π v Wood, turn over discovery π v Tetreault and prep' CoC; send engagement e-mail to prospective expert	5:00 PM	7:30 PM	2.5

Attachment: Perfetti ROA July 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

Choose or enter date		Select Start Time	Select End Time	Enter Number
Choose or enter date		Select Start Time	Select End Time	Enter Number
Choose or enter date		Select Start Time	Select End Time	Enter Number
Choose or enter date		Select Start Time	Select End Time	Enter Number
Choose or enter date		Select Start Time	Select End Time	Enter Number
Choose or enter date		Select Start Time	Select End Time	Enter Number
Choose or enter date		Select Start Time	Select End Time	Enter Number
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Choose or enter date		Select Start Time	Select End Time	Enter Number
Choose or enter date		Select Start Time	Select End Time	Enter Number

Add New Row

Update Total 241.75

244

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.
Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

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

Attachment: Perfetti ROA July 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

Signature

Date

Attachment: Perfetti ROA July 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

Record of Activities

Name Patrick A. Perfetti
Title District Attorney
Employer Cortland County

Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
August 1, 2025	Review morning skd consult with CADA for Cty Ct coverage; consult w/ ADA ZZ re: GJ presentment	8:30 AM	8:45 AM	.25
August 1, 2025	Budget Dept Request Mtg	8:45 AM	10:15 AM	1.5
August 1, 2025	Community Outreach Mtg: planning for 911 Ceremony	10:15 AM	11:15 AM	1.0
August 1, 2025	Conf w/ Atty Brenneck re: VTL dispositions and discovery for π v Meeker cases	11:15 AM	12:15 PM	1.0
August 1, 2025	Lunch	12:15 PM	1:15 PM	1.0
August 1, 2025	Consult w/ ADA Raju re: expert for π v Planos; consult w/ JYK re: LL/L-t-L motion response π v Burda; π v Craig bail review response	1:15 PM	2:15 PM	.5
August 1, 2025	Respond to e-mails	2:15 PM	4:00 PM	.5
August 1, 2025	Clear PCMS Notifications and Reminders;	4:00 PM	6:15 PM	2.5

8.25

Attachment: Perfetti ROA August 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

August 4, 2025	Prep' for Staff Mtg	8:15 AM	8:45 AM	.5
August 4, 2025	Staff Mtg	8:45 AM	9:15 AM	.5
August 4, 2025	Counsel ADA re: victim interaction	9:15 AM	9:30 AM	.25
August 4, 2025	Consult w/ CADA re: media inquiry	9:30 AM	10:00 AM	.5
August 4, 2025	Consult w/ ADA RCV re: accepting Fed case	10:00 AM	10:15 AM	.25
August 4, 2025	Call back media re: inquiry – no answer	10:15 AM	10:30 AM	.25
August 4, 2025	Review jury venier list π v Ayres	10:30 AM	11:00 AM	.5
August 4, 2025	Trial prep' π v Ayres; review proposed Opening stmt	11:00 AM	12:15 PM	1.25
August 4, 2025	Lunch	12:15 PM	1:00 PM	.75
August 4, 2025	Treatment Court π v Couch	1:00 PM	1:30 PM	.5
August 4, 2025	Review jury venier list π v Ayres	1:30 PM	2:00 PM	.5
August 4, 2025	Meet and great of prospective CIO	2:00 PM	3:00 PM	1.0
August 4, 2025	Interview w/ I-Team 3 M. Keiler	3:00 PM	3:45 PM	.75
August 4, 2025	Review jury venier list π v Ayres	3:45 PM	4:00 PM	.25
August 4, 2025	Prep Order and cover ltr for release of Quineavius Palmer	4:00 PM	4:30 PM	.5
August 4, 2025	Respond to e-mails; clear PCMS Notifications and Reminers	4:30 PM	5:30 PM	.5
August 4, 2025	Draft Amended Plea Offer π v LePrie	5:30 PM	6:00 PM	.5

9.25

Attachment: Perfetti ROA August 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

August 4, 2025	Prep CTC plea offers and STWs for π v Moyer and Wannall	6:00 PM	7:00 PM	1.0
August 5, 2025	Respond to e-mail; clear PCMS Notifications and Reminder; counsel ADA re: use of DEMS turnover even for plea offers.	8:30 AM	9:00 AM	.5
August 5, 2025	Conf w/ ZZ and RCV re: π v Burda Opening; Conf w/ ZZ, FR, RCV re: π v Gardner Habeaus petition	9:00 AM	10:15 AM	.75
August 5, 2025	Review motion response π v Burda re: Less-Lethal; review voir dire questions	10:15 AM	11:00 AM	.75
August 5, 2025	Trial prep' on Ayers	11:00 AM	12:15 PM	1.25
August 5, 2025	Lunch	12:15 PM	1:00 PM	.75
August 5, 2025	Tele conf: Chief Pitman re: π v Spruill, Gil-Hernandez, Rice, and Leprie	1:00 PM	1:15 PM	.25
August 5, 2025	Respond to emails, prep' STW for π v Gridley, review less-lethal motion response π v Burda	1:15 PM	2:45 PM	1.5
August 5, 2025	Reviewing equity letters	2:45 PM	4:00 PM	1.25
August 5, 2025	Homer Tn Ct	4:00 PM	7:15 PM	3.25
August 5, 2025	Completing notes fm Homer Calendar	7:15 PM	7:45 PM	.5
August 6, 2025	Conf w/ ZZ re: π v Wacht	8:30 AM	8:45 AM	.25
August 6, 2025	Respond to e-mails	8:45 AM	9:00 AM	.25
August 6, 2025	Broome Cty Ct arraignment π v Kramer	9:00 AM	9:30 AM	.5
August 6, 2025	Conf w/ CADA re: handling RTW's representation of David Wacht's children in guardianship	9:30 AM	10:45 AM	1.5

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August 6, 2025	Prep' for π v Palmer fugitive arraignment	10:45 AM	11:00 AM	.25
August 6, 2025	County Ct: π v Palmer	11:00 AM	11:30 AM	.5
August 6, 2025	Trial prep'	11:30 AM	12:15 PM	.75
August 6, 2025	Lunch	12:15 PM	1:00 PM	.75
August 6, 2025	Clear PCMS Notifications and Reminers, respond to e-mails	1:00 PM	2:30 PM	1.5
August 6, 2025	Issue discovery for appearances in Homer Tn Ct	2:30 PM	6:30 PM	4.0
August 7, 2025	Responded to e-mails, cleared PCMS – Notifications and Reminders	8:30 AM	9:00 AM	.5
August 7, 2025	RtA hearing π v Lockwood	9:00 AM	10:30 AM	1.5
August 7, 2025	Witness prep' π v Ayers	10:30 AM	11:30 AM	1.0
August 7, 2025	Respond to e-mails	11:30 AM	11:45 AM	.25
August 7, 2025	Witness interview	11:45 AM	12:30 PM	.75
August 7, 2025	Lunch	12:30 PM	1:00 PM	.5
August 7, 2025	Prep' CPL § 710.30 Notice π v A Rice	1:00 PM	1:45 PM	.75
August 7, 2025	IDV Court	1:45 PM	3:30 AM	2.25
August 7, 2025	Consult w/ CA Monty re: Hebeas Petition π v Gardner	3:30 PM	4:30 PM	1.0
August 7, 2025	Prep CPL § 710.30s: π v Rice, Lyman, Rice,	4:30 PM	7:00 PM	2.5
August 8, 2025	Respond to e-mails, reconcile calendar, clear PCMS Notifications and reminders	8:30 AM	9:00 AM	.5

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19.25

August 8, 2025	Review and edit π v Ayres Opening	9:00 AM	9:30 AM	.5
August 8, 2025	Assemble materials for KLP to prep CPL § 160.59 motion response	9:30 AM	9:45 AM	.25
August 8, 2025	Dental Apt	9:45 AM	10:15 AM	.5
August 8, 2025	Review π v Darling motions	10:15 AM	10:30 AM	.25
August 8, 2025	Prep Reply Affirmation π v Darling, 60007	10:30 AM	12:00 PM	1.5
August 8, 2025	Lunch	12:00 PM	1:00 PM	1.0
August 8, 2025	Deliver Pistol Permit App to Cuty Clerk	1:00 PM	1:15 PM	.25
August 8, 2025	Prep Reply Affirmation π v Darling, 60007	1:15 PM	3:30 PM	2.75
August 8, 2025	Clear PCMS Notifications and respond to e-mails	3:30 PM	4:00 PM	.5
August 8, 2025	Prep Reply Affirmation π v Darling, 60008	4:00 PM	4:30 PM	.5
August 11, 2025	Met Emily Kennedy-Harden, CW in π v Nathaniel Wright matter, she was making inquiries regarding her OoP	8:15 AM	8:45 AM	.5
August 11, 2025	Staff Mtg	8:45 AM	9:15 AM	.5
August 11, 2025	Mtg w/ Ms. Kennedy-Harden con't	9:15 AM	9:30 AM	.25
August 11, 2025	Responded to e-mails, cleared PCMS Notifications	9:30 AM	10:15 AM	.75
August 11, 2025	Conference w/ Atty Brenneck re: Ahmed	10:15 AM	10:30 AM	.25
August 11, 2025	Clear PCMS Reminders	10:30 AM	11:00 AM	.5
August 11, 2025	Prep' π v Johns' response	11:00 AM	12:15 PM	1.25

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August 11, 2025	Lunch	12:15 PM	1:15 PM	1.0
August 11, 2025	Prep' π v Johns' response, con't	1:15 PM	6:00 AM	4.75
August 12, 2025	Review case for constituant	8:30 AM	9:00 AM	.5
August 12, 2025	Prep' π v Johns' response, con't	9:00 AM	9:45 AM	.75
August 12, 2025	Telephone calls w/ Chief Pitman and DC Cute	9:45 AM	10:00 AM	.25
August 12, 2025	Prep' π v Johns' response, con't	10:00 AM	10:30 AM	.5
August 12, 2025	Respond to e-mails, clear PCMS Notifications and Reminders	10:30 AM	12:30 PM	2.0
August 12, 2025	Lunch	12:30 PM	1:15 PM	.75
August 12, 2025	Prep' π v Johns' response, con't	1:15 PM	4:30 PM	3.25
August 12, 2025	Teleconf π v Caruso	4:30 PM	5:00 PM	.5
August 12, 2025	Conf w/ Atty Bouchard π v Davis, π v Naylor, π v Poole	5:00 PM	7:00 PM	2.0
August 13, 2025	Respond to e-mails, clear PCMS Notifications and Reminers, turned-over BWC on π v E. Davis; marshalled evidence for turn-over on Berheim	8:30 AM	11:15 AM	2.75
August 13, 2025	TTCLEG	11:15 AM	2:00 PM	2.75
August 13, 2025	Respond to e-mails; Discovery Compl π v Davis, π v Burns	2:00 PM	3:30 PM	1.5
August 13, 2025	Conf w/ ADA ZZ and M&M	3:30 PM	4:00 PM	.5
August 13, 2025	Conf w/ EA re: hiring	4:00 PM	4:30 PM	.5
August 13, 2025	Truxton Tn Ct	4:30 PM	6:45 PM	2.0

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August 14, 2025	Respond to e-mails	8:30 AM	9:00 AM	.5
August 14, 2025	JPS Comm Mtg	9:00 AM	9:30 AM	1.0
August 14, 2025	Deliver approved pistol permits to County Clerk, conf w/ EA re: filling vacancy	9:30 AM	10:45 AM	.5
August 14, 2025	Teleconf: re: production of Δ Gil-Hernandez	10:45 AM	11:00 AM	.25
August 14, 2025	Responded to e-mails; closed our π v Sergio GomezHernandez, review and took action of Property Release requests.	11:00 AM	12:00 PM	1.0
August 14, 2025	Conf w/ CADA re: π v Mercier	12:00 PM	12:15 PM	.75
August 14, 2025	Lunch	12:15 PM	1:15 PM	1.0
August 14, 2025	Review pistol permits, review Property Release Requests, review CPL § 710.30 π v Fox	1:15 PM	2:30 PM	1.25
August 14, 2025	Spec Dept Hd Mtg	2:30 PM	4:00 PM	1.5
August 14, 2025	Review π v Reynolds Sealing Order Req	4:00 PM	4:30 PM	.5
August 14, 2025	Post financial support for DTF	4:30 PM	5:00 PM	.5
August 15, 2025	Respond to e-mails	8:30 AM	9:15 AM	.75
August 15, 2025	Review π v J. Smith for GJ presentment	9:15 AM	9:30 AM	.25
August 15, 2025	Clear PCMS Notifications and Reminders	9:30 AM	9:45 AM	.25
August 15, 2025	Attended to discovery compliance on π v Burns cases for C. Thorp's new assignments	9:45 AM	10:00 AM	.25
August 15, 2025	Conferene w/ litigators on Local Criminal Court assignments	10:00 AM	12:15 PM	2.25

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12.5

August 15, 2025	Lunch	12:15 PM	1:00 PM	.75
August 15, 2025	Supervise GJ presentment by KLP	1:00 PM	1:45 PM	.75
August 15, 2025	Respond to e-mails, clear PCMS Notifications and Reminders	1:45 PM	2:30 PM	.75
August 15, 2025	GJ Task Force	2:30 PM	4:00 PM	1.5
August 15, 2025	Respond to e-mails, clear PCMS Notifications and Reminders	4:00 PM	6:45 PM	2.75
August 18, 2025	Prep for Staff Mtg	8:30 AM	8:45 AM	.25
August 18, 2025	Staff Mtg	8:45 AM	9:00 AM	.25
August 18, 2025	Review 4th Draft Opening π v Burda	9:00 AM	10:00 AM	1.0
August 18, 2025	Respond to e-mails	10:00 AM	11:00 AM	1.0
August 18, 2025	Prep' CTC Plea Offer π v Kaulfers	11:00 AM	11:30 AM	.5
August 18, 2025	Dr. Appt	11:30 AM	12:30 PM	1.0
August 18, 2025	Lunch	12:30 PM	1:00 PM	.5
August 18, 2025	Community Txt Ct	1:00 PM	3:00 PM	2.0
August 18, 2025	Comp prep' CTC Plea Offer π v Kaulfers	3:00 PM	4:30 PM	1.5
August 18, 2025	Prep' plea offers	4:30 PM	7:00 PM	2.5
August 19, 2025	Respond to e-mails, clear PCMS Notifications	8:30 AM	9:00 AM	.5
August 19, 2025	Set out guidance for City Ct prosecutors on City Ords: smoking, bikes/skate bds, loitering on Main St.	9:00 AM	10:00 AM	1.0

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August 19, 2025	Plea dispositions	10:00 AM	12:30	2.5
August 19, 2025	Tele conf w/ Tn Atty Casulo	12:30 PM	12:45 PM	.25
August 19, 2025	Lunch	12:45 PM	1:30 PM	.75
August 19, 2025	Plea dispositions	1:30 PM	5:30 AM	4.0
August 19, 2025	Reviewed CPL § 245 amendment	5:30 PM	6:15 PM	.75
August 20, 2025	Personal day	8:30 AM	4:30 PM	0
August 21, 2025	Briefing fm M&M re: Taylor and Cinnci Court appearences	8:30 AM	8:45 AM	.25
August 21, 2025	Respond to e-mails, clear PCMS notifications and reminders; conf Taylor and Cinci cases w/ M&M	8:45 AM	11:00 AM	2.25
August 21, 2025	Funeral	11:00 AM	3:00 PM	Enter Number
August 21, 2025	Respond to e-mails, clear PCMS notifications and reminders	3:00 PM	6:45 AM	3.75
August 22, 2025	Personal day	8:30 AM	4:30 PM	Enter Number
August 25, 2025	Prep' for Staff Mtg	8:00 AM	8:45 AM	.75
August 25, 2025	Staff Mtg	8:45 AM	9:15 AM	.5
August 25, 2025	Mtg w/ Dir Mental Health, VP of Nursing K. Underwoord, and Lt Riley, re: P v DeAngales	9:15 AM	9:45 AM	.5
August 25, 2025	Respond to e-mails, clear PCMS Notifications amd Reminders	9:45 AM	11:00 AM	1.25
August 25, 2025	P v Kramer discovery	11:00 AM	11:45 AM	.75

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August 25, 2025	Mtg w/ Dir Mental Health, VP of Nursing K. Underwoord, and Lt Riley, re: P v DeAngales	11:45 AM	12:15 PM	.5
August 25, 2025	Lunch	12:15 PM	1:00 PM	.75
August 25, 2025	Treatment Court	1:00 PM	2:00 AM	1.0
August 25, 2025	NDAA VOCA Grant Funding Mtg	2:00 PM	2:45 PM	.75
August 25, 2025	Conf w/ EA re: KeyBd Spec applicants	2:45 PM	3:00 PM	.25
August 25, 2025	Conf w/ ADA RCV re: release of monies π v Chorley	3:00 PM	3:15 PM	.25
August 25, 2025	Complete Cert of Indict π v Bellefleur; respond to e-mails; review D&O π v Darling; review Renewal Practice Order; expadite funds for DTF training	3:15 PM	4:00 PM	.75
August 25, 2025	Itemizing discovery turn-over π v A Caruso	4:00 PM	7:00 PM	3.0
August 26, 2025	Review π v A. Caruso for Discovery Compliance	8:30 PM	11:00 AM	2.5
August 26, 2025	Review π v Spruill w/ ADA MacNeill and Chief Pitman	11:00 AM	12:30 PM	1.5
August 26, 2025	Lunch	12:30 PM	1:30 PM	1.0
August 26, 2025	Conf w/ ADA RCV and Δse BB re: disposition on π v Naylor	1:30 PM	2:00 PM	.5
August 26, 2025	Review π v A. Caruso for Discovery Compliance, draft ltr re: compliance and copy Ct	2:00 PM	4:30 PM	2.5
August 27, 2025	Respond to e-mails, clear PCMS Notification and Reminders, answer FoIL inquiry re: π v Mabry	8:45 AM	11:15 AM	2.5
August 27, 2025	Draft Ltr to Ct re: Removal of Obj π v Reynolds	11:15 AM	11:30 AM	.25

