



Cortland County Legislature

Legislative Session

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

~ Minutes ~

Thursday, October 24, 2024

6:00 PM

Board Room

Public Hearings

1. Adopt Local Law "E" of 2024 - a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

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

2. Adopt Local Law "F" of 2024 - a Local Law Setting the Salary of Cortland County Election Commissioners

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

3. Local Law "G" of 2024 - a Local Law Overriding Tax Levy Limit for Fiscal Year 2025

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

4. Tentative 2025 Cortland County Budget

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

Salute to the Flag

Call to Order

The meeting was called to order at 6:07 PM by Chair of the Legislature Kevin Fitch

Roll Call

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

Approval of Minutes

1. Cortland County Legislature - Legislative Session - Sep 26, 2024 6:00 PM

RESULT: APPROVED

Privilege of the Floor

Proclamations & Recognitions

1. Eric Johnson Retirement Proclamation

RESULT: COMPLETED

Presentation of Petitions, Communications, and Notice

Receive and File

Reports of Standing, Special and Ad Hoc Committees

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Resolutions from Finance & Administration Committee

AGENDA ITEM NO. 1 – Authorize the Allocation of Funding to Tompkins Cortland Community College Facilities Master Plan

RESULT:	ADOPTED [16 TO 1]
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Behnke, Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Fitch
NAYS:	Linda Jones

ON MOTION OF BISCHOFF

RESOLUTION NO. 192-24

Authorize the Allocation of Funding to Tompkins Cortland Community College Facilities Master Plan

WHEREAS, Tompkins Cortland Community College requires the development of a Facilities Master Plan to assess and guide future infrastructure needs; AND

WHEREAS, a professional assessment is necessary to evaluate the current and future facilities requirements of Tompkins Cortland Community College to effectively create this plan; AND

WHEREAS, Cortland County is a sponsor county for Tompkins Cortland Community College; AND

WHEREAS, the total cost of the assessment is \$56,852, with the sponsor counties' share being \$28,426, of which Cortland County's portion is \$10,801.88; AND

WHEREAS, it is the recommendation of the Cortland County Legislature's Finance and Administration Committee to allocate \$10,801.88 to Tompkins Cortland Community College to fund a professional assessment of the facilities for the Facilities Master Plan; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby authorizes the allocation of \$10,801.88 to Tompkins Cortland Community College to fund a professional assessment of its facilities as part of the Facilities Master Plan development; AND BE IT FURTHER

RESOLVED, that the Director of Finance is hereby directed to amend the 2024 budget as follows:

INCREASE:

A24955.54780	Sponsor Contributions	\$10,801.88
A359900	Appropriated Fund Balance	\$10,801.88

Resolutions from the Chair

AGENDA ITEM NO. 2 – Authorize Memorandum of Agreement with the City of Cortland and Town of Cortlandville for the Shared Services Mobile Stage

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

Authorize Memorandum of Agreement with the City of Cortland and Town of Cortlandville for the Shared Services Mobile Stage

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

WHEREAS, it is necessary to formalize an agreement between Cortland County, the City of Cortland, and the Town of Cortlandville to comply with the grant requirements and establish terms for the use, maintenance, and management of the shared mobile stage; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon review and approval by the County Attorney or their designee, to execute a Memorandum of Agreement with the City of Cortland and the Town of Cortlandville for the shared services mobile stage.

Referred from Building & Grounds Committee

AGENDA ITEM NO. 3 – Authorize Agreement with NRG Energy, Inc. for Natural Gas

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

Authorize Agreement with NRG Energy, Inc. for Natural Gas

WHEREAS, Resolution No. 44-11 authorized the Municipal Electric and Gas Alliance (MEGA) to represent Cortland County in a bid for natural gas; AND

WHEREAS, MEGA, in conjunction with Genesee County, NY, issued invitations to bid; AND

WHEREAS, MEGA's consulting firm, Energy Next, evaluated the bids on behalf of alliance members, including Cortland County; AND

WHEREAS, upon careful review and analysis MEGA determined that NRG Energy, Inc., of 910 Louisiana St Houston, TX 77002, was the lowest responsible bidder and entered into a program agreement with NRG Energy, Inc.; AND

WHEREAS, based on the NRG Energy, Inc. agreement with MEGA, the Cortland County Buildings and Grounds and Finance and Administration Committees have recommended selecting NRG Energy, Inc.'s price protection program, which will provide the County with natural gas at a fixed rate of \$4.195 per decatherm (MMBTU) for 36 months commencing on November 1, 2024 and ending October 31, 2027, with the option of extensions; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the County Administrator, upon the approval of the County Attorney or designee, to enter into an agreement with NRG Energy, Inc., of 910 Louisiana St Houston, TX 77002, for natural gas; AND BE IT FURTHER

RESOLVED, that said agreement with NRG Energy, Inc. shall be for all County properties.