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August 27, 2025	Draft approval ltr for CTC π v Perun	11:30 AM	12:15 PM	.5
August 27, 2025	Lunch	12:15 PM	1:15 PM	1.0
August 27, 2025	Conf π v Spruill w/ ADA MacNeill, conf call w/ Chief Pitman	1:15 PM	2:15 AM	1.0
August 27, 2025	Prep' plea offer and STW for π v Perun; fwd CTC packet to ^se, Ct and C'vill ADAs	2:15 PM	3:30 PM	1.25
August 27, 2025	Prep CoC π v A. Rice and Walls; Complete π v Kramer CPL, § 710.30;	3:30 PM	4:00 PM	.5
August 27, 2025	Phone conf w/ R. Trunfio re: π v Spruill	4:00 PM	4:30 PM	.5
August 27, 2025	Respond to e-mails, prep' π v Bohn	4:30 PM	7:30 PM	3.0
August 28, 2025	Respond to e-mails, set a mtg re: π v DeAngles,	8:15 AM	8:45 AM	.5
August 28, 2025	Conf w/ RCV and SB re: case disposition	8:45 AM	9:30 AM	.75
August 28, 2025	Plea disposition w/ SB on VTL cases	9:30 AM	10:00 AM	.5
August 28, 2025	π v DeAngeles debrief	10:00 AM	10:30 AM	.5
August 28, 2025	Prep' plea offer π v Williams	10:30 AM	11:30 AM	1.0
August 28, 2025	Prep' return of Firearms request π v Dellow;	11:30 AM	12:00 PM	.5
August 28, 2025	Lunch	12:00 PM	1:00 PM	1.0
August 28, 2025	IDV Court	1:00 PM	4:00 PM	3.0
August 28, 2025	Completing notes fm Ct	4:00 PM	5:00 PM	1.0
August 29, 2025	Responded to e-mails	8:30 AM	8:45 AM	.25

Attachment: Perfetti ROA August 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

August 29, 2025	Reviewed video interview of CW in π v Spurill, conf w/ ADA MacNeill, tele conf w/ R. Trunfio	8:45 AM	9:30 AM	.75
August 29, 2025	Follow up on req for 1st ADA Mancini	9:30 AM	10:00 AM	.5
August 29, 2025	Prep S/M/V motion π v Mydlenski	10:00 AM	12:30 PM	2.5
August 29, 2025	Lunch	12:30 PM	1:30 PM	1.0
August 29, 2025	Issue plea offer π v Burns, calendar Oct revised trial terms	1:30 PM	2:15 PM	.75
August 29, 2025	Prep π's Reply to Omnibus π v Manwarren	2:15 PM	6:15 PM	4.0
August 29, 2025	Review π v Bohn appeal	6:15 PM	6:45 PM	.5
August 30, 2025	Prep for π v Bohn Oral Argument	9:30 AM	12:45 PM	3.25
August 30, 2025	Provided bail recommendation π v Strobeck	4:30 PM	4:45 PM	.25
August 31, 2025	Respond to e-mails, clear PCMS Notifications and Reminders	8:30 AM	9:15 AM	.75
August 31, 2025	Prep for π v Bohn Oral Argument	9:30 AM	12:00 PM	2.5

Add New Row

Update Total 189.5

191.5

To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.
Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

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

Attachment: Perfetti ROA August 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

Signature

Date

Attachment: Perfetti ROA August 2025 (212-25 : Standard Workday Reporting 2025 - Perfetti)

Cortland County
Administrative Policy Manual

POLICY AGAINST DISCRIMINATION AND HARASSMENT
(Forms/Types Other than Sexual Harassment)

Policy/Procedure Number: 01.031

Modified Date (s): 10/4/18, 9/25/25

Resolution No.: 143-18

Effective Date: 10/4/2018
Next Review:

Objective: To establish a policy ensuring Cortland County's workplace is free of harassment and discrimination.

Reference (All applicable federal, state, and local laws): **Title VII of the Civil Rights Act**
Age Discrimination in Employment Act (ADEA)
Americans with Disabilities Act (ADA)

Legislative Policy Statement:

Responsible Department: Personnel Department

General Information:

Cortland County is committed to ensuring its workplace is free of harassment and discrimination. Therefore, the County prohibits discrimination and harassment on the basis of race, color, national origin, religion, creed, disability, predisposing genetic characteristic, marital status, military status, gender identity or expression, age, pregnancy, caregiver status, familial status, status as a victim of domestic violence, or any other basis protected by applicable federal, state, or local law. Together, these personal characteristics are referred to in this policy as "protected characteristics." Any such discrimination or harassment may violate the law and will not be tolerated. This policy covers all employees and non-employees having business with Cortland County (*i.e.*, clients, vendors, or contractors).

Note: This policy only addresses harassment on the basis of the non-sex based protected characteristics listed above. However, harassment on the basis of sex, gender (including gender identity, gender expression and status of being transgender) and sexual orientation is also prohibited as provided for in the Sexual Harassment Prevention Policy, which can be found on Cortland County's webpage. An individual who believes he or she has been subject to sexual harassment should consult that policy for further information and for the applicable reporting procedures.

Attachment: Policy Against Discrimination Harassment with edits no color (213-25 : Amend Anti Discrimination Policy)

I. Policy:

What is Discrimination?

Prohibited discrimination under this policy is discrimination on the basis of characteristics such as race, color, religion, sex (including gender identity, gender expression, and pregnancy), national origin, age (40 and older), disability, genetic information, sexual orientation, and veteran status, among others. These prohibitions apply to employment, housing, and public accommodations and are enforced by federal laws like Title VII of the Civil Rights Act, the Age Discrimination in Employment Act (ADEA), and the Americans with Disabilities Act (ADA), as well as by state and local laws in places like New York.

Examples of Discrimination

While it is not possible to list all conceivable behaviors and conduct which might be considered discriminatory, the following are examples of behavior which must be avoided:

a. Termination of employment because of a person's gender or race;

b. Being denied a promotion because of a person's age;

c. Having a work policy that puts certain groups at a disadvantage, even if it applies to everyone.

What is Prohibited Harassment?

Prohibited harassment under this policy is harassment on the basis of race, color, national origin, religion, creed, disability, predisposing genetic characteristic, marital status, military status, age, status as a victim of domestic violence or any other protected basis, is conduct that is based upon an individual's protected status and that has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive work environment. Harassment on the basis of any of these characteristics is prohibited and will not be tolerated.

Examples of Harassment

While it is not possible to list all conceivable behaviors and conduct which might be considered harassing, the following are examples of behavior which must be avoided:

a. Verbal or written conduct such as threats, epithets, derogatory comments, slurs, innuendoes;

b. Visual conduct such as derogatory posters, photographs, cartoons, drawings, gestures, vlogs or video broadcasts;

c. Physical conduct such as assault, unwanted touching, or blocking normal movement.

Prohibited harassment or discrimination can occur between individuals within different or the same protected characteristic group. Prohibited harassment or discrimination can also occur

Attachment: Policy Against Discrimination Harassment with edits no color (213-25 : Amend Anti Discrimination Policy)

regardless of whether the alleged perpetrator is a superior, subordinate, member, coworker, supervisor or manager, or any other non-employee in the workplace.

Individuals are advised that this policy extends to conduct wherever it may arise, including inside or outside the workplace, while on or off duty, and regardless of whether it occurs while interacting in-person, remotely, or through virtual means or social media.

Individuals found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of their employment or relationship with Cortland County.

II. Prohibition of Retaliation

Retaliation includes any conduct directed at someone because they made a good faith complaint of discrimination or harassment, or participated in Cortland County's investigation into alleged discrimination or harassment as prohibited by this policy, which might deter a reasonable person from making or supporting a charge of harassment or discrimination. Any form of such retaliation violates this policy and will not be tolerated. Anyone found to have engaged in prohibited retaliation will be subject to disciplinary action, up to and including termination of employment or their relationship with Cortland County.

III. Procedure:

Reporting Procedure

Preventing harassment and discrimination is everyone's responsibility. Cortland County cannot prevent or remedy prohibited harassment or discrimination unless it knows about it. Individuals who believe that they are being subjected to harassment or discrimination prohibited by this Policy, or who witness or otherwise become aware of potential instances of prohibited harassment or discrimination, are encouraged to take the following actions:

- If possible, tell the alleged perpetrator that their actions are not welcome and must stop.
- Promptly report the action(s), word(s) or incident(s) to a supervisor, department head, or the Personnel Department.

Reports may be made verbally or in writing. A form for making a written complaint is available from the Personnel Department or on the County webpage, but using the form is not required. Regardless of whether being made verbally or in writing, a report of harassment or discrimination should be as detailed as possible and include the names of the individual(s) involved, any witness(es) to the behavior, direct quotes and/or evidence (e.g., notes, e-mails, digital recordings, etc.). Individuals who report on behalf of another person should clearly state that the complaint is being made on another person's behalf.

Attachment: Policy Against Discrimination Harassment with edits no color (213-25 : Amend Anti Discrimination Policy)

Cortland County will conduct an investigation into all reports, complaints or other information about suspected prohibited behavior, regardless of whether that information was reported in verbal or written form. Investigations will be conducted through the Personnel Department. All investigations will be conducted in as timely and thorough a manner as possible commensurate with the nature of the complaint, and will be confidential to the extent possible.

Upon receiving a complaint, the Personnel Department will conduct a review of the allegations and if appropriate put interim measures in place for the investigation. The individual bringing the complaint, and the alleged victim if that person is not the complainant, will each be given an opportunity to present their version of events and any relevant evidence to the investigator. Anyone accused of prohibited behavior will be informed of the allegations against them, and will be given an opportunity to present their version of events and any relevant evidence to the investigator. The investigation may also include reviewing relevant documentation and other available evidence, and interviewing other individuals identified as witnesses to the alleged behavior or who may otherwise have information relevant to the allegations being investigated. The Personnel Department may adapt and modify the investigatory procedure, in its discretion, based on the nature of the complaint and the conduct at issue.

All individuals covered by this policy are required to cooperate with Cortland County's investigation into suspected prohibited behavior, and are required to provide truthful and complete answers to questions asked of them by the investigator. Everyone involved in the reporting and investigation of prohibited behavior is expected to keep the information pertaining to the investigation confidential to the maximum extent possible, to protect the privacy of those involved in the investigation and to not potentially interfere with the investigation.

Upon the conclusion of the investigation, the Personnel Department will make a report to the department head. If the investigation is conclusive and prohibited behavior is found to have occurred, the department head will determine the appropriate level of discipline or other corrective action to be taken.

Once the investigation is complete and a determination has been made, the general determination will be communicated to the individual who complained, the victim of the harassment (if the victim is not the individual who made the complaint), and the accused harasser.

If the investigation finds that behavior prohibited by this policy has not occurred, but that other inappropriate conduct occurred, nothing in this policy precludes Cortland County from taking disciplinary or corrective action as deemed appropriate.

Attachment: Policy Against Discrimination Harassment with edits no color (213-25 : Amend Anti Discrimination Policy)

BY-LAWS
CORTLAND COUNTY TRAFFIC SAFETY BOARD

LEGISLATIVE BACKGROUND

The Cortland County Traffic Safety Board (CCTSB) was established in accordance with the County of Cortland Local Law No. 4 of the year 1971 enacted by the Board of Supervisors of the County of Cortland and Local Law No. 3 for the year 1978, a Local Law Amending Local Law No. 4 for the year 1971: Establishing a Traffic Safety Board by the Cortland County Legislature pursuant to Article 43, Section 1673 of the Vehicle and Traffic Law of the State of New York.

Preamble

The goal of the CCTSB is to foster cooperation and partnerships between all involved agencies, including law enforcement and community members, who have a vested interest in the education and enforcement of multi-modal traffic safety within Cortland County. To reach this goal, the CCTSB administers and is responsible for the oversight of monies received from the New York State Governors Traffic Safety Committee.

MEMBERSHIP

Composition

1. The CCTSB shall be composed of twelve (12) members who are residents[JH1] and ~~(~~qualified voters~~)~~ of Cortland County. At least one (1), but no more than three (3) shall be residents of the City of Cortland.
2. Members shall be appointed or reappointed, ~~in writing~~by resolution, by the Cortland County Legislature.

Term of Office

1. The term of office on the CCTSB shall be three (3) years
2. Members may be re-appointed ~~to~~ upon the expiration of their term of office.

Vacancies

1. Vacancies in any position shall be filled by appointment by the Cortland County Legislature.
2. Upon any vacancy, the Chair of the CCTSB shall promptly notify the Clerk of the Legislature of the vacancy.
3. Individuals appointed to fill a vacancy shall serve until the end of the term of the original appointee, at which time, the individual may be reappointed to the CCTSB.

Compensation

As specified in the New York State Vehicle and Traffic Law, Article 43, Traffic Safety Boards, Section 1673, the members of such board shall receive no compensation for services[JH2] .

The voting members of the CCTSB shall include the following, or their designee*:

1. SUNY Cortland University Police Chief
2. Captain, New York State Police
3. Cortland County Health Department Injury Prevention & Traffic Safety Coordinator
4. Cortland County Sheriff
5. City of Cortland Police Chief
6. Village of Homer Police Chief
7. New York State Department of Transportation Representative

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8. Five (5) At-Large Community Members

Ex-Officio Members
The following individuals shall be considered non-voting ex-officio members of the CCTSB.

Cortland County Legislature, Chairman
County Administrator

~~In addition, the following positions, by virtue of their roles, and funding by Governor's Traffic Safety Committee (GTSC), shall also be considered voting ex-officio members of the CCTSB not to exceed nine (9) [JH3]total members.~~

~~SUNY Cortland University Police Chief~~
~~Captain, New York State Police~~
~~Cortland County Health Department Injury Prevention & Traffic Safety Coordinator~~
~~Cortland County Sheriff~~
~~City of Cortland Police Chief~~
~~City of Cortland Public Safety Commission Chairman~~
~~Village of Homer Police Chief~~
~~Other GTSC Funded organizations~~

~~**At Large Members**[JH4]~~
- ~~Minimum 3 community members?~~
- ~~Fill remaining voting city representation (up to 3) if not filled~~

***Designated Representative**
Each member of the CCTSB *may*[JH5] supply in writing the names of two (2) persons employed in said member's agency that shall be authorized to act as a designated representative for the member. Each member will be required to submit, in writing to the Chairperson of the Board, the names of the designated representatives. No representative will be allowed to have voting privileges on the CCTSB until they have been officially designated. At any given time, only one (1) of the two (2) designated representatives may vote in the absence of the member. On an annual basis, the members will be requested, in writing, to submit the names of their two (2) designated representatives. Unless there are circumstances, reviewed and approved by the CCTSB, members will not be allowed to change their designated representatives within the year. Officially designated representatives shall be counted in a quorum, be allowed to freely take part in business and discussions, and having voting privilege. Designated representatives must also be residents of the County. The New York State Department of Transportation Representative and At-Large Community Members are appointed by the Cortland County Legislature and may not appoint a Designated Representative.

Non-Members and Guests
Non-members and guests may be invited to take part in discussions and/or make presentations to the CCTSB. Non-members and guests shall under no circumstances be allowed to vote or be counted in determining whether the quorum requirements have been met.

FUNCTIONS OF THE CCTSB

The CCTSB board is authorized:
1. To promote and encourage street and highway traffic safety.

5/30/2025 Edit Date

Attachment: TSB By-Laws REDLINE 2025 - Approved by TSB (214-25 : Adopt Amended Bylaws - Traffic Safety Board)

2. To formulate highway safety programs and coordinate efforts of interested parties and agencies engaged in traffic safety education within such city, town or county.
3. To cooperate with local officials in the formulation and execution of traffic safety programs and activities.
4. To study traffic conditions on streets and highways, study and analyze reports of accidents and causes thereof, and recommend to the appropriate legislative bodies, departments or commissions, such changes in rules, orders, regulations and existing law as the board may deem advisable.
5. To conduct meetings whenever and wherever the board shall deem it advisable and to invite to such meetings parties and agencies, public and private, interested in traffic regulation, control and safety education.
6. To promote safety education for drivers and other vulnerable road users[JH6].
7. To obtain and assemble motor vehicle accident data, and to analyze, study and consolidate such data for educational and informational purposes.
8. Coordinate and direct local activities related to the implementation of the state highway safety program, as approved by the governor or their [JH7]designee.

OFFICERS

Officers and Election

1. The Officers of the CCTSB shall be the Chairperson, Vice-Chairperson and Secretary
2. Officers shall be elected annually at the first meeting of the calendar year from the membership of the CCTSB for a one (1) year term

Duties

1. The duties of the Chairperson shall be
    a. preside at all meetings of the CCTSB;
    b. serve as spokesperson for the CCTSB ;
    c. Other duties as may be required by statute, assigned by the CCTSB, or directed by the Cortland County Legislature.

2. The duties of the Vice-Chairperson shall be:
    a. in the absence of the Chairman, preside at the meetings of the CCTSB;
    b. Other duties as may be assigned by the Chairman, the CCTSB, or the Cortland County Legislature.

3. The duties of the Secretary shall be:
    a. to provide notice of all meetings of the CCTSB for each meeting;
    b. to prepare, maintain, and distribute minutes of all meetings including attendance records and the membership roster.[JH8]
    c. Other duties as may be assigned by the Chairman, the CCTSB or the Cortland County Legislature.

Succession Order

To achieve the post of Chairperson of the CCTSB, the *recommended* succession order is as follows: any and all candidates shall have served, at a minimum, one year in each of the following positions and in the following order: Member – Secretary - Vice-Chairperson[JH9]

MEETINGS

5/30/2025 Edit Date

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Meetings

1. Regular meetings of the CCTSB shall be held ~~bi-monthly~~ quarterly[JH10] at a date, time and place set by the CCTSB.
2. Special meetings may be called by the Chairperson and shall be called upon the written request of any four (4) CCTSB members.
3. Notice. Whenever possible, two weeks' notice shall be given for each meeting.

~~3.~~4. A member of the Board who fails to attend three (3) consecutive meetings, without notification to the Chairman, shall be notified in writing by the Secretary that a failure to attend a fourth meeting will result in Secretary notifying the Clerk of the Legislature [JH11]of the lack of the participation by the member..

QUORUM

A majority of the voting [JH12]members of the CCTSB shall constitute a quorum for the conduct of business.

COMMITTEES

Establishment

The Chairperson of the CCTSB may establish and appoint Committees as needed.

Composition

1. Committees shall be composed of at least three (3) members, a majority of whom must be members of the CCTSB
2. The Chairman of the CCTSB shall appointment the chairman of all committees

Meetings

Committees shall meet:

1. as needed to carry out the work of the committee;
2. at the call of the committee chairman;
3. at the direction of the CCTSB Chairman

EXECUTIVE SECRETARY[JH13]

In accordance with Vehicle and Traffic Law Article 43 §1676, the Executive Secretary shall:
1. Subject to the supervision and control of the board, perform the functions necessary to properly and efficiently carry out the provisions and purposes of the Article 43.
2. Be a citizen of the United States.
3. Furnish an official undertaking in an amount and in such form and with such sureties as shall be approved by the Cortland County Legislature.

PARLIMENTARY AUTHORITY

The current edition of *Roberts Rules of Order Newly Revised* shall be the parliamentary authority of the CCTSB.

AMENDMENTS

These By-Laws may be modified or amended as follows:

These bylaws may be amended at any regular or special meeting of the CCTSB by an affirmative vote of

Attachment: TSB By-Laws REDLINE 2025 - Approved by TSB (214-25 : Adopt Amended Bylaws - Traffic Safety Board)

two-thirds of the members present and voting. Any amendment shall be submitted to the CCTSB for review at least ten (10) calendar days prior to the meeting at which the item is to be considered. An amendment shall take effect upon adoption by the Board, unless another date is specified in the amendment..

References

Article 43, Section 1673 of the Vehicle and Traffic Law of the State of New York
Article 43, Section 1675 of the Vehicle and Traffic Law of the State of New York
County of Cortland Local Law No. 4 of the year 1971
County of Cortland Local Law No. 3 for the year 1978

Attachment: TSB By-Laws REDLINE 2025 - Approved by TSB (214-25 : Adopt Amended Bylaws - Traffic Safety Board)

Vehicle and Traffic Law of the State of New York
ARTICLE 43

TRAFFIC SAFETY BOARDS

Section 1672. Traffic safety board.
1673. Membership of board.
1674. Organization and reports by the board.
1675. Functions of the board.
1676. Executive secretary of board.
1677. County purpose and charges.

§ 1672. Traffic safety board. Any city, any town, or any county not wholly included within a city may by local law establish a traffic safety board. The borough president of any county wholly included within a city may establish a traffic safety board for such county.

§ 1673. Membership of board.

(a) Such board shall be composed of not less than ten members interested in traffic safety and traffic problems appointed by the city council, town board, borough president or board of supervisors or other governing body of the city, town, borough or county for which such board has been created.

(b) Each member shall be a resident of the city, town or county for which such board has been created and shall be a qualified elector thereof. For any county not wholly included within a city, at least one but not more than three of such members shall be a resident or residents of and be appointed from each one of the cities contained in the county, and the balance of such members shall be appointed from the county at large.

(c) The term of office of such members shall be three years, except that the members first appointed to such board shall be appointed as follows: one-third shall be appointed for a term of three years; one-third for a term of two years and the remaining members of the board for a term of one year. Upon the expiration of the term of office of any member, his or her successor shall be appointed to membership in such board for a term of three years.

(d) The members of such board shall receive no compensation for services but shall be entitled to their reasonable and necessary expenses, incurred in the performance of their duties, within any appropriation made for such purpose.

§ 1674. Organization and reports by the board. The traffic safety board shall:

1. Meet and organize within fifteen days after its members are appointed.
2. Elect annually a chairman, vice-chairman and a secretary from its members.
3. Adopt rules for the conduct of its business.
4. Within the limits of the appropriations made therefor by the city council, town board, borough president or board of supervisors or other governing body of the city, town, borough or county for which such board has been created, authorize the employment of such personnel as may be necessary to properly perform the functions and carry out the objectives of this article.
5. Appoint an executive secretary who shall be the executive and administrative officer of the board.
6. Render annually to the city council, town board, borough president or board of supervisors or other governing body of the city, town, borough or county for which such board has been created, and from time to time as required, a verified account of all moneys received and expended by it or under its direction and an account of its proceedings and of other pertinent matters in such form and manner as may be required by such board or body.
7. Submit annually to the proper fiscal authorities of the city, town, borough or county for which such board has been created, at such time in such manner as may be required by the law applicable thereto, an estimate of the funds required to carry out the purposes of this article.

Attachment: TSB By-Laws REDLINE 2025 - Approved by TSB (214-25 : Adopt Amended Bylaws - Traffic Safety Board)

8. Submit a report of activities annually to the state and, from time to time, such other information or reports as may be required by the state pursuant to the provisions of article 16-a of the executive law.

§ 1675. Functions of the board. The board is authorized:

1. To promote and encourage street and highway traffic safety.
2. To formulate highway safety programs and coordinate efforts of interested parties and agencies engaged in traffic safety education within such city, town, borough or county.
3. To cooperate with local officials in the formulation and execution of traffic safety programs and activities.
4. To study traffic conditions on streets and highways, study and analyze reports of accidents and causes thereof, and recommend to the appropriate legislative bodies, departments or commissions, such changes in rules, orders, regulations and existing law as the board may deem advisable.
5. To conduct meetings whenever and wherever the board shall deem it advisable and to invite to such meetings parties and agencies, public and private, interested in traffic regulation, control and safety education.
6. To promote safety education for drivers and pedestrians.
7. To obtain and assemble motor vehicle accident data, and to analyze, study and consolidate such data for educational and informational purposes.
8. Coordinate and direct local activities related to the implementation of the state highway safety program, as approved by the governor or his designee.

§ 1676. Executive secretary of board. The executive secretary of the board shall:

1. Subject to the supervision and control of the board perform the functions necessary to properly and efficiently carry out the provisions and purposes of this article.
2. Be a citizen of the United States.
3. Receive such salary and expenses as the city council, town board, borough president board of supervisors or other governing body of the city, town, borough or county for which such board has been created may fix and properly account for such expenses.
4. Furnish an official undertaking in an amount and in such form and with such sureties as shall be approved by the city council, town board, borough president or board of supervisors or other governing body of the city, town, borough or county for which such board has been created.

§ 1677. County purpose and charges. For any county not wholly included within a city, the provisions of this article and expenditures made hereunder shall be deemed a county purpose and charge.

FEBRUARY 24, 1971
County of Cortland Local Law No. 4, 1971
"A Local Law Establishing A Traffic Safety Board For Cortland County"

BE IT ENACTED BY THE BOARD OF SUPERVISORS OF CORTLAND COUNTY AS FOLLOWS:

Section 1. Pursuant to Article Forty-three, Section Sixteen Hundred Seventy-two of the Vehicle and Traffic Law of the State of New York, there is hereby established a "Cortland County Traffic Safety Board".

Section 2. Pursuant to Section Sixteen Hundred and Seventy-three of such law, the Board shall be composed of 20 members appointed by said Board of Supervisors, each and all members of such

Attachment: TSB By-Laws REDLINE 2025 - Approved by TSB (214-25 : Adopt Amended Bylaws - Traffic Safety Board)

members of said traffic safety board to have the qualifications set forth in such Section Sixteen Hundred Seventy-three.

Section 3. Such Cortland County Traffic Safety Board shall organize, perform the functions, make the reports and operate in the manner set forth in Article Forty-Three, aforesaid.

Section 4. This local law shall become effective as prescribed by law.

NOVEMBER 28, 1978
County of Cortland Local Law No. 3, 1978
"A Local Law Amending Local Law No. 4 for the Year 1971, Establishing A Traffic Safety Board."

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

Section 1. Section 2 of Local Law No. 4 for the year 1971 be and hereby is amended to read:
"Section 2: Pursuant to Section Sixteen Hundred Seventy-three of such Law, the Board shall be composed of 12 members appointed by the County Legislature, each and all members of said Traffic Safety Board to have the qualifications set forth in such Section Sixteen Hundred Seventy-three."

Section 2. This Local Law shall become effective upon filing with the Secretary of State in accordance with the provisions of the Municipal Home Rule Law.

Attachment: TSB By-Laws REDLINE 2025 - Approved by TSB (214-25 : Adopt Amended Bylaws - Traffic Safety Board)

CORTLAND COUNTY SNOWMOBILE TRAILS

2025-2026

CORT 102 CORT 1 CORT 2 CORT 105 CORT 106 CORT 109 CORT 110 CORT 104 CORT 103 CORT 108 CORT 5 CORT 107 CORT 4 CORT 7 CORT 202 CORT 204 CORT 3 CORT 203 CORT 201 CORT 111 CORT 205 CORT 112 CORT 206 CORT 207 CORT 8 CORT 113 CORT 116 CORT 208 CORT 6 CORT 115 CORT 114 CORT 117 CORT 119 CORT 9 CORT 209 CORT 118 CORT 11 CORT 122 CORT 10 CORT 120 CORT 121 CORT 14 CORT 13 CORT 8 CORT 12

Cortland County has not inspected the trails for obstacles, hazards, or any other concerns to the user's well being, and does not, by production of this map, offer opinion as to the condition of the trails depicted therein. Except for the unfunded trails, all trails displayed on this map are state funded and therefore meet state approval.

Cortland County Planning Dept.
60 Central Ave
Cortland, NY 13045
Map Prepared On: 6/2/25
Map Prepared By: Chris Jankus
Map Prepared For: Snowmobile Clubs

CLUB

- 7 VALLEYS
- DRYDEN CAROLINE DRIFTER
- LAFAYETTE TRAIL RIDERS
- MARATHON
- RIDGE RIDERS
- TRAIL HOUNDS
- TRUXTON
- TULLY TRAILBLAZERS
- TRAIL JUNCTION

Attachment: 2025Changes (217-25 : State Environmental Quality Review (SEQR) for Cortland County Snowmobile Trails)

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information

Cortland County Snowmobile Trail Development and Maintenance Grant-in-Aid, Cortland County, 60 Central Avenue, Cortland, NY 13045

Name of Action or Project:
Cortland County Snowmobile Trail Development and Maintenance Grant-in-Aid

Project Location (describe, and attach a location map):

Brief Description of Proposed Action:
282.62 Miles of Snowmobile trails throughout the County that connect to the Statewide Snowmobile Trail System.

There is some tree removal and bridges built over streams to accommodate the trails.

Name of Applicant or Sponsor:	Telephone: 607-753-5043
Cortland County	E-Mail: thiemstra@cortlandcountyny.gov

Address:
60 Central Avenue

City/PO:	State:	Zip Code:
Cortland	NY	13045

	NO	YES
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.	☑	☐
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: NYS Office of Parks, Recreation and Historic Preservation	☐	☑

3.a. Total acreage of the site of the proposed action? 341 acres
b. Total acreage to be physically disturbed? 0 acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? 0 acres

4. Check all land uses that occur on, adjoining and near the proposed action.
☐ Urban ☑ Rural (non-agriculture) ☑ Industrial ☑ Commercial ☑ Residential (suburban)
☑ Forest ☑ Agriculture ☐ Aquatic ☐ Other (specify): _____
☑ Parkland

Attachment: SEQR - Short Form 10-9-25 (217-25 : State Environmental Quality Review (SEQR) for Cortland County Snowmobile Trails)

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	☐	☐	☑
b. Consistent with the adopted comprehensive plan?	☐	☑	☐

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	☑
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES
If Yes, identify: Homer Public Water Supply Source	☐	☑
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	☐	☑
b. Are public transportation service(s) available at or near the site of the proposed action?	☑	☐
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	☑	☐
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES
If the proposed action will exceed requirements, describe design features and technologies:	☑	☐
10. Will the proposed action connect to an existing public/private water supply?	NO	YES
If No, describe method for providing potable water:	☑	☐
11. Will the proposed action connect to existing wastewater utilities?	NO	YES
If No, describe method for providing wastewater treatment:	☑	☐
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	☑	☐
b. Is the proposed action located in an archeological sensitive area?	☑	☐
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	☑	☐
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☑	☐
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres:		

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:

☐ Shoreline ☑ Forest ☑ Agricultural/grasslands ☐ Early mid-successional
☐ Wetland ☐ Urban ☐ Suburban

	NO	YES
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	☑	☐
16. Is the project site located in the 100 year flood plain?	☐	☑
17. Will the proposed action create storm water discharge, either from point or non-point sources?	☑	☐
If Yes, a. Will storm water discharges flow to adjacent properties? ☐ NO ☐ YES		
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?		
If Yes, briefly describe: ☐ NO ☐ YES		

Attachment: SEQR - Short Form 10-9-25 (217-25 : State Environmental Quality Review (SEQR) for Cortland County Snowmobile Trails)

	NO	YES
18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____	☑	☐
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	☑	☐
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	☑	☐

I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: Trisha R. Hiemstra, PE, Director of Planning Date: _____

Signature: _____

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	☑	☐
2. Will the proposed action result in a change in the use or intensity of use of land?	☑	☐
3. Will the proposed action impair the character or quality of the existing community?	☑	☐
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	☑	☐
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	☑	☐
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	☑	☐
7. Will the proposed action impact existing: a. public / private water supplies?	☑	☐
b. public / private wastewater treatment utilities?	☑	☐
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	☑	☐
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	☑	☐

Attachment: SEQR - Short Form 10-9-25 (217-25 : State Environmental Quality Review (SEQR) for Cortland County Snowmobile Trails)

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	☑	☐
11. Will the proposed action create a hazard to environmental resources or human health?	☑	☐

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

☑ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Cortland County	
Name of Lead Agency	Date
Michael Ponticiello	County Admisistrator
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

PRINT

Attachment: SEQR - Short Form 10-9-25 (217-25 : State Environmental Quality Review (SEQR) for Cortland County Snowmobile Trails)

CORTLAND COUNTY DEPARTMENT OF SOCIAL SERVICES CONTRACT AUTHORIZATION LIST FOR 2023

CONTRACTOR	DESCRIPTION	Maximum COST	Contract Terms	FUNCTION	ACCOUNT NUMBER CHARGED TO IN 2021 BUDGET:
Accufund/Brisbane	Representative Payee Software	$10,000	12/31/25 – 12/31/26	Adult Services	A60105.54015
Catholic Charities	CCSI Parent Partner (STSJP funding)	70,000	12/31/25 - 12/31/26	Preventive Services	A60105.56070
Cayuga Addictions Recovery Services	Behavioral Health Specialist	60,000	12/1/25 – 12/31/26	Child Welfare	A60105.54800.4695
Cayuga Centers	Functional Family Therapy	300,000	12/31/25 - 12/31/26	Preventive Services	A60105.56070 & A60105.56109
Cayuga Centers or Children's Home of Wyoming Conference	Placement Diversion Intensive Prevetive Services	240,000	12/31/25 - 12/31/26	Preventive Services	A60105.56070 & A60105.56109
Children's Home of Wyoming Conference	QI Assessments	10,000	12/31/25 - 12/31/26	Foster Care Admin Expense	A60105.54800
Cortland County Area Agency on Aging	Home Energy Assistance Program	19,500	12/31/25 - 12/31/26	Home Energy Assistance Program	A60105.54815
Cortland County Information Technology	County IT Support	22,000	12/31/25 - 12/31/26	Technical Support - Computers	A60105.54083
Cortland County Employment & Training	Job Search Workshop and Lease/utilities at One Stop	75,000	12/1/24 – 12/31/25	Employment	A60105.54800
Cortland County Probation Department	PINS Diversion Services	231,000	12/31/25 - 12/31/26	Preventive Services	A60105.56070 & A60105.56109
Cortland County Sheriff Department	Fraud Investigations	165,000	12/31/25 - 12/31/26	Fraud	A60105.54083
Cortland County Sheriff Department	On-Site Security	165,000	12/31/25 - 12/31/26	Office Security	A60105.54083
Cortland County Sheriff Department	Detention Transports	6,000	12/31/25 - 12/31/26	Non-Secure Detention	A60105.56123
Cortland County Sheriff Department	On-Call Security Services	8,000	12/31/25 - 12/31/26	Child Protective Services	A60105.54083
Cortland County Sheriff Department	Paper Process Service	5,000	12/31/25 - 12/31/26	Child Support/Child Welfare	A60105.54083
Cortland County Veterans Services Offices	Veterans Services and Referrals to DSS	75,000	12/31/25 - 12/31/26	Temporary Assistance/SNAP/MA	A60105.54083
Elmcrest	Family Support Services	677,000	12/31/25 - 12/31/26	Preventive Services	A60105.56070 & A60105.56109
Family Counseling Services, Inc.	Alcohol and Drug Screens	50,000	12/31/25 - 12/31/26	Temporary Assistance	A60105.54500
Genovese, Jennifer, ACSW, LCSW	Counseling for Caseworkers	6,000	12/31/25 - 12/31/26	Child Welfare Staff Support	A60105.54035
Hillside Children's Services	Foster Home Recruitment and Certification	201,000	12/31/25 - 12/31/26		