Referred from Highway Committee

AGENDA ITEM NO. 4 – Approve Grant Application/Authorize Agreement for the Design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B Stub, and Shifting Taxiway B North Stub at the Cortland County Airport - Chase Field

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

ON MOTION OF NEWELL

RESOLUTION NO. 195-24

Approve Grant Application/Authorize Agreement for the Design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B Stub, and Shifting Taxiway B North Stub at the Cortland County Airport - Chase Field

WHEREAS, the Cortland County Airport-Chase Field, as a public-use facility included in the National Plan of Integrated Airport Systems (NPIAS), will receive funding through the Federal Aviation Administration (FAA), Airport Improvement Program (AIP) for Federal Fiscal Year 2024; AND

WHEREAS, the County of Cortland, New York, wishes to continue improvements to the infrastructure of the Cortland County Airport-Chase Field through the Design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting Taxiway B north stub at Cortland County Airport-Chase Field, which is necessary to continue safe operation of aircraft at the Airport; AND

WHEREAS, the attached project narrative of the Design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting of Taxiway B north stub at Cortland County Airport-Chase Field, as provided to the FAA, provides a detailed narrative for the project; AND

WHEREAS, total cost of said project is Four Hundred Sixty-Six Thousand, Ninety-two Dollars (\$466,092.00); AND

WHEREAS, the local share of 5% of the overall grant budget is equal to Twenty Three Thousand, Three hundred five Dollars (\$23,305.00) to complete the design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting Taxiway B north stub at Cortland County Airport-Chase Field; AND

WHEREAS, the County of Cortland desires to advance the projects by completing the Design for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting Taxiway B north stub by entering into an engineering agreement with McFarland Johnson, Inc. for the aforesaid design, bidding and grant administration services; NOW THEREFORE BE IT

RESOLVED, that the County of Cortland Legislature hereby endorses and approves the submittal of the FAA AIP Grant Applications for the Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting of Taxiway B north stub at Cortland County Airport-Chase Field, and enters into an engineering agreement with McFarland Johnson, Inc., the County's airport engineering and planning consultant for design and bidding services, in the total amount of Four hundred sixty-three thousand, five hundred ninety-two dollars (\$463,592.00); AND BE IT FURTHER

RESOLVED, that the Chairman of the County of Cortland Legislature upon approval of the County Attorney or Designee, is hereby authorized to execute all necessary documents and plans on

behalf of the County of Cortland, with the Federal Aviation Administration, New York State Department of Transportation and McFarland Johnson, Inc. with respect to the design and bidding of Shifting of Existing Taxiway A, Reconstruction of Taxiway B stub, and Shifting Taxiway B north stub at Cortland County Airport-Chase Field; AND BE IT FURTHER

RESOLVED, that a Certified copy of this Resolution be filed with the Federal Aviation Administration and New York State Department of Transportation by attaching it to any necessary Grant Agreement and Engineering Agreement in connection with the Project; AND BE IT FURTHER

RESOLVED, that the 2024 Capital Budget be amended as follows:

		ORIGINAL	CHANGE	FINAL
HH56105.54055.TWAB	PROF SERVICES	\$0	\$466,092	\$466,092
HH561043.43597.TWAB	STATE REVENUE	\$0	\$23,305	\$23,305
HH561044.44597.TWAB	FEDERAL REVENUE	\$0	\$419,482	\$419,482
HH99015.45031.TWAB	INTER-FUND TRANSFER	\$0	\$23,305	\$23,305
A99095.59950.TWAB	TRANSFER TO CAPITAL	\$0	\$23,305	\$23,305
A359900	General Fund balance	\$0	\$23,305	\$23,305

; AND BE IT FURTHER

RESOLVED, that this Resolution shall take effect immediately.

Referred from Government Operations Committee

AGENDA ITEM NO. 5 – Amend Pre-Employment Background Investigation Policy

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

ON MOTION OF NAUSEEF

RESOLUTION NO. 196-24

Amend Pre-Employment Background Investigation Policy

WHEREAS, the Cortland County Legislature adopted the Cortland County Pre-Employment Background Investigation Policy on 7/28/2016; AND

WHEREAS, there is a need to make changes to said policy due to the enactment of the Clean Slate Act; NOW THEREFORE BE IT

RESOLVED, that the plan will be amended effective November 16, 2024 to include required provisions set forth by the Clean Slate Act.

AGENDA ITEM NO. 6 – Authorize Amendments Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees

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

ON MOTION OF NAUSEEF

RESOLUTION NO. 197-24

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

WHEREAS, the Management Compensation Review Committee has reviewed the Employment Policy Manual for Departments Heads, Management Employees and Management/Confidential Employees; AND

WHEREAS, the committee has identified several amendments to the language of the document which are necessary to clarify existing practices and to provide Management employees with benefits that are at least equal to union employees' benefits; AND

WHEREAS, these language changes do not change anything in the existing salary grade plan; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the language amendments to the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees as attached effective January 1, 2025.

AGENDA ITEM NO. 7 – Adopt Local Law 1 of 2025 - a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

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

ON MOTION OF NAUSEEF

RESOLUTION NO. 198-24

Adopt Local Law 1 of 2025 - a Local Law to Increase Salary of Officers Elected or Appointed for a Fixed Term During the Term of Office

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

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

RESOLVED, that Local Law 1 for the year 2025 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law; AND BE IT FURTHER

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

after the local law is adopted; NOW THEREFORE

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

SECTION 1.
LEGISLATIVE INTENT

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

SECTION II.

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

SECTION III.

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

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

Elected officers include:

County Clerk
County Coroner(s)
County Sheriff

Officers appointed for a fixed term include:

Clerk of the Legislature
County Attorney
Public Defender
Veteran's Services Officer
Commissioner of Social Services
Highway Superintendent
Personnel Officer
Public Health Director
Real Property Tax Services Director

SECTION IV:

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

AGENDA ITEM NO. 8 – Adopt Local Law 2 of 2025 - a Local Law Setting the Salary of Cortland County Election Commissioners

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

ON MOTION OF NAUSEEF

RESOLUTION NO. 199-24

Adopt Local Law 2 of 2025 - a Local Law Setting the Salary of Cortland County Election Commissioners

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

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

RESOLVED, that Local Law 2 for the year 2025 is hereby adopted and shall take effect upon the filing thereof in the Office of the Secretary of State as provided by Municipal Home Rule Law; AND BE IT FURTHER

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

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

Section I:

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

Section II:

The annual salary for each Cortland County Election Commissioner shall be increased from \$57,528 to \$59,254 for fiscal year 2025 and paid over the balance of 2025 calendar year, upon the effective date of this local law.

Section III:

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

Referred from Judiciary & Public Safety Committee

AGENDA ITEM NO. 9 – Authorize Multi-Year Contracts for Coroner

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

ON MOTION OF PRICE

RESOLUTION NO. 200-24

Authorize Multi-Year Contracts for Coroner

WHEREAS, the Cortland County Coroner must execute contracts with several organizations and individuals for various services to operate on a day to day basis; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee as to form and subject to any appropriation of funding by the Legislature, be and hereby is authorized to execute agreements for three year contract terms beginning on or after October 1, 2024 and ending on or before September 30, 2027 with the following:

Darshan Patel, MD
James A. Terzian MD
NMS Labs
Guthrie Lourdes
Robert Stoppacher, MD
TLC
Zirbel Funeral Home

Referred from Agriculture/Planning/Environment Committee

AGENDA ITEM NO. 10 – Set Date for Public Hearing for Cortland County Strategic Development Plan - Planning Department

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

ON MOTION OF HARBIN

RESOLUTION NO. 201-24

Set Date for Public Hearing for Cortland County Strategic Development Plan - Planning Department

WHEREAS, the Cortland County Legislature has received a draft of the Cortland County Strategic Development Plan; AND

WHEREAS, the Cortland County Legislature encourages feedback on the draft Cortland County Strategic Development Plan; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby schedule a Public Hearing for the draft Cortland County Strategic Development Plan on November 21, 2024 at 6:00 PM; AND BE IT FURTHER

RESOLVED, that said Public Hearing shall be held in the Legislative Chambers, located at the

Cortland County Office Building, 60 Central Avenue, Room 306, Cortland, New York 13045; AND BE IT FURTHER

RESOLVED, that the Clerk of the Legislature properly advertise said meeting in the County's designated newspaper.