Attachment: 2026 Budget Contract Log up to amounts (226-25 : Authorize Agreements Department of

CORTLAND COUNTY DEPARTMENT OF SOCIAL SERVICES CONTRACT AUTHORIZATION LIST FOR 2023

J M Murray Center	Staff Disability Analyst - SSI Determinations	75,000	12/31/25 - 12/31/26	Temporary Assistance	A60105.54083
Josie's Journey	Comfort Dog Services	500	12/31/25 - 12/31/26	Child Welfare Admin	A60105.54035
L. Woerner, Inc d/b/a Home Care of Rochester	Medicaid Personal Care Services	State Medicaid rates	12/31/25 - 12/31/26	Long Term Care	State Paid
LabCorp	Paternity Testing	5,000	12/31/25 - 12/31/26	Child Support	A60105.54500
Language Line	Language translation and hearing-impaired services	Per government rate	On-going service agreement	Department-wide	A60105.54000
Lifeline Systems	Medicaid Personal Care Services	State Medicaid rates	12/31/25 - 12/31/26	Long Term Care	State paid
Rural Health Institute	Warming Center	$25,000	11/1/25 – 12/31/26	Emergency Services	A60105.54800.4696
Salvation Army	Warming Center	$515,000	10/1/25 – 4/30/26	Emergency Services	A60105.54800.4696
Stafking Healthcare Systems, Inc	Medicaid Personal Care Services	State Medicaid rates	12/31/25 - 12/31/26	Long Term Care	State paid
Upstate Services Group	Medicaid Personal Care/Assisted Living Services	State Medicaid rates	12/31/25 - 12/31/26	Long Term Care	State paid
VitalShred	Shredding Services	$3,000	County Clerk contract	Agencywide	A60105.54015
YWCA	Enhanced Non-Residential Services – AVV	25,000	10/1/26 – 9/30/27	Domestic Violence	A60105.54800.4693
YWCA	Non-Residential Services - AVV	66,000	12/31/25 - 12/31/26	Domestic Violence Services	A60105.54083
YWCA	AVV Residential Services	200,000 at State established per diem	12/31/25 - 12/31/26	Domestic Violence Services	A60105.56109, A60105.56140, or A60105.56142

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Cayuga Cortland LWDA

Local Plan

July 1, 2025 – June 30, 2029

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Strategic Planning Elements

Local Workforce Development Area (LWDA) in-demand occupation lists are now maintained on the Labor Market Information for Workforce Planning webpage under the **Occupations in Demand** section. To submit an updated in-demand occupation list, LWDBs must utilize **Attachment A: In-Demand Occupation List Template**, update the spreadsheet, and submit it to LWDB@labor.ny.gov. The list will then be added to the corresponding region's in-demand occupation list on this webpage.

I attest that the list of the LWDA's in-demand occupations was last updated on [specify date in the text box below].

9/1/2025

How is this information shared with the Local Workforce Development Board (LWDB)? What was the last date on which it was shared?

The Demand Occupation List will be shared with the Local Workforce Development Board via email, prior to our September 2025 board meeting along with the entire local plan when it will be posted for public comment on 7/31/2025.

a. Provide an analysis of regional economic conditions, including:

i. Existing and emerging in-demand sectors and occupations; and

Existing and emerging in-demand sectors and occupations as identified by the NYSDOL office of Research and Statistics in the Cayuga County area include: Specialty Trade Contractors, Merchant Wholesalers, Durable Goods, Plastics & Rubber Products Mfg., Professional & Technical Services, Food Mfg., Construction of Buildings, Nursing & Residential Care Facilities, Executive, Legislative & General Gov't., Transit & Ground Passenger Transportation, Utilities, Merchant Wholesalers, Nondurable Goods, Truck Transportation, Child Care/Early Education Workers.

The list for the Cortland County area include: Food Mfg., Food Services & Drinking Places, Hotel/Motel Accommodation, Nursing & Residential Care Facilities, Repair & Maintenance, Beverage & Tobacco Product Mfg., Ambulatory Health Care Services, Merchant Wholesalers, Durable Goods, Fabricated Metal Product Mfg., Transit & Ground Passenger Transportation, Animal Production & Aquaculture, Justice, Public Order, & Safety Activities, Construction and other trade Contractors, Child Care/Early Education Workers. Some other emerging occupations within the 2 local areas include: Aritificial Intelligence (AI) Skilled jobs, Semi-Conductor Industry jobs, and the Drone Industry (UAV).

ii. The employment needs of businesses in those sectors and occupations.

Employment needs of the businesses in the sectors listed above include (in no particular order): Systems Applications and Products (SAP), Microsoft 365, Programming languages, Production workers, quality control specialists, maintenance workers, machine operators,

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skilled workers with experience in automation, lean manufacturing principles, and food safety protcols. Experienced Foremen in the trades industries, safety coordinators, people with specialized certifications. The healthcare industry is facing large needs for RNs, LPNs, Certified Nurse Assistants, people with mental health certifications, people with geriatric care experience as the baby boomers continue to age. The transporation industry is looking for English proficient commercial licensed drivers, dispatchers, mechanics, including heavy duty mechanics. Warehouse workers, inventory specialists, sales people, cooks, servers, housekeeping staff, front desk personnel, hospitality experienced staff, software engineers, project managers, administrative staff, public safety officers, compliance specialists, IT Professionals, as well as customer service representatives, field service workers and other maintenance personnel. Early Education training and certified workers.

Through much conversation and research with businesses, the LWD Board members, local and regional economic development team members a workforce need has been indicated that there have been areas of consistent need locally in a wide variety of sectors. Many employers are indicating that applicants are significantly lacking "soft skills" and communication skills. Some of the other areas that are lacking of the applicants seem to be academic competencies such as math, reading and comprehension skills, computer skills. We also discussed that there were some specific areas in the advanced manufacturing area that dealt with technical competencies, logistics, quality assurance, and also certifications found within the demand occupation sectors.

b. Describe the knowledge, skills, and abilities needed to meet the employment needs of businesses, including those in in-demand sectors and those employing individuals in in-demand occupations.

Many employers need employees with a combination of soft skills and competencies that are: occupational or technical skills, credentials and or licensing and relevant work histories. As mentioned in the above answer employers required individuals with work ethic skills such as complex problem solving, proper judgement and problem solving, critical and analytic thinking, planning and organization and teamwork which are basic work and business fundamentals and last but not least the individuals that can sustain these practices.l

c. Provide an analysis of the regional workforce, including:

i. Current labor force employment and unemployment numbers;

Cayuga Unemployment Numbers for 2024 Q1 are as follows: 4.4, 4.6 and 4.2% and for 2025 Q1: 4.6, 4.9, and 4.3%
Cortland Unemployment Numbers for 2024 Q1 are as follows: 5.8, 5.4, and 4.7% and for 2025 Q1: 5.4, 5.4, and 4.6%

The current populations in the 2 county area are as follows:
Cayuga County - 72,768; Cortland County - 45,971 general non-institutionalized population. The population of 19-64 year olds in the labor force are as follows:

Cayuga County - 36,730 or 58%; Cortland County - 24,701 or 63%. The number of those not in the labor force: Cayuga County - 25,652; Cortland County - 14,291.

ii. Information on any trends in the labor market; and

The 2.1 percent annual job growth rate in Central NY demonstrates the region is experiencing steady economic expansion, creating opportunities in the sectors mentioned above - particularly in healthcare services, professional services, and trade/transportation industries. This growth rate suggests the local economy is resilient and continuing to recover and expand post-pandemic.
The positive trends in private education as well as early education and health services align particularly well with the nursing and residential care facilities sectors identified above, while the growth in professional and business services supports the demand for professional and technical services in the region.

iii. Educational and skill levels of the workforce in the region, including individuals with barriers to employment.

The number of people in the workforce over the age of 18 with no High School Diploma: Cayuga County - 7,174; Cortland County - 3044. The total population of individuals with barriers to employment: Cayuga County - 10,430 (14.3%); Cortland County - 6,524 (14.2%). The number of non english speaking residents in Cayuga County - 4,018 and Cortland County - 3,074

d. Provide an analysis of workforce development activities, including education and training, in the region.

i. Identify strengths and weaknesses of these workforce development activities.

In identifying weaknesses, one is the high percentage of individuals with less than a High school education; over 9% in Cortland County and over 11% in Cayuga County. Direct correlation with lack of education is poverty. Lack of income can limit one's ability to purchase reliable transportation. Another is the large rural areas in both counties. Our two rural counties lack transportation systems, which greatly limits one's ability to commute to employment in industrial areas. Rural counties also have very poor satellite reception and almost non-existent cable access, which limits one's ability to use internet services to improve on education. Each county is currently in the process exploring broadband opportunities and Cortland County has just approved a project to work with the CNYNET Broadband Network project to assist with getting a wider area of broadband access to their most rural communities. However, this will not be an immediate fix; it will get better in the next few years.

For the strengths, the LWDB is working with community agencies, an Independent Living Center, local school districts, as well as the OCM BOCES and Cayuga Onondaga BOCES, the CUNY, SUNY systems and COURSERA & METRIX on line

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training/certification programs that address the educational deficiencies. As with any workforce development area, Cayuga Cortland WDB and its partners are working enthusiastically with keeping their focus on being responsive to the local employer and job seeker needs.

ii. Does the local area have the capacity to address the education and skill needs of the local workforce, including individuals with barriers to employment, and the employment needs of businesses? Please explain.

The CCWDA has the capacity and addresses the education and skill needs of the local workforce. The Cayuga Cortland One Stop Career Centers offer comprehensive services to job seekers, including assessment, career counseling, skills training, job placement, follow-up services, and more. These services are available both virtually and in person, to accommodate everyone in the area regardless of transportation.

The LWDB is committed to working with all job seekers, including those identified as having barriers to employment (such as limited English proficiency or literacy, disability, skills gaps, and ex-offender status) to plan the services best suited to their individual needs and provide access to partner resources.

These services are provided directly at the One Stop career centers by workers responsive to individual needs, as well as being offered virtually (via email and phone and videoconference when requested). Additionally, program partners will work together to implement and monitor services for individuals with barriers to employment, public assistance recipients, other low-income individuals, veterans and eligible spouses of veterans, and individuals who are basic skills deficient.

e. Describe the LWDB's strategic vision and goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

The Cayuga-Cortland Workforce Development System vision is the universal access point that promotes job growth and self-sufficiency for all businesses and individuals. The Cayuga Cortland LWDB Mission serves the employers and individuals of Cayuga and Cortland counties by providing a full array of workforce development services in a professional, efficient and timely manner, for the betterment of our communities. The LWDB goal for the local area is to guarantee that the available workforce (which includes youth and individuals with barriers to employment), has the necessary skills needed for success with-in the available jobs in the local and regional in-demand occupations (i.e.- Healthcare, Advanced Manufacturing, the Skilled Trades and Hospitality). Through strong partnerships with local businesses, community leaders, area educators, training providers, the committed staff of the One Stop Career Centers and local elected officials, we have the experience, resources and determination needed to collaboratively make this goal a reality. While remaining responsive to the employment needs of our local businesses, the board will be sure our regional training and educational support systems are strategic and effective. Clearly articulated employment career ladders - which outline advancements in

responsibility and earnings as certain training milestones are achieved - and a no wrong door philosophy are strategies designed to maximize training and supportive services to ensure workers acquire the specific skills needed for our region's in-demand jobs. We will continue to work toward the development and refinement of these career ladders that are based on a clear educational and training pathway including certificate programs, credit-bearing degree programs and/or apprenticeship training. There are currently a good number of employment opportunities within Cayuga and Cortland Counties and recent economic and community development initiatives have the potential to attract new and dynamic businesses to our area. In order to realize sustainable growth and measurable success the CCWDB will maintain its strong vision for today and the future.

i. How do the local area's workforce development programs, including programs provided by partner agencies, support this strategic vision?

The local area's workforce development programs attempt to address the strategic vision of the area by concentrating on programs and initiatives that provide job seekers with the skills and abilities that employers are looking for. The LWDB actively promotes and supports programs that provide basic skills training, occupational training in career pathways, and HSE preparation. The LWDB continues to develop sector partnerships with local employers and training facilities to identify opportunities for training that supports local business needs. An example is, both One-Stop Career Centers have had the successful completion of several OJT programs and have established relationships with many local training providers and local employers in the area and neighboring areas.

ii. How will the local area, working with the entities that carry out the core programs, align available resources to achieve the strategic vision and goals?

The LWDB also continues to expand its outreach efforts to participants to make them aware of all of the career services, income supports, and other services available through a connection with the One-Stop career centers. An important goal of the LWDB as part of its support of individuals seeking training or employment assistance is to provide services that will allow them to accept and maintain living-wage employment. Services include: job development, job posting, job match and referral, labor market information, as well as other employment support services. The LWDB will also promote the use of On-the-Job-Training (OJT) and Customized Training program strategies and work with businesses to identify how such strategies could be modified to increase use, especially for individuals facing barriers to employment. Working with the following organizations that provide the core programs, the local board will successfully align available resources to achieve its strategic vision and goals:

Cayuga Works Career Center (Cayuga Co. Employment & Training) – Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Youth and Dislocated Worker Programs;

Cortland Works Career Center (Cortland Co. Employment & Training) - Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Youth and Dislocated Worker Programs;

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New York State Department of Labor (NYSDOL) Division of Workforce Solutions (DEWS)– Wagner-Peyser program under Title III of WIOA; Trade Adjustment Assistance (TAA) under Title II of Trade Act; Jobs for Veterans State Grants under Title 38, U.S.C.; State Unemployment Insurance (UI) programs;

Cayuga Community College and The Center for Career and Community Education (CCCE) - Adult Education and Family Literacy Act and Perkins Act;

Tompkins Cortland Community College - Adult Education & Family LIteracy, and Perkins Act;

OCM BOCES & Cayuga Onondaga BOCES - Adult Education and HSE Opportunities

Vocational Rehabilitation (ACCES -VR) – Rehabilitation Act.

f. Describe the LWDB's goals relating to performance accountability measures. How do these measures support regional economic growth and self-sufficiency?

The LWDB plans to exceed goals negotiated with NYSDOL relating to performance accountability measures. These measures were recently renegotiated and approved, we have seen an increase in our performance measures since the Pandemic, while it has taken some time for this to come back up, we are happy to say that we are meeting and exceeding goals as we were previous to the pandemic. We will continue to strive to exceed these newly negotiated goals, knowing that the economy is not what it was in years past, but while working with the local legislatures and the local Economic Development offices and the business communities in helping us better understand their needs, we will work towards exceeding the goals. These measures support regional economic growth and self-sufficiency as related to increased employment, employment retention and earnings, all of which increase the tax base that contributes to government programs and services. These outcomes also correspond to the contribution of more dollars spent with commercial enterprises, which include all spectrums from real estate to retail and beyond. Additional outcomes related to skill development and credential attainment ensure that we are developing the highly skilled and educated workforce that local industries rely on to grow and create jobs.

Local Workforce Development System

a. Identify the programs, whether provided by the Career Center or any partners, that are a part of the local area's workforce development system, including:

i. Core programs;

WIOA requires service delivery under The following core programs: Adult, Dislocated Worker and Youth; Wagner Peyser Act; Adult Education and Family Literacy Act; and

vocational rehabilitation (ACCESS-VR). These core programs are a part of the local area's workforce development system. They are provided as described below:

Adult, Dislocated Worker and Youth - Adults and Dislocated Workers have access to the full array of WIOA and partner services through the Cayuga County One-Stop Career Center System and the Cortland County One-Stop Career Center System. The One-Stop Career Center staff (County Employment & Training Staff) provides initial assessment to new customers. This assessment procedure requires staff to identify customers in need of skills development and/or training services to obtain their employment goal during the customer's first one-to-one meeting with a staff person. Through the assessment, career counselors identify barriers to employment and help the customer establish an employment/occupational goal that is relevant to the local labor market. The results of the assessment are entered in the New York State One-Stop Operation System (OSOS) and utilized to construct an Individual Employment Plan (IEP). Services for In-School & Out-of-School Youth follow a similar format, with a focus on attainment of high school diploma or equivalency and employment. Other contracted youth services include leadership development, financial literacy workshops, and entrepreneurial skills training. (These services can be offered by functionally aligned co-located staff from the County and the State as well as referrals to other off site partner agencies).