AGENDA ITEM NO. 11 – State Environmental Quality Review (SEQR) - Declaration of Intent to be Lead Agency for Cortland County Strategic Development Plan - Planning Department

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

ON MOTION OF HARBIN

RESOLUTION NO. 202-24

State Environmental Quality Review (SEQR) - Declaration of Intent to be Lead Agency for Cortland County Strategic Development Plan - Planning Department

WHEREAS, the Cortland County Legislature (hereinafter referred to as the Legislature) has reviewed and completed the SEQR Full Environmental Assessment Form (EAF) Part 1, prepared by the MRB Group (hereinafter referred to as County Consulting Firm) on the above referenced Cortland County Strategic Plan Adoption (hereinafter referred to as Action); AND

WHEREAS, the Legislature determines that said Action is classified as a Type 1 Action under the State Environmental Quality Review (SEQR) Regulations; AND

WHEREAS, the Legislature determines that said Action is also subject to review and approval by other involved agencies under SEQR Regulations; AND

WHEREAS, the Legislature determines that it is the most appropriate agency to ensure the coordination of this Action and will provide written notifications to involved agencies, for the purposes of conducting a coordinated review and making the determination of significance thereon under the SEQR Regulations; NOW THEREFORE BE IT

RESOLVED, that the Legislature does hereby declare its intent to be designated as the lead agency for the Action and directs the County Administrator to sign and date the Full EAF Part 1; AND BE FURTHER

RESOLVED, that the County's Consulting Firm is directed to provide notice hereof to the involved and interested agencies, seeking their agreement (or objection thereto) in writing.

AGENDA ITEM NO. 12 – Adopt Cortland County Public Transportation System Title VI Plan - Planning Department

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

Adopt Cortland County Public Transportation System Title VI Plan - Planning Department

WHEREAS, the Title VI Act of 1964 ensured that anti-discrimination is enforced throughout the work undertaken by all recipients of federal funding; AND

WHEREAS, the New York State Department of Transportation (NYSDOT) Title VI/Environmental Justice program serves, creates, implements and regulates procedures that comply with Title VI of the Civil Rights Act of 1964, the Environmental Justice Executive Order 12898, Executive Order 13166, Limited English proficiency, the Civil Rights Restoration Act of 1987 and the Title 49 CFR Part 21; AND

WHEREAS, the Federal Transit Administration (FTA) requires all applicants who receive federal funding ensure their programs, policies, and activities comply with Title VI of the Civil Rights Act of 1964; AND

WHEREAS, Title VI provisions include, but are not limited to, prohibiting discrimination on the grounds of race, color, sex, age, nationality, religion, disabling condition, or being included within minority populations and/or low income populations, as well as prohibits exclusion from participation, denial of benefits to, or others subject to discrimination under any program or activity administered by NYSDOT; AND

WHEREAS, Cortland County is an applicant on various types of transportation grants; AND

WHEREAS, Melissa Potter, MPH, Mobility Manager, is the Public Transportation Title VI Officer; AND

WHEREAS, under the requirements of the Federal Transit Administration (FTA), all recipients who receive Federal Funding must have a Transportation Title VI Plan and Procedures; AND

WHEREAS, the adoption of the Cortland County Public Transportation System Title VI Plan will fulfill the Federal Transit Administration (FTA) requirement; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby officially adopts the Cortland County Public Transportation System Title VI Plan.

Referred from Health & Human Services Committee

AGENDA ITEM NO. 13 – Amend Resolution No. 29-24/Authorize Lease Extension at 91-101 Main Street, LLC - Workforce Development

Mr. Harbin MADE A MOTION TO AMEND the resolution to insert a final WHEREAS and final RESOLVED clause as follows:

"WHEREAS, there may be a need for an additional extension of three (3) months through May 31, 2025; NOW THEREFORE BE IT"

"RESOLVED, that upon agreement of both parties, the County Administrator be and hereby is authorized to execute an additional three (3) month extension on the lease for 91-101 Main Street, LLC through May 31, 2025."