Adult Education & Family Literacy Act programs - Through referrals to external training providers (OCM BOCES, Cay-Onondaga BOCES) from career center staff, the local board provides access to employment, training, education and training, and supportive services available to Title II participants with barriers to employment.

NYSDOL – Co-located NYS Labor Services Representatives oversee the Wagner-Peyser program under Title III of WIOA; Trade Adjustment Assistance (TAA) under Title II of Trade Act; & State Unemployment Insurance (UI) programs. NYSDOL coordinates veteran services, state Unemployment Insurance (UI) programs through its Local Veterans Employment Representative (LVER) and Disabled Veterans Outreach Program (DVOP) representative. Veteran's services are augmented by the LSRs and other One Stop career center staff.

Vocational Rehabilitation - ACCES-VR provides comprehensive services to individuals with disabilities including: testing, assessment, career counseling, training, job placement, etc.

Senior Community Service Employment Programs - Training services to Older Citizens (55 years and older).

NYS Commission for the Blind - Employment services to the blind community members.

ii. Programs that support alignment under the Carl D. Perkins Career and Technical Education Act of 2006; and

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The programs that support the Carl D. Perkins Career and Technical Education Act of 2006 are the following: Cayuga Community College and Tompkins Cortland Community College Both schools offer and maintain active career and technical education programming based on the research they have used by talking with local workforce partners, employers and other data sources. There are many offerings and programs available to the local communities. The Workforce Board Director sits on both Perkins Committee boards with the 2 community colleges.

iii. Other workforce development programs, if applicable.

The local board partners with The Center for Career and Community Education (CCCE), a partnership between BOCES and Cayuga Community College, on several initiatives to support training in demand sectors. Literacy programming and high school equivalency preparation are also offered by partner agencies. Other workforce development programs that operate within the local workforce development system include: Job Corps; Temporary Assistance for Needy Families (TANF) employment and training programming in both counties operated by the County Employment & Training staff of Cortland and Cayuga Counties; and the Trade Adjustment Assitance (TAA) and Unemployment Insurance operated by the NYSDOL; the Native American Community Services - INAP employment and training programs for the Native American populations in the region as well as Re-Entry programs.

b. Describe how the local area will ensure continuous improvement of services and service providers.

The LWDA's primary vehicle for ensuring the continuous improvement of services and service providers is the quarterly Board meetings. Additionally, information gathered at WDB Directors' meetings, the workforce partners group referred to as the Street Beaters group discusses and circulates valuable workforce information to one another, DOL calls/meetings and discussions held with personnel from other WDB areas helps to circulate ideas and methodology that might otherwise remain unexplored. The local area also emphasizes collaborative improvement through integrated service delivery. Key imporvement measures include the enhanced coordination between One-Stop partner programs through co-enrollments, cross-referrals, and blended resource utilization to serve participants with multiple employment barriers. The Memorandum of Understanding implemented between the local board and partners of the Cayuga Cortland Workforce Development System will also help to ensure the improvement of services and the level of collaboration between partners.

c. Describe how service providers will meet the employment needs of local businesses, workers, and jobseekers.

Each of the providers/partners (whose programs are listed above) understand that economic growth in the two county area cannot occur unless and until the businessses that create and maintain jobs have properly trained workers. A properly trained workforce is as much infrastructure for a business as their utilities and equipment.

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All partners understand that they must not just respond to an employers' current training needs, but must aggressively seek information from employers regarding their changing workforce training expectations.

Ongoing conversations with local businesses, local community agencies, and our partners at the local economic development offices and both Chamber of Commerce offices help to drive conversations that help meet local employment needs.

d. Describe the roles and resource contributions of the Career Center partners.

The roles and resource contributions of the Career Center partners are as follows:

Cayuga / Cortland Counties: WIOA Title I Adult, Dislocated Worker and Youth programs – Cortland and Cayuga Employment and Training Offices

Cayuga Community College & Tompkins Cortland Community College: Perkins Act CTE programs – Education and Training

Cayuga / Cortland Counties Dept. of Social Services: TANF – Education and Training for youth

Job Corps - Outreach and Training
NYS Dept. of Children and Family Services Commission for the Blind: Title IV Rehabilitation Act: Rehabilitation

NYSDOL: Wagner-Peyser, TAA, Veterans, UI: Employment, Training and Veteran services

NYSED Vocational Rehabilitation: ACCES VR – Employment and Training, Rehabilitation

Native American Community Services - INAP - Employment & Training and other workforce services for Native American population

All of the above partners bring to the "training table" the resources that their particular programs allow. However, these programs present more than just funding opportunities to the table. For example, some Career Center partners bring physical assets such as computers (BOCES), specific program staff expertise to the equation. Most important is the professional experience and commitment that the various partners' staff possess. This experience encompasses both program familiarity and working across agencies to provide the most comprehensive service to the Cayuga & Cortland County residents.

Workforce Development and Career Pathways

a. Describe how the LWDB will facilitate the development of career pathways, including co-enrollment in core programs when appropriate.

The goal and vision of the LWDA is to support career pathways and an industry philosophy that will deliver effective training and supportive services that address the employment skills required for our regions in-demand jobs across all programs. The LWDB, Career

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Center staff, CUNY, SUNY system and BOCES educators and training providers along with local legislative leaders will collaborate to make successful career pathways a reality for all, including youth and individuals with disabilities and barriers to employment. Our focus is to concentrate on the in-demand job opportunities throughout our workforce area, working consecutively with workforce partners to make sure that our regional training and educational support systems are strategic and effectual. The real "Career Pathway" system is based upon a certificate and/or credit-bearing educational and training programs. The LWDB will also encourage the local training providers to continue creating portable, stackable credentials and micro-credentials, all while expanding the ETPL (eligible training provider list) to include the pathway aligned programs for all community members.

b. Describe how the LWDB will improve access to activities leading to recognized postsecondary credentials.

The LWDA will support access to these types of training through referrals to programs that not only improve basic skills in Personal Effectiveness, academic, workplace and industry competencies; but also programs such as HSE preparation. To ensure successful program completion, we will continue to offer eligible supportive services that help participants enroll in and complete training programs leading to recognized postsecondary credentials. The LWDB will strategically focus on postsecondary credentials that directly match local business requirements and current labor market demands by maintaining a regularly updated list of in-demand occupations that identifies career fields with available job openings and strong future employment prospects. These frequent updates will ensure our customers receive current information about career paths that offer valuable credentials and lead to real employment opportunities. Our career pathway programs provide comprehensive support to help both adults and youth overcome barriers as they progress from initial entry points to achieving recognized postsecondary credentials, including all necessary wraparound services to support participant success. The LWDB is always actively encouraging local businesses to incorporate hands-on, work-based learning opportunities into postsecondary education programs, creating direct connections between classroom learning and real-world application. We rigorously evaluate all existing and new training programs submitted to our Eligible Training Provider List (ETPL) to ensure that every approved course leads to recognized postsecondary credentials that meet current industry standards and fulfill actual employer requirements.

i. Are these credentials transferable to other occupations or industries (i.e., “portable”)? If yes, please explain.

The LWDA prioritizes portable credentials as a key criteria for career pathway development, to ensure that participants gain the qualifications that will transfer across occupations, industries and geographic regions. Portable credentials such as soft skills training, safety, manufacturing and industrial certificates and skilled trade certificates are all portable and recommended as they provide many transferrable skills that are

marketable to a wide variety of industries and sectors, thus maximizing opportunities for employment throughout the region and beyond.

ii. Are these credentials part of a sequence of credentials that can be accumulated over time (i.e., "stackable")? If yes, please explain.

The credentials noted above, and any future credentials that may be deemed appropriate based on local employer demand, are considered "stackable" in that they can be considered preparatory to the achievement of a higher-level credential with additional training. An example: after gaining work experience as a CNA, that individual may decide to build on that experience to move up the medical career ladder to LPN or RN. The CNA certification was the entry point of a predetermined occupational progression, which led to increased earning potential for the individual.

Access to Employment and Services

a. Describe how the LWDB and its partners will expand access to employment, training, education, and supportive services for eligible individuals, particularly individuals with barriers to employment.

CCWDB is committed to and will work closely with its One Stop Partners and other community organizations within the CCWDA to identify and assist all individuals with disabilities and barriers to employment. It is our goal that participants with barriers to employment are referred to the appropriate agency to assist them in overcoming barriers to employment. The CCWDB will continually seek out and explore new partnerships in areas of the two-county system as well to expand the availability of resources to participants. Program partners will work together to develop processes that identify programs that will implement and monitor priority of services for individuals with barriers to employment; public assistance recipients; other low-income individuals, and individuals who are basic skills deficient. Other areas of assistance for these individuals may be programs such as HSE equivalency classes, basic skills remediation and ESL services, Individual Training Account (ITA) funds, and OJT's. While involved in Title II activities, individuals may also be referred to supportive services and other agencies by One-Stop staff to work through perceived barriers and provide coordinated services via a case management system. As funding is available we will begin to use more appropriate technology to strengthen and enhance the One-Stop Career Center system to provide additional skills.

-Career center staff will continue work with partner agencies (ACESS-VR) and Independent Living Centers on events specific to the needs of those with disabilities. Events include: an annual Disability Employment Month and Mentoring Day matching those with disabilities with local employers. The LWDB continues to work with partner agencies to expand access to services and promote a "no wrong door" philosophy designed to effectively deliver training and supportive services that parallel the specific skills required for our regions in-demand jobs to all populations, including those with barriers to employment. During the pandemic we had to be creative with our outreach efforts to let customers know that we have been and continue to be available to them during that time. We continue to utilize those efforts to keep customers informed of services being available,

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using local radio stations, our local Chamber of Commerce offices and their newsletters, emails through the NYSDOL, a new website that we created for the LDWA, social media outlets and partners have also been sharing our information through their distribution chains as well. We have also hosted job fairs and will continue to this throughout the year.

A couple of the biggest outreach efforts have been the coordiation of many events being hosted for our local High School students in the 2 county area in conjunction with other partners across the region. This has allowed broader opportunities for students to get know the available job opportunities that await them after graduation.

b. Describe how the local area will facilitate access to services though the One-Stop delivery system, including remote areas, though the use of technology.

The LWDB and its partners attempt to achieve this goal through the use of social media, text, email and ZOOM or other video conference technology.

Websites (including links to partners' websites) including on-line fillable forms

Virtual training and learning experiences (Coursera and NYSDOL virtual workshops)

Job fairs at remote locations and virtual job fairs

Staff will continue to interact with customers in person and by using email and social media to communicate information on the services available.

Additionally, the local area will provide opportunities for occupational skill development through on-line learning opportunities listed above, which customers can access from their homes, partner agencies and public libraries in areas with access to broadband.

The local area will continue to explore options for using technology to deliver services to the parts of the LDWA that lack broadband.

c. Describe how Career Centers are implementing and transitioning to an integrated technology-enabled intake care management information system.

We are currently using the intake case management information system that NYSDOL is using - NYS One Stop Operating System(OSOS) to capture information acquired through the assessment process. Through the current MOU, the LWDA and One-Stop partners have established a standard format and process for all careeer center staff (County, NYSDOL) to capture and record information obtained from the Assessment/Employment Plan so current status and planned actions can easily be identified.

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However, at the onset of the Pandemic, we realized that this is an area that requires some attention, as many of our rural customers in the LWDA have limited access to technology. We currently use video conferencing when possible, email and phone. Additionally, our applications (OSOS and youth program) are available online at our website and can be completed and printed to submit through the website. Our youth program is using text and zoom when necessary as well.

d. Provide a description and assessment of the type and availability of programs and services provided to Adults and Dislocated Workers (DWs) in the local area.

Services available to Adults/Dislocated Workers:

• Career Centers provide services in: Access to NY Job Bank/Job Listings-Referral to Jobs-Access to Computers/Printers-Internet Access-Labor Market/Demand Occupation Information-Tutorials-Resume/Cover Letter Assistance -Fax/Copiers/Phone Access

• Career Assessment, Career Exploration, and Career Planning Services

• Employment Plan Development

• Employment Counseling

• High School Equivalency/Basic Skills training tutorials/referral to partner services

• Workshops to sharpen job seeking skills

• Resume, cover letter and interviewing skills assistance

• Computer classes in and access to Word, Access, Excel, QuickBooks and PowerPoint through our partner agencies

• Skill Assessment for assessing and/or validate skill levels

• On-Line Learning options (through Coursera) to earn occupational skill certificates, upgrade basic (math/reading) skills, or review/prepare for licensing exams

• Tuition assistance in the form of Individual Training Accounts (ITA's) for classroom/occupational skills training in demand occupations

• On-the-Job Training opportunities to learn job skills while earning a paycheck.

• Resume skill matching technology

• Supportive Services

• Services for individuals with disabilities

• Specialized services for Veterans

- Northstar Digital Literacy

-Specialized services for Youth

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e. Describe how workforce activities will be coordinated with the provision of transportation, including public transportation, and appropriate supportive services in the local area.

The workforce activities in the two county local area are coordinating with the local and regional transportation systems, including public transportation within the counties. However, a major challenge lies in the transportation needs as both counties are rural areas with no or very little public transportation available outside of the cities. Many households lack a licensed driver or a vehicle. The LWDB and Career Centers are working with transportation coalitions in contiguous counties to put in place and or to explore options for expanding the transportation systems throughout the county. Also to extend routes into neighboring counties where individuals could possibly commute to work. Ideas of discussion include partnership with employers to provide van services to transport individuals to/from employment; Uber program and exploring options to provide transportation through volunteer groups. The LWDB has also established a supportive services policy necessary to enable an individual to participate in training and or accept or retain employment through the specific supportive services such as transportation allowances, child care, licensing fees, etc. but also allows for other necessary supportive services to be considered on a case by-case basis, if not available through another means.

f. Describe the replicated cooperative agreements in place to enhance the quality and availability of services to people with disabilities, such as cross training to staff, technical assistance, or methods of sharing information.

To the LWDB's knowledge, other than the MOU among partners, there are no such replicated cooperative agreements in place in our LWDA.

Nonetheless, ACCES-VR has cross trained staff in the past. ACCES-VR has counselors available to all the local One-Stop centers. They are available to provide technical assistance with participants with disabilities as needed or requested. The partners have worked on formalizing the referral process among themselves.

g. Describe the direction given to the One-Stop System Operator to ensure priority for Adult career and training services is given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient.

As a long term workforce professional, the LWDA One-Stop Operator is well acquainted with what is needed to make sure that priority for adult career and training services is given to recipients of public assistance, other low-income individuals who are basic skills deficient. In addition, we do discuss this regularly with our WDB and our local program monitors. There is also a Priority of Service Policy that outlines requirements to ensure priority of service is provided to veterans, recipients of public assistance, other low-income individuals and individuals who are basic skills deficient. Both career centers have copies of this policy and have been discussed with the staff.

h. Describe how One-Stop System Operators and One-Stop partners will comply with the nondiscrimination requirements of the Workforce Innovation and Opportunity Act (WIOA) (section

188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding:

i. The physical and programmatic accessibility of facilities, programs, and services;

The The One-Stop Operator and One-Stop partners will comply with the non-discrimination requirements of WIOA Section 188 and applicable provisions of the Americans with Disabilities Act of 1990 that regard the physical and programmatic accessibility of facilities, programs and services by: ensuring that all AJC and partner staff receive training on these requirements; include language related to these requirements in all contracts and agreements to ensure all contractors abide by these regulations in the delivery of services; delivering services and maintaining a culture of inclusiveness; and continually assessing physical and program accessibility to ensure compliance with the law.

ii. Technology and materials for individuals with disabilities; and

The technology and materials available for individuals with disabilities include:

Accessible Computer – HP Compact 8200 Elite PC; HP 25" Monitor; Split-Level Work Station with Ergonomic Mouse; Large Print Keyboard; and other ergonomic input devices and systems that allow better communication with individuals who are deaf or hard of hearing; Claro Read Software to support reading and writing ; Dragon Naturally Speaking software using recognition of natural speech to create documents.

iii. Providing staff training and support for addressing the needs of individuals with disabilities.

Training on assistive devices/technology and disability servcies is provided by state agencies and some local partners. The LWDB, One-Stop System Operator, and Career Center staff acetively seek opportunities to improve understanding and service delivery capapbilities for individuals with disabilities.

iv. Describe the roles and resource contributions of the One-Stop partners related to the nondiscrimination requirements of WIOA (section 188), and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

The role of the One-Stop partners related to the nondiscrimination requirements of WIOA and applicable provisions of the Americans with Disabilities Act is to ensure that all partner staff receives proper training on these requirements and to ensure compliance in the delivery of program services. In addition, these requirements extend to any contract agencies working with One Stop partners.

Business Engagement

a. What strategies and programs, including training programs, will be used to facilitate engagement of businesses, including small businesses and businesses in in-demand sectors and occupations?

Cayuga Cortland Workforce Development Board (CCWDB) envisions the Local Workforce Development Area (LWDA) as a cohesive workforce structure that is unified locally and

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regionally in its delivery of workforce development services to all participants. Through the One Stop Centers, will come, local coordination and program delivery, in the areas of educational and skill training, business services, and job connections for all customers, job seekers and employers in the local area. The CCWDB will work with the partners to empower our local community stake holders and businesses ensuring that our workforce, current and future, is enlisted with the necessary skills and competencies to maintain and obtain jobs within our demand-occupations both locally and regionally. This will be obtained by development of a competency model dealing with competencies in:

Personal effectiveness (interpersonal skills, dependability and reliability, lifelong learning, professionalism);

Academic effectiveness (basic computer(digital literacy) skills, reading, writing, communication-listening-speaking, critical and analytic thinking, Math and science);

Workplace effectiveness (fundamentals of business, teamwork, problem solving and decision making, sustainable practices, planning and organization, working skills with tools and technology);

More intensive training in Industry-Manufacturing and Sector wide technical training.

i. If applicable, describe the local area's use of business intermediaries.

NA

b. What strategies or services are used to support a local workforce development system that meets the needs of businesses in the local area?

These are some strategies used to support our local workforce development system as it works to identify and meet the needs of businesses in the local area: we work with a Business Services team from NYSDOL who also provides assistance to businesses to find qualified workers; the BST provide Job Posting/Referral services, Recruitment, Pre-screening and Interviewing assistance; allow the businesses the use of our two local career centers for recruitments; staff at the career center develop Customized Training to upgrade the skills of incumbent workers through On-the-Job Training subsidies that offset the cost of training workers, provide Tax Credit Information, Labor Market Information; and can provide space for interviewing and or testing sites and are providing training through either Coursera on line programming for many certifications. The LWDB can assist in accessing different grant funding for employee training initiatives and Rapid response services. We also maintain a close working relationship with our local Chamber of Commerce offices and the Economic Development Offices.

c. Describe how the local area's workforce development programs and strategies will be coordinated with regional economic development activities.

The Director of the CCWDB and the E&T Directors of each center, take an active role in meeting with the local chamber offices as well as the local economic development staff

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for updates on economic development activities in our areas and regions. The last local plan was developed in coordination of the Central NY REDC goals and vision. Information shared on economic development activities, new business development/expansion and the background and skills needed by the local workforce is used to inform and shape workforce development programs and services. Staff of the LWDB and the Career Centers meet with Workforce and Economic Development partners monthly through a local group call the "Street Beaters".

i. Describe how these programs will promote entrepreneurial skills training and microenterprise services.

These programs are used to help develop individuals that are interested in entrepreneurial skills training and microenterprise services and businesses. The SBDC works closely with Economic Development to assist candidates to access the resources (grants, loans, etc.) available through Economic Development programs. The LWDB and career center staff introduces the programs and help promote the idea of starting a business with individuals accessing career center services. Individuals expressing an interest in starting a business are referred to the Small Business Development Center (SBDC) and Senior Core of Retired Executives (SCORE). Also, locally in the Cortland County area, there is an entreprenuerial program at SUNY Cortland which we are actively working on creating a partnership with -hoping that the students and Dean of that program will assist any of our customers who have a desire to become entrepreneurs and or looking for microenterprise services.

d. Describe how the LWDB will coordinate its workforce investment activities with statewide rapid response activities.

Rapid Response activities are coordinated by a Regional Rapid Response Coordinator at the New York State Department of Labor. The Coordinator takes the lead in reaching out to impacted companies, and disseminating relevant information to the LWDB and partner agencies. General announcements of anticipated plant closures or lay-offs are shared with career center staff. The Regional Coordinator involves career center staff in the actual delivery of program services. We are in constant contact with this office whenever services or activities are required.

Program Coordination

a. How do the local area's programs and strategies strengthen the linkages between the One-Stop delivery system and unemployment insurance programs?

Most if not all One Stop Career Centers have a connection with the UI program. Re-employment services are delivered to unemployment insurance recipients at the One-Stop Career Centers. Staff includes both county and NYSDOL staff who have worked together and established common processes to deliver services in a coordinated and

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seamless manner. Regular communication and information sharing through all staff meetings and trainings enhance the linkages between the one stop delivery system and unemployment insurance programs. The staff at the local career centers (County employees) have been working with job seekers and employers to provide necessary and required services such as the LWDA's programs and strategies also strengthening the linkages between the One-Stop delivery system and Unemployment Insurance through several approaches including:

Conducting Unemployment Insurance (UI) appointments in our two local offices, reviewing barriers to employment and promoting supportive services available through the NYSDOL and local workforce partners such as BOCES, ACCES-VR, DSS and local colleges.

Referring UI customers to local classroom training opportunities, on-the-job training programs, job fairs and recruitments, businesses looking for employees, health insurance navigators and other services available through partner programs.

Assisting businesses with hiring grants which target dislocated workers and long-term unemployed individuals.

Assisting businesses in times of downturn by promoting Shared Work programs, Rapid Response Services and the Trade Adjustment Assistance (TAA) Program. Shared Work allows businesses to retain valuable staff and reduce payroll costs by enrolling employees in partial UI benefits. Rapid Response customers are commonly unemployed due to mass layoffs or plant closure and are case-managed by staff until they are once again connected to meaningful employment. TAA is a federal program that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. Staff work with TAA customers to help them obtain weekly benefit payments, wage subsidies and training opportunities.

Sharing information regarding available services relating to UI at Partners' Meetings, meetings with the IDA/economic development offices, workforce development events, local government officials and on our website for participants and local businesses.

b. Describe how education and workforce investment activities will be coordinated in the local area. This must include:

i. Coordination of relevant secondary and postsecondary education programs;

Postsecondary education programs used in the LWDA must be approved providers/programs on the NYS ETPL as well as the program leading to a demand occupation. Coordination of the secondary education programs, including literacy and basic skills training, are provided through Cayuga and Cortland career center staff and county community programs (DSS) and BOCES services in both counties. The LWDB has

established procedures for providing the LWDA with information on available program services and a process to refer candidates for these services.

ii. Activities with education and workforce investment activities to coordinate strategies and enhance services; and

The Cayuga Cortland Workforce Development Board has developed sub-committees that are used as a mechanism to bring together partner agencies in addressing education and workforce activities and coordinating of strategies to improve and develop better service delivery. The sub-committees include: Budget/Finance; Planning and Operations; Strategic Planning; Board Maintenance; Youth Advisory. These committees include representatives from community partners, local business and education and training agencies, and will meet as needed to coordinate services, work to eliminate duplication and improve program services.

iii. A description of how the LWDB will avoid duplication of services.

the The Workforce Development Board Director/OS Operator, Planning and Operations Committee and Workforce Partners will review system services to identify any duplication and work to improve and streamline all services provided by the local workforce development system

c. Describe plans, strategies, and assurances concerning the coordination of services provided by the State employment service under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), to improve service delivery and avoid duplication of services.

The LWDB will maintain its robust collaboration with state employment services as mandated by the Wagner-Peyser Act. As designated MOU Partners and local collaborators within our One Stop system, we engage with all partners to create coordinated strategic approaches. By implementing cross-training initiatives for staff and establishing co-located services across multiple facilities, we can streamline customer service delivery and reduceredundant services.

d. Provide a list of executed cooperative agreements that define how all local service providers, including additional providers, will carry out the requirements for integration of and access to the entire set of services available in the local Career Center System. This includes agreements between the LWDB and entities that serve individuals eligible under the Rehabilitation Act. If no such agreements exist, provide an explanation why this is the case and/or progress towards executing such agreements.

The LWDB established a comprehensive WIOA MOU that encompasses all one-stop system partner programs as signatories. This agreement defines coordinated career service delivery protocols, establishes systematic customer referral processes, and ensures equitable system access. The implementation strategy includes designated program liaisons and cross-training initiatives to enhance staff capacity and service integration across all partner organizations. The WIOA MOU Partners include: CEOs of Cayuga and Cortland Counties; NYSDOL; Cayuga and Cortland County Offices of Employment & Training; Job Corps; NYSED; ACESS-VR; OCFS/SYSCB; SCSEP; CTE; TANF

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(both Cayuga and Cortland Counties). Cayuga County also has a current MOA with Cayuga Onondaga BOCES as well as Cayuga Community College for the General Education Diploma (GED) Prep classes.

Title II Program Coordination

a. Provide a description of the LWDB's strategic vision and goals for preparing an educated and skilled workforce, specifically addressing how to improve access to activities leading to a recognized post-secondary credential, as well as other strategies for serving out-of-school youth (OSY) and adults who have low literacy skills, are English Language Learners, or lack a high school diploma or the equivalent.

Vision: The Cayuga Cortland Workforce Development Board's vision for our Local Workforce Development Area (LWDA) is to be a universal access point that promotes job growth and self-sufficiency for all businesses and individuals.

Goals: Workforce Innovation and Opportunity Act (WIOA) programs in the CCWDA governed in a seamless system that is coordinated with both the State Plan and the regional sector-based workforce strategies that align with the NYS Regional Economic Development Council (REDC) strategic planning.

Service Delivery: Services will meet the needs of businesses through public-private sector partnerships such as education, government, and community, with priority given to removing barriers to employment for individuals with disabilities, veterans, formerly incarcerated persons, disconnected youth, individuals in economically distressed communities, adults with limited literacy or English language proficiency who lack a High School Equivalency (HSE), adults with limited literacy who have a HSE, and other special populations. Services will include: job development, job posting, job match and referral, basic skills training, occupational training in career pathways, HSE preparation, and employment support services. Services are easily accessible to provide all individuals with equal opportunity to work or obtain training, and frontline staff is able to seamlessly move individuals to applicable services. The LWDA partners will, to the extent possible, target adults who have low literacy skills, those who are underemployed, are English language deficient and those who lack a high school diploma or equivalent utilizing strategies to engage participants in Title II activities.

Accountability: Meaningful performance metrics will be reported to support evidence-based and data- driven workforce investments and decisions, and accountable and transparent programs. This includes alignment of technology, metrics, and data systems across programs. The CCWDB recognizes that the number of the local area's out-of-school youth and adults who have low literacy skills or lack a high school diploma or the equivalent are considerably below State-wide averages and the LWDA's One-Stop Partners are determined to improve these metrics, even though they realize that to do this will require a long-term concentration on a task that will realize incremental improvement.

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b. Provide a description of how the LWDB will expand access to employment, training, education, and supportive services provided through the NYS Career Center System for Title II participants with barriers to employment.

The LWDB will work closely with One Stop Partners within the Local Workforce Development Area to identify and recruit eligible Title II participants. The CCWDB will encourage and support local Title II Service Providers to develop a marketing and outreach program to provide needed employment, training, education and supportive services to community members who lack a high school diploma and/or are basic skills and English-language deficient. The CCWDB will create opportunities for Title II providers to regularly update One Stop Partners through ongoing and direct outreach with agencies providing services to the target populations. Updates will consist of current and upcoming Title II offerings, as well as the various support programs that target specific populations. Through these efforts, One-Stop Partners will have the tools to facilitate the marketing of programs to clients and the referring of prospective participants. One-Stop services are marketed broadly to prospective participants throughout the workforce delivery area. Marketing channels include the CCLWDA's website, partner websites, flyers, catalogs and other materials distributed throughout the community to include job fairs, community events, and social media. Resulting applicants recruited through these means are encouraged to provide background information that helps One Stop staff and partners to determine eligibility and initiate referrals. The CCWDB and partner programs have built close working relationships, which ensure that the residents in the 2 county area needing education and career services are best served. Using the established referral process, One Stop Career Center staff and partner agencies refer clients who need services to Title II providers for registration/enrollment, which links clients to community career services, training opportunities and supportive services. These referrals include community members who lack a high school diploma and those that are basic skills deficient. These individuals are possible candidates for program activities that include: job search, job readiness assistance, job skills training/vocational education, educational training and work experience. Career counseling/case management is an essential component in the delivery of services within the Local Workforce Development Area. This process facilitates a comprehensive customer-centered delivery system that utilizes the strengths of partner agencies within the workforce development system. The "system" provides job placement, career planning, preparation and training, linkage to supportive services, English language assistance, and job retention activities in order to offer a variety of services beyond those available from any single agency. This results in linkages and strategies that promote interagency communication and coordination for improving the balance between participant management and administrative requirements. Career counseling/case management for Title II participants will be driven by an individual's employment plan. The employment planning process is intended pinpoint a participant's specific needs and engages all partners relevant to implementing that plan to ensure the individual is given all the necessary available resources to overcome any identified barriers.

c. Identify how the LWDB will facilitate the development of career pathways and co-enrollment in academic training programs.

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The CCWDB supports the development of career pathways as a workforce development strategy to link basic academic education provided by Title II providers to occupational skills training programs. When this type of programming is combined with integrated support services from partner agencies, community members are positioned to advance over time to higher-level training and education and to living wage jobs within local industry sectors. Career pathways are organized as a series of steps that lead community members towards employment with industry recognized credentials, certificates and/or licenses. The selection of specific career pathways is identified locally through business sector engagement and developed collaboratively by the community of partners, specifically occupational training program providers. Pathways will be highlighted by those sectors that need skilled employees and also have local promotional opportunities.

d. Provide a description of how the LWDB will support the strategy identified in the State Plan and work with the entities carrying out core programs and other workforce development programs, including those authorized under the Carl D. Perkins Career and Technical Education Act to support service alignment.

The LWDB aligns with six key state goals by:

1. Business Alignment: Using surveys and discussions with businesses to guide service offerings
2. Barrier Support: Expanding program supports and measuring progression of priority populations through WIOA Youth elements
3. Priority Industries: Focusing resources on state-identified priority industries
4. Resource Alignment: Supporting common data collection, measures, and braided funding with partners
5. Existing Worker Support: Shifting efforts toward follow-up services and incumbent worker offerings
6. Pipeline Strengthening: Providing continuum of services from high school through retirement with stackable credentials

Youth Activities

a. Provide contact details of Youth Point(s) of Contact for your local area including:
Name of organization, name(s) of Youth Point(s) of Contact, title, address, phone number, and email address. Youth Point(s) of Contact details are primarily used to refer young adults, parents, and partners about youth programs.

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Cayuga Works Career Center

Jim Alberici

248 Grant Avenue, Auburn, NY ; 315-253-1535; jalberici@cayugacounty.gov

Cortland Works Career Center

Alexis Amsden

99 Main St., Cortland, NY; 607-218-3758; aamsden@cortlandcountyny.gov

b. Provide the number of planned enrollments in Program Year (PY) 2025 for new Out-of-School Youth (OSY), carry-over OSY, new In-School Youth (ISY), carry-over ISY, and work experience. *

i. New OSY

25

ii. Carry-over OSY

21

iii. New ISY

6

iv. Carry-over ISY

3

v. Work experiences

20

***Note:** PY 2025 enrollments will provide the baseline estimate for the remaining three (3) years of the Local Plan.

c. In Attachment G, Youth Services, located on the New York State Department of Labor (NYSDOL) LWDB Resources website under the Planning Templates filter, identify the organization providing the Design Framework, which includes Intake & Eligibility, Objective Assessments, and Individual Services Strategies (ISS), and 14 Youth Program Elements and whether the provision of each element is contractual, with a Memorandum of Agreement (MOA), or provided by the LWDB.

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d. Explain how providers and LWDB staff ensure the WIOA elements:

i. Connect back to the WIOA Youth Program Design Framework, particularly the Objective Assessments and ISS; and

All WIOA youth programs follow a standardized framework centered on objective assessment to evaluate academic levels, skills, and barriers upon enrollment and an Individual Service Strategy (ISS), which is connecting assessment results to measurable goals and the 14 WIOA Youth Program Elements. Depending on needs, staff can support work-based learning, career readiness workshops, leadership development, community resource connections, mentoring, supportive services, credential attainment support, and post-secondary education/employment transition.

ii. Are made available to youth with disabilities by describing specific program practices, tools, and services that are tailored to serve youth with disabilities.

To ensure all youth are served including those with disabilities there is a common process to access the youth programs and services. The LWDA also has a partnership with partner agencies including ACCESS/VR and other disability service providers that are able to conduct outreach and coordinate with the programs that can assist those youth along with providing staff training.

Individualized support, assistive technologies and communication aids, and customized work-based learning with ongoing support is available. Staff strive to ensure equitable access to all 14 WIOA Youth Program Elements, empowering youth with disabilities to achieve meaningful employment and independence.

e. Describe successful models for youth services from your local area, including but not limited to virtual work experiences, OSY recruitment. and engagement strategies.

Developing new and continuing to strengthen existing partnerships with human service agencies and partners. Staff in the One Stop centers are regularly collaborating with DSS offices, Probation, county jails and courts, homeless shelter and coordinator, drug and alcohol agencies (Grace House, Auburn, NY), local HS guidance counselors, and BOCES for referrals of youth.

Marketing strategies: Promoting success stories on social media pages, posting and sending out flyers at the community agencies as well as the local Chamber of Commerce offices, networking with employers and businesses regarding youth employment and paid-work experience opportunities.

Engagement Strategies: Monthly/weekly meetings with youth for guidance, staff providing quality comprehensive assessment interviews to help assist with planning of appropriate work experience placements to ensure positive outcomes. Providing positive feedback and encouragement to the youth to increase self-esteem, which can directly influence work performance and new skill development

f. Does your local area plan to serve ISY and/or OSY using the "Needs Additional Assistance" qualifying barrier for eligibility?

☒Yes (Attach a Needs Additional Assistance policy that defines reasonable, quantifiable, evidence-based, and specific characteristics of ISY and OSY as described in Technical Advisory (TA) #19-02.

☐No (Not required to attach a policy).

g. Attach a Basic Skills Deficiency policy of youth program as described in the in TA #19-02.

Administration

a. Identify the entity responsible for the disbursal of grant funds as determined by the Chief Elected Official(s) (CEO(s)) or Governor.

Cortland County Employment & Training Grant Administration is the fiscal entity responsible for the administration of grant funds awarded to the Cayuga Cortland Workforce Development Area.

b. Describe the competitive process to be used to award subgrants and contracts for WIOA Title I activities in the local area.

As the E&T Grant Administration Department is a department of County Government, the LWDA follows Cortland County and NYS Procurement Policy for competitive bidding and awarding of contracts. A copy of the policy can be found at the LWDB office at 60 Central Ave, Cortland, NY. As part of this policy, grant and RFP/RFI's contract information is posted in local media for review, comment and bid. Exceptions to the county policy are services funded with Individual Training Accounts (ITA's), On-the-Job Training and services for youth. Consistent with NYS policy, the LWDA authorizes payment to cover the cost of training for job seekers in the form of Individual Training Accounts (ITA'S) and On-the-Job training program. ITA's are issued to an approved training provider on the NYS Eligible Training Providers List (NYS ETPL). Training providers can submit proposals to the NYS ETPL at any time. The proposal is then reviewed for approval, per NYS policy, by LWDB staff. The list is continually updated as new proposals are approved. Other employment program/services are procured through a competitive bid/Request for Proposal (RFP) process as needed which is overseen/approved by the WDB.

c. Provide the local levels of performance negotiated with the Governor and CEO(s) to be used to measure the performance of the local area and to be used by the LWDB for measuring the performance of the local fiscal agent (when applicable), service providers, and the One-Stop delivery system, in the local area.

At this time, NYSDOL is asking that these performance measures be accepted at the previously established NYSDOL counteroffer, making them the final negotiated LWDB Performance Goals for the Cayuga-Cortland LWDB. This is to ensure that NYS can maintain satisfactory performance while also ensuring the best possible outcomes for those served throughout the workforce development system. Local PY 25 Goals listed below:

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Negotiated PY 25 Goals for the LWDA:

Employment Rate 2nd Qtr after Exit - A: 67%; DW: 65.%; Youth: 62.5%
Employment Rate 4th Qtr after Exit - A: 67%; DW: 67%; Youth: 62.5%
Median Earnings 2nd Qtr after Exit - A: $7,700; DW: $7,750; Youth: $3,900
Credential Attainment 4th Qtr after Exit - A: 60.%; DW: 53%; Youth: 61%
Measurable Skills Gains - A: 62.0%; DW: 63.0%; Youth: 52.5%

d. Describe the actions taken toward becoming or remaining a high-performing LWDB, consistent with factors developed by the State Workforce Investment Board (SWIB). The LWDB will be defined as high performing if it meets the following criteria:

i. It is certified and in membership compliance;

ii. All necessary governance actions and items have been accomplished, including executing a local Memorandum of Understanding (MOU), selecting a One-Stop System Operator, and implementing all required local policies, etc.;

iii. All One-Stop Career Centers in the local area have achieved at least an 80% score in the most recent Career Center Certification process; and

iv. The local area meets or exceeds all performance goals.

These tasks are ultimately the responsibility of the Director of the CCWDB.

The Cayuga Cortland WDB is currently certified and its membership has been reviewed at each recent Quarterly Board meeting. The membership is kept apprised of expiring board terms and is asked for input regarding potential board openings.

The local MOU has been submitted. It will be fully executed upon DOL approval and the attainment of all necessary electronic signatures. Currently, the One-Stop Operator is, with approval by NYSDOL with appropriate firewalls in place, also the WDB Director. All required policies are reviewed and implemented by staff. Policies and procedures are discussed and reviewed frequently at staff meetings.

The Career Center Certification is completed, as the Cayuga Works Career Center is now located in a newly renovated building owned by Cayuga Community College, this building meets ADA standards and all other necessary processes and modifications, including equipment, necessary are currently in place, and CCC is the lease holder with Cayuga County subleasing to NYSDOL. The Cortland Works Career Center is in a privately leased building that meets ADA standards and all other necessary processes and modifications, including equipment, are necessary currently in place. The County of Cortland holds the lease on this building and subleases to NYSDOL. The Cortland Works Career Center is currently waiting for SUNY Cortland to finalize the purchase of new building not far from its current Main St location, and will be then signing a lease with SUNY Cortland (building owner) to move into that new space, projected move date of 12/2025. Cortland County will continue to sublease to NYSDOL.

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The LWDA will meet or exceed its performance goals, as we played an intimate role in negotiating our performance measures and felt them to be attainable measures and we have a long history of meeting and exceeding the required performance goals.

Training Services

a. Describe how training services will be provided in the local area. This may include incumbent worker, on-the-job, and customized training programs.

Training services will be provided in the LWDA in the following manner:

The training program must address the skills needed for jobs that must also be listed in the Demand Occupation List found in the local or Central NY regional labor market. The training must also be included on the NYSDOL Eligible Training Provider List (ETPL).

Classroom/occupational skills training programs will be provided by issuing ITA's to providers on the NYS ETPL for occupational skills training programs that lead to a certificate, degree or license. The training program must address the skills needed for jobs in demand in the local or regional labor market.

The ITA Cap is determined by policy and procedures determined and executed by the LWDB. ITA funded training must be able to be completed in no more than 24 months. The individual must be below the self-sufficiency standard established by the LWDB. The Self-Sufficiency definition states that Individuals earning life sustaining wages or greater, and employed full-time are considered self-sufficient and therefore, ineligible for an ITA. Fulltime employment status is determined by the current employer. ITA funded training must be linked to employment opportunities found to be in demand in the local labor market, or in a neighboring labor markets within a reasonable commuting distance. The In-Demand Occupation (IDO) list is reviewed yearly for updating. Employment training opportunities outside the IDO can be discussed and can be determined acceptable for funding. The LWDA On-the-Job Training and ITA Customized Training policies are available to view at CCWDB offices located at 60 Central Ave, Room B38, Cortland, NY 13045

b. Describe how contracts will be coordinated with the use of Individual Training Accounts (ITAs).

An ITA will be authorized to providers listed on the NYS ETPL on behalf of the individual approved for training. All ITA's include the participant name, program name, start/finish date and the amount authorized. Also there will be OJT contracts carried out by providing completed OJT contract documentation and required verifications.

c. Describe how the LWDB will ensure informed customer choice in the selection of training programs regardless of how training services are provided.

The LWDB ensures informed customer choice through a comprehensive, customer-centered approach that begins with thorough assessment of individual skills and needs. Following this assessment, customers are guided to utilize the local Demand Occupation list and the Eligible Training Provider list, providing them with the foundational

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information necessary to make informed training decisions. Essential training information is made readily accessible to customers through multiple channels. Information can be accessed through physical copies at the Career Center or online. During the comprehensive assessment and Individual Employment Plan development process, customers engage in detailed discussions about their training program and provider choices. This ensures that selected training aligns with the customer's specific employment goals and career aspirations. From initial contact to making a final decision, there is an informed customer choice through assessment-based guidance, accessible information, collaboration, planning, staff support, and a comprehensive review. This allows autonomy and freedom, while still meeting individual career goals.

Public Comment

a. Describe the process used by the LWDB to provide a period of no more than 30 days for public comment and input into development of the plan by representatives of business, labor organizations, and education prior to submission.*

The local plan was posted on the front page of the Cayuga Cortland WDB website page on July 31, 2025 allowing partners and the community to contact the CCWDB Office for comments. The website is: www.cayugacortlandworks.org.

A hard copy for review is located at the Cayuga Cortland Workforce Development Office located at 60 Central Ave., Rm B38, Cortland NY 13045.

***Note:** Per WIOA §679.560(e), comments representing disagreement with the contents of the Local Plan must be submitted with the Plan.

List of Attachments

Please complete all attachments listed below.

Attachment A – In-Demand Occupation List Template

Attachment B – Units of Local Government

Attachment C – Fiscal Agent

Attachment D – Signature of Local Board Chair

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Attachment E – Signature of Chief Elected Official(s)

Attachment F – Federal and State Certifications

Attachment G – Youth Services Chart

Original signature pages for Attachments D, E, and F must be delivered to NYSDOL in one of the following two ways:

- Electronic signature (if the LWDB has the capability for it) – Note that electronic signatures must follow the requirements and guidelines of the Electronic Signature and Records Act (ESRA). LWDBs choosing to submit signature pages via electronic signature may submit these pages via email with the Local Plan.

- Mail original versions – Hard copies of traditional signature pages may be sent to:

  Attn: Local Plan
  New York State Department of Labor
  Division of Employment and Workforce Solutions
  W. Averell Harriman State Office Campus
  Building 12, Room 440
  Albany, NY 12226

All other attachments must be submitted via email with the LWDB Local Plan Template.

In addition to these attachments, LWDBs must provide copies of the agreements listed in Part (d) of the Program Coordination section of this template. If possible, it is preferable to provide a list of hyperlinks to these agreements available on the LWDB website.

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Priority Occupations Cayuga Cortland LWDA

Latest O*NET-SOC	Occupational Title
13-2011	Accountants and Auditors
45-2091	Agricultural Equipment Operators
19-4012	Agricultural Technicians
53-3011	Ambulance Drivers and Attendants, Except Emergency Medical Technicians
39-3091	Amusement and Recreation Attendants
39-2021	Animal Caretakers
49-3021	Automotive Body and Related Repairers
49-3023	Automotive Service Technicians and Mechanics
35-3011	Bartenders
43-3021	Billing and Posting Clerks
43-3031	Bookkeeping, Accounting, and Auditing Clerks
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
53-3051	Bus Drivers, School
15-2051.01	Business Intelligence Analysts
51-3021	Butchers and Meat Cutters
27-4031	Camera Operators, Television, Video, and Film
47-3012	Carpenter Helpers
47-2031	Carpenters
47-2041	Carpet Installers
41-2011	Cashiers
35-1011	Chefs and Head Cooks
21-1021	Child, Family, and School Social Workers
39-9011	Childcare Workers
13-1041	Compliance Officers
17-2061	Computer Hardware Engineers
51-9161	Computer Numerically Controlled Tool Operators
51-9162	Computer Numerically Controlled Tool Programmers
15-1299	Computer Occupations, All Other
15-1251	Computer Programmers
15-1211	Computer Systems Analysts
15-1232	Computer User Support Specialists
47-2061	Construction Laborers
11-9021	Construction Managers
35-2011	Cooks, Fast Food
35-2014	Cooks, Restaurant
35-2015	Cooks, Short Order
33-3012	Correctional Officers and Jailers
43-4051	Customer Service Representatives
51-4031	Cutting, Punching, and Press Machine Setters, Operators and Tenders, Metal and Plastic
43-9021	Data Entry Keyers
15-2051	Data Scientists
31-9091	Dental Assistants
29-1292	Dental Hygienists
29-1021	Dentists, General
29-2032	Diagnostic Medical Sonographers
35-9011	
35-9021	Dishwashers
17-3019	Drafters, All Other

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Latest O*NET-SOC	Occupational Title
47-2081	Drywall Installers
17-3023	Electrical and Electronic Engineering Technologists and Technicians
51-2022	Electrical and Electronic Equipment Assemblers
17-2071	Electrical Engineers
47-3013	Electrician Helpers
47-2111	Electricians
17-3024	Electro-Mechanical and Mechatronics Technologists and Technicians
51-2023	Electromechanical Equipment Assemblers
17-2072	Electronics Engineers, Except Computer
29-2042	Emergency Medical Technicians
17-2081	Environmental Engineers
19-4042	Environmental Science and Protection Technicians, Including Health
19-2041	Environmental Scientists and Specialists, Including Health
39-9031	Exercise Trainers and Group Fitness Instructors
29-1215	Family Medicine Physicians
11-9013	Farmers, Ranchers, and Other Agricultural Managers
45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse
35-3023	Fast Food and Counter Workers
33-2011	Firefighters
35-1012	First-Line Supervisors of Food Preparation and Serving Workers
41-1011	First-Line Supervisors of Retail Sales Workers
51-3093.00	Food Cooking Machine Operators and Tenders
35-2021	Food Preparation Workers
11-1021	General and Operations Managers
47-4041	Hazardous Materials Removal Workers
21-1022	Healthcare Social Workers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
53-3032	Heavy and Tractor-Trailer Truck Drivers
51-9198	Helpers--Production Workers
31-1121	Home Health Aides
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
43-4081	Hotel, Motel, and Resort Desk Clerks
11-3121	Human Resource Managers
13-1071	Human Resources Specialists
17-3026	Industrial Engineering Technologists and Technicians
17-2112	Industrial Engineers
49-9041	Industrial Machinery Mechanics
53-7051	Industrial Truck and Tractor Operators
15-1212	Information Security Analysts
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers
33-3021.06	Intelligence Analysts
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
53-7062	Laborers and Freight, Stock, and Material Movers, Hand
37-3011	Landscaping and Groundskeeping Workers
23-1011	Lawyers
43-6012	Legal Secretaries and Administrative Assistants
29-2061	Licensed Practical and Licensed Vocational Nurses
53-3033	Light Truck or Delivery Services Drivers

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Latest O*NET-SOC	Occupational Title
13-2072	Loan Officers
51-4041	Machinists
37-2012	Maids and Housekeeping Cleaners
49-9071	Maintenance and Repair Workers, General
49-9043	Maintenance Workers, Machinery
11-9199	Managers, All Other
17-3027	Mechanical Engineering Technologists and Technicians
17-2141	Mechanical Engineers
11-9111	Medical and Health Services Managers
31-9092	Medical Assistants
19-1042	Medical Scientists, Except Epidemiologists
43-6013	Medical Secretaries and Administrative Assistants;
31-9094	Medical Transcriptionists
21-1014	Mental Health Counselors
49-9044	Millwrights
51-4081	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic
15-1244	Network and Computer Systems Administrators
29-1170	Nurse Practitioners
31-1131	Nursing Assistants
31-2011	Occupational Therapy Assistants
43-9061	Office Clerks, General
47-2073	Operating Engineers and Other Construction Equipment Operators
29-2081	Opticians, Dispensing
53-7064	Packers and Packagers, Hand
23-2011	Paralegals and Legal Assistants
29-2043	Paramedics
39-9021	Personal Care Aides
13-2052	Personal Financial Advisors
29-1051	Pharmacists
29-2052	Pharmacy Technicians
31-2022	Physical Therapist Aides
31-2021	Physical Therapist Assistants
29-1123	Physical Therapists
29-1071	Physician Assistants
29-1229	Physicians, All Other
47-2152	Plumbers, Pipefitters, and Steamfitters
33-3051	Police and Sheriff's Patrol Officers
13-1082	Project Management Specialists
29-2034	Radiologic Technologists and Technicians
43-4171	Receptionists and Information Clerks
39-9032	Recreation Workers
53-7062.04	Recycling and Reclamation Workers
29-1141	Registered Nurses
29-1126	Respiratory Therapists
41-2031	Retail Salespersons
47-2181	Roofers
41-4012.00	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
33-9032	Security Guards
51-9141	Semiconductor Processing Technicians
47-2211	Sheet Metal Workers
43-5071	Shipping, Receiving, and Inventory Clerks

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Priority Occupations of the Region and LWIAs

Latest O*NET-SOC	Occupational Title
21-1093	Social and Human Service Assistants
47-2231	Solar Photovoltaic Installers
29-1127.00	Speech-Language Pathologists
53-7065	Stockers and Order Fillers
51-2041	Structural Metal Fabricators and Fitters
21-1011	Substance Abuse and Behavioral Disorder Counselors
17-3031	Surveying and Mapping Technicians
47-2082	Tapers
25-3099	Teachers and Instructors, All Other
51-2092	Team Assemblers
43-3071	Tellers
51-4111	Tool and Die Makers
31-9096	Veterinary Assistants and Laboratory Animal Caretakers
29-2056	Veterinary Technologists and Technicians
35-3031	Waiters and Waitresses
51-4121	Welders, Cutters, Solderers, and Brazers
49-9081	Wind Turbine Service Technicians

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Attachment B: Units of Local Government

Please list the unit or units (multiple counties or jurisdictional areas) of local government included in the local area. If the Chief Elected Official (CEO) Grant Recipient has designated a local grant subrecipient to administer the Workforce Innovation and Opportunity Act (WIOA) pursuant to WIOA §107, please indicate the unit of local government designated as the grant subrecipient. However, if instead, the CEO Grant Recipient has designated a fiscal agent, please indicate this on **Attachment C: Fiscal Agent**.

Unit of Local Government	Grant Subrecipient Yes
Cortland County Legislature	☐
Cayuga County Legislature	☒
	☐
	☐
	☐

§107(c)(1)(B)(i) – In a case in which a local area includes more than one (1) unit of general local government, the CEOs of such units may execute an agreement that specifies the respective roles of the individual CEOs.

If the Local Workforce Development Area is composed of more than one (1) unit of general local government, is there a written agreement between local officials that details the liability of the individual jurisdictions?

☑ Yes ☐ No

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Attachment C: Fiscal Agent

Workforce Innovation and Opportunity Act (WIOA) §107(d)(12)(B)(i)(II) provides that the Chief Elected Official (CEO) Grant Recipient may designate a local fiscal agent as an alternative to a local grant subrecipient. Such designation to a grant subrecipient or fiscal agent shall not relieve the CEO or the Governor of the liability for any misuse of grant funds. If the CEO identified a fiscal agent to assist in the administration of grant funds, please provide the name of the fiscal agent.

Fiscal Agent
Cortland County - E&T Grant Administration Office

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ATTACHMENT D: SIGNATURE OF LOCAL BOARD CHAIR

Workforce Innovation and Opportunity Act (WIOA) Local Plan for Program Years 2025-2028, for WIOA Title I Programs

In compliance with the provisions of WIOA, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Workforce Development Board (LWDB) and the respective Chief Elected Official(s) (CEO(s)).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of WIOA as well as other applicable State and federal laws, regulations, and policies;
- Affirm that the composition of the LWDB is either in compliance with the law, rules, and regulations and is approved by the State, or will be in compliance within 90 days of Local Plan submission;
- Affirm that this Plan was developed in collaboration with the LWDB and is jointly submitted with the CEO(s) on behalf of the LWDB; and
- Affirm that the LWDB, including any staff to the LWDB, will not directly provide any career services unless approved to do so by the CEO(s) and the Governor.

Date:		Signature of LWDB Chair:	
Mr. ☐ Ms. ☐ Other ☐		Typed Name of LWDB Chair: Nicole Meeker	
Name of LWDB:	Cayuga Cortland Workforce Development Board		
Address 1:	60 Central Ave., Rm B38		
Address 2:			
City:	Cortland		
State:	NY	Zip: 13045	
Phone:	607-753-5071	E-mail: abuggs@cortlandcountyny.gov	

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ATTACHMENT E: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

Workforce Innovation and Opportunity Act (WIOA) Local Plan for Program Years 2025-2028, for WIOA Title I Programs

In compliance with the provisions of WIOA, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Workforce Development Board (LWDB) and the respective Chief Elected Official(s) (CEO(s)).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of WIOA as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 of the rules and regulations;
- Affirm that the composition of the LWDB is either in compliance with the law, rules, and regulations and is approved by the State, or will be in compliance within 90 days of Local Plan submission;
- Affirm that the Chair of the LWDB was duly elected by the LWDB; and
- Affirm that the LWDB, including any staff to the LWDB, will not directly provide any career services unless approved to do so by the CEO(s) and the Governor.

Note: A separate signature sheet is required for each local CEO. If additional pages are necessary, please replicate this document for each CEO.

Date:		Signature of Local CEO:	
Mr. [X] Ms. [ ] Other [ ]		Typed Name of Local CEO: Kevin Fitch	
Title of Local CEO:	Chairman of Cortland County Legislature		
Address 1:	60 Central Ave.,		
Address 2:			
City:	Cortland		
State:	NY	Zip: 13045	
Phone:	607-753-5048	E-mail: kfitch@cortlandcountyny.gov	
Are you the Grant Recipient CEO? Yes [☑] No [ ]			

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ATTACHMENT E: SIGNATURE OF CHIEF ELECTED OFFICIAL(S)

Workforce Innovation and Opportunity Act (WIOA) Local Plan for Program Years 2025-2028, for WIOA Title I Programs

In compliance with the provisions of WIOA, the Final Rule, and Planning guidelines and instructions developed by the Governor, this Plan is being submitted jointly by the Local Workforce Development Board (LWDB) and the respective Chief Elected Official(s) (CEO(s)).

By virtue of my signature, I:

- Agree to comply with all statutory and regulatory requirements of WIOA as well as other applicable State and Federal laws, regulations, and policies;
- Affirm that the Grant recipient possesses the capacity to fulfill all responsibilities and assume liability for funds received, as stipulated in §679.420 of the rules and regulations;
- Affirm that the composition of the LWDB is either in compliance with the law, rules, and regulations and is approved by the State, or will be in compliance within 90 days of Local Plan submission;
- Affirm that the Chair of the LWDB was duly elected by the LWDB; and
- Affirm that the LWDB, including any staff to the LWDB, will not directly provide any career services unless approved to do so by the CEO(s) and the Governor.

Note: A separate signature sheet is required for each local CEO. If additional pages are necessary, please replicate this document for each CEO.

Date:		Signature of Local CEO:	
Mr. ☒ Ms. ☐ Other ☐		Typed Name of Local CEO: Jonathan Anna	
Title of Local CEO:	Chairman, Cayuga County Legislature		
Address 1:	160 Genesee St.- #6B2		
Address 2:			
City:	Auburn		
State:	NY	Zip: 13021	
Phone:	315-253-1308	E-mail: janna@cayugacountyny.gov	
Are you the Grant Recipient CEO? Yes ☐ No ☑			

Attachment: PY 2025 - 2028 Local Plan All Pages 10012025 (232-25 : Authorize the Chairman of the Cortland County Legislature to Sign Local

ATTACHMENT F: FEDERAL AND STATE CERTIFICATIONS

The funding for the awards granted under this Contract is provided by the United States Department of Labor which requires the following certifications:

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

1. By signing this Contract, the prospective lower tier participant certifies, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statement in this certification, such prospective participant shall provide an explanation.
3. The prospective lower tier participant shall pass the requirements of A.1. and A.2., above, to each person or entity with whom the participant enters into a covered transaction at the next lower tier.

B. CERTIFICATION REGARDING LOBBYING - Certification for Contracts, Grants, Loans, and Cooperative Agreements

By signing this Contract, the Contractor hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

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C. DRUG FREE WORKPLACE

By signing this Contract, the Contractor certifies that it will provide a Drug Free Workplace by implementing the provisions at 29 CFR 94, pertaining to the Drug Free Workplace. In accordance with these provisions, a list of places where performance of work is done in connection with this specific grant will take place must be maintained at the Contractor's office and available for Federal inspection.

D. NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act (WIOA), the Contractor assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

(1) Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in a program or activity that receives financial assistance under Title I of WIOA;

(2) Title VI of the Civil Rights Act of 1964, as amended which prohibits discrimination on the basis of race, color, and national origin;

(3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

(4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

(5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Contractor also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the Contractor's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the Contractor makes to carry out the WIOA Title I – financially assisted program or activity. The Contractor understands that the United States has the right to seek judicial enforcement of this assurance.

E. BUY AMERICAN NOTICE REQUIREMENT

In accordance with Section 502 of the WIOA, none of the funds made available under the WIOA may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy American Act").

F. SALARY AND BONUS LIMITATIONS

No federal funds appropriated annually under the heading 'Employment and Training' shall be used by a subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. This limitation shall not apply to vendors providing goods and services as defined in 2 CFR 200.330. See Training and Employment Guidance

Letter number 5-06 for further clarification. Where applicable, the Contractor agrees to comply with the Salary and Bonus Limitations.

G. VETERANS' PRIORITY PROVISIONS

Federal grants for qualified job training programs funded, in whole or in part, by the U.S. Department of Labor are subject to the provisions of the "Jobs for Veterans Act" (JVA), Public Law 107-288 (38 USC 4215). The JVA provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services. Please note that to obtain priority service, a person must meet the program's eligibility requirements. Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) and Section 20 of the Code of Federal Regulations (CFR) Part 1010 (effective January 19, 2009) provide general guidance on the scope of the veterans priority statute and its effect on current employment and training programs. Where applicable, the Contractor agrees to comply with the Veteran's Priority Provisions.

H. FUNDING DISCLOSURE

In accordance with Section 516 of the 1989 Department of Labor Appropriations Act, the Contractor agrees that when issuing statements, press releases, requests for proposals, bid solicitations or other documents describing the project or program, the Contractor shall clearly state:

a. The percentage of the total costs of the program or project which will be or is being financed with federal money;

b. The dollar amount of federal funds for the project or program; and

c. Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

STATE CERTIFICATIONS

I. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND OUTSTANDING DEBTS

By signing this Contract, the Contractor, as a duly sworn representative of the contractor/vendor, hereby attests and certifies that:

1. No principal or executive officer of the Contractor's company, its subcontractor(s) and/or successor(s) is presently suspended or debarred; and

2. The Contractor, its subcontractor(s) and/or its successor(s) is not ineligible to submit a bid on, or be awarded, any public work contract or sub-contract with the State, any municipal corporation or public body for reason of debarment for failure to pay the prevailing rate of wages, or to provide supplements, in accordance with Article 8 of the New York State Labor Law.

3. The Contractor, its subcontractor(s) and/or its successor do not have any outstanding debts owed to the Department, including but not limited to, contractual obligations, fines related to Safety and Health violations, payments owed to workers for public works projects or the general provisions of the labor Law, unemployment insurance contributions or other related assessments, penalties or charges.

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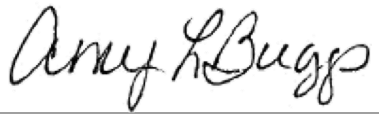
I, the undersigned, attest under penalty of perjury that I am an authorized representative of the Bidder/Contractor and that the foregoing statements are true and accurate.

Signature of Authorized Representative:	
Title:	Director, Cayuga Cortland Workforce Development Board
Date:	10/01/2025

Attachment: PY 2025 - 2028 Local Plan All Pages 10012025 (232-25 : Authorize the Chairman of the Cortland County Legislature to Sign Local

Youth Services

Name of Local Area: *Cayuga-Cortland*

Name of Organization Providing Youth Services *Cayuga Works Career Center*	Phone Number	Type of Agreement *(Select from the 3 options in the drop-down menu)*	Youth & Young Adult Recruitment	Case Management/Pathways Coaching	Intake & Eligibility	Data Entry in Case Managemet System	Objective Assessments	Individual Service Strategy	Tutoring/ Study Skills	Alternative Sec. School	Occupational Skills Training	Work Experience	Edu. Offered Concurrently	Leadership Development	Supportive Services	Adult Mentoring	Comp. Guidance/ Counseling	Financial Literacy	Enterpreneurial Skills	Labor Market Information	Postsecondary prep./Transition	Follow-Up
			Please review the program elements listed above and mark "O" for Out-of-School Youth (OSY), "I" for In-School Youth (ISY) or "Both" for both ISY and OSY for all program elements provided by the organization(s).																			
Cortland Works Career Center	607-756-7585	LWDB	Both	Both	Both	Both	Both	Both	Both		Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both
Community Action Program of Cortland County (CAPCO)	607-753-6781	MOA								O												

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Youth Services

Name of Local Area: *Cayuga Cortland LWDA*

Name of Organization Providing Youth Services *(Provide name of organization)*	Phone Number	Type of Agreement *(Select from the 3 options in the drop-down menu)*	Youth & Young Adult Recruitment	Case Management/Pathways Coaching	Intake & Eligibility	Data Entry in Case Managemet System	Objective Assessments	Individual Service Strategy	Tutoring/ Study Skills	Alternative Sec. School	Occupational Skills Training	Work Experience	Edu. Offered Concurrently	Leadership Development	Supportive Services	Adult Mentoring	Comp. Guidance/ Counseling	Financial Literacy	Enterpreneurial Skills	Labor Market Information	Postsecondary prep./Transition	Follow-Up
			Please review the program elements listed above and mark "O" for Out-of-School Youth (OSY), "I" for In-School Youth (ISY) or "Both" for both ISY and OSY for all program elements provided by the organization(s).																			
Cayuga County Employment & Training	315-253-1590	LWDB	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both	Both
Cayuga Community College	315-255-1743	MOA							Both	Both												
Cayuga-Onondaga BOCES	315-253-0361	MOA							Both	Both												

Attachment: PY 2025 - 2028 Local Plan All Pages 10012025 (232-25 : Authorize the Chairman of the

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 (234-25 : Authorize Agreement - GovOS - Occupancy Tax Online Platform - Finance)

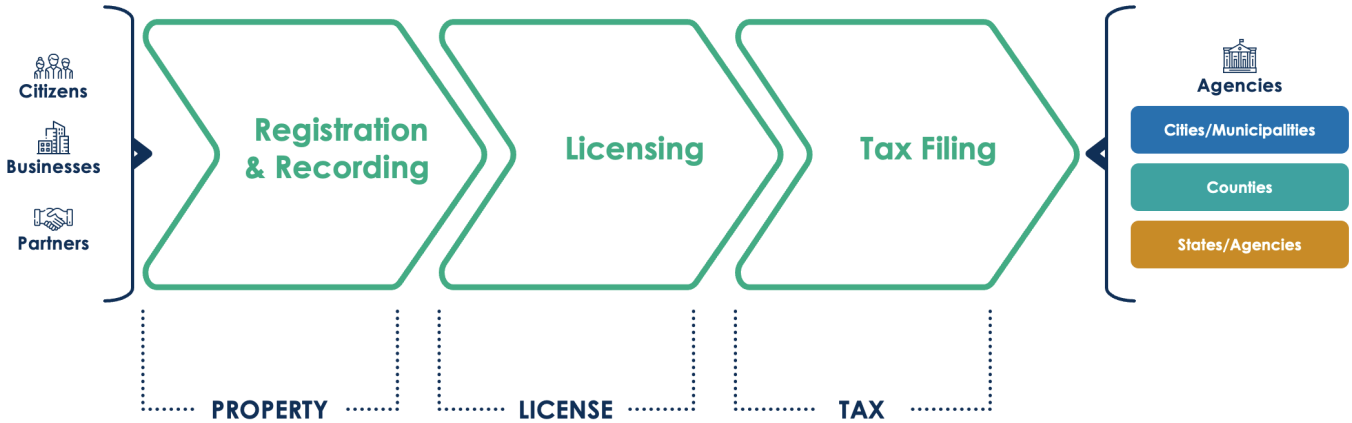
GovOS

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.

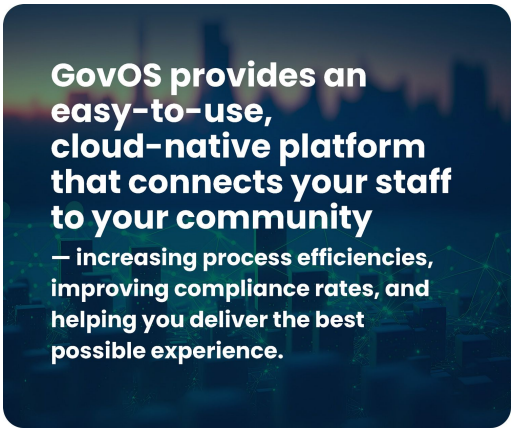
GovOS has been providing information technology products and services to local governments since 2005. Our workforce (over 200 and growing) is located in Austin and throughout the U.S., allowing us to provide our industry-leading service and support to our customers when it is convenient for them. GovOS 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.



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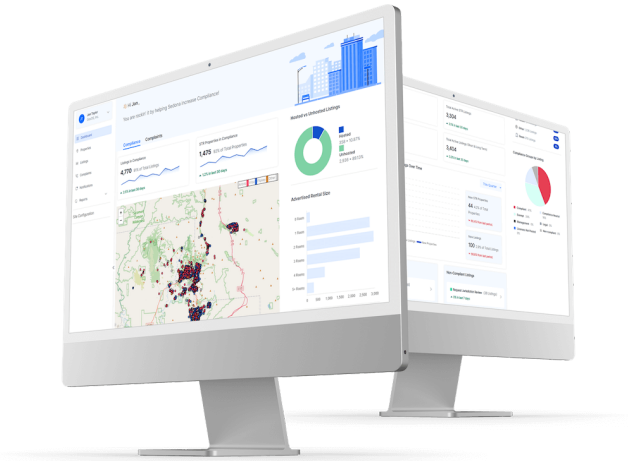
GovOS

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 (234-25 : 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.

Attachment: GovOS Contract - Unsigned (234-25 : Authorize Agreement - GovOS - Occupancy Tax Online Platform - Finance)

GovOS

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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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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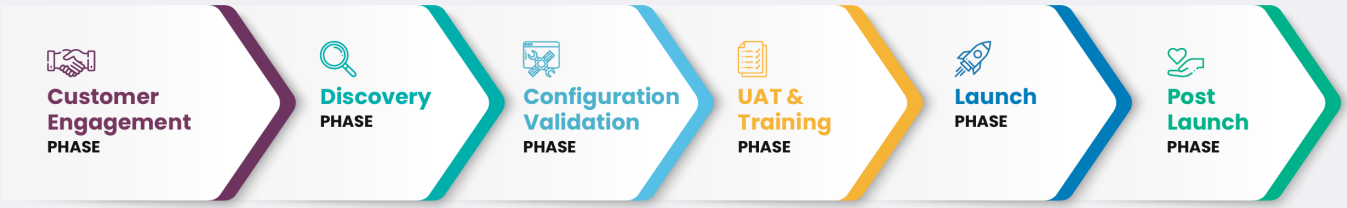
GovOS

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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GovOS

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**

Attachment: GovOS Contract - Unsigned (234-25 : Authorize Agreement - GovOS - Occupancy Tax Online Platform - Finance)

GovOS

*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.

Attachment: GovOS Contract - Unsigned (234-25 : Authorize Agreement - GovOS - Occupancy Tax Online Platform - Finance)

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

Attachment: GovOS Contract - Unsigned (234-25 : Authorize Agreement - GovOS - Occupancy Tax Online Platform - Finance)

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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Complete Construction Concepts, LLC
137 South Main Street
Homer, NY 13077

Office: (607) 749-7770
Fax: (607) 749-7239

Cortland County BDC/IDA
40 Main St, Suite A
Cortland NY 13045

October 15, 2025

Melanie Vilardi
Executive Director
Mike McMahon
Board Chairman

Dear Melanie and Mike,

I am writing to formally resign from my position as a board member of the IDA and BDC, effective October 15, 2025. This decision has been made in the best interest of my business and my employees.

I want to sincerely thank you for the opportunity to serve on the IDA and BDC boards and to contribute to our community. It has been a privilege to work alongside such dedicated individuals.

Sincerely,

Don Richards
President/General Manager

Attachment: Richards_Don_resignation_20251015 (239-25 : Appoint Member to the Cortland County Industrial Development Agency Board of