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

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

ON MOTION OF VAN DEE

RESOLUTION NO. 204-24

Amend Resolution No. 29-24/Authorize Lease Extension at 91-101 Main Street, LLC - Workforce Development

WHEREAS, the Cortland County Legislature adopted Resolution No. 29-24 that Resolution No. 229-22, authorizing a lease agreement with 91-101 Main Street, LLC from December 1, 2022 to November 30, 2024; AND

WHEREAS, there is a need to extend the lease contract by three (3) months from November 30, 2024 to February 28, 2025; AND

WHEREAS, there may be a need for an additional extension of three (3) months through May 31, 2025; NOW THEREFORE BE IT

RESOLVED, that the County Administrator is hereby authorized to execute an extension on the current lease for 91-101 Main Street, LLC through February 28, 2025; AND BE IT FURTHER

RESOLVED, that upon agreement of both parties, the County Administrator be and hereby is authorized to execute an additional three (3) month extension on the lease for 91-101 Main Street, LLC through May 31, 2025.

AGENDA ITEM NO. 14 – Authorize Administration and Program Agreements - Department of Social Services

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

ON MOTION OF VAN DEE

RESOLUTION NO. 205-24

Authorize Administration and Program Agreements - Department of Social Services

WHEREAS, Cortland County Department of Social Services must execute several contracts for various administrative and program services for the calendar year 2025; 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 12/31/24 and ending on or before 12/31/25:

Catholic Charities
Cayuga Addictions Recovery Services

Cayuga Centers
 Children's Home of Wyoming Conference
 Community Action Program (CAPCO)
 Cortland County Central Services
 Cortland County District Attorney's Office
 Cortland County Employment and Training
 Cortland County Mental Health Department
 Cortland County Office for Aging
 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.
 Salvation Army
 Staffing Healthcare Systems, Inc.
 Upstate Services Group
 YWCA

AGENDA ITEM NO. 15 – Authorize Agreements for Work Experience Sites - Department of Social Services

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

ON MOTION OF VAN DEE

RESOLUTION NO. 206-24

Authorize Agreements for Work Experience Sites - Department of Social Services

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 12/31/24 through 12/31/25 for work experience site placements with the following:

Cortland County Buildings and Grounds
 Cortland County Clerk
 Cortland County Employment and Training
 Cortland County Health Department
 Cortland County Highway Department

AGENDA ITEM NO. 16 – Authorize Agreements for Day Care Services - Department of Social Services

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

ON MOTION OF VAN DEE

RESOLUTION NO. 207-24

Authorize Agreements for Day Care Services - Department of Social Services

WHEREAS, the Cortland County Department of Social Services must be able to purchase day care services from day care centers to provide care for children eligible for the Low-Income Day Care and Temporary Assistance Day Care programs; AND

WHEREAS, the payment rates for such services are established by New York State as Child Care Market Rates; AND

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

WHEREAS, payments for day care services are made from one of the following accounts; A60105.56055, A60105.56070, or A60105.56119; NOW THEREFORE BE IT

RESOLVED, that the County Administrator be and hereby is authorized and directed to execute contractual agreements for Day Care Services to be provided in 2025 with agencies/providers pursuant to criteria established 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. 17 – Authorize Agreements for Foster Care Services - Department of Social Services

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

ON MOTION OF VAN DEE

RESOLUTION NO. 208-24

Authorize Agreements for Foster Care Services - Department of Social Services

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 2025 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. 18 – Authorize Agreements for Qualified Independent Assessments - Department of Social Services

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

ON MOTION OF VAN DEE

RESOLUTION NO. 209-24

Authorize Agreements for Qualified Independent Assessments - Department of Social Services

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 2025 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. 19 – Authorize Agreements for Administrative and Program Services - Office for Aging

Mr. Harbin MADE A MOTION TO AMEND the resolution to add the Central New York Regional Transportation Authority (Centro) to the list, Ms. Price SECONDED THE MOTION, and upon unanimous voice vote of members present; MOTION CARRIED.

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

ON MOTION OF VAN DEE

RESOLUTION NO. 210-24

Authorize Agreements for Administrative and Program Services - Office for Aging

WHEREAS, Cortland County Office for Aging and other departments must execute several contracts for various administrative and program services for the 2025 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 2025 for or with the following:

Classen Home Health Association
 Cortland Chenango Rural Services, Inc. (LASS)
 Cortland Transit
 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 Health Network
 Homemakers of Western New York (d/b/a Caregivers Home Care)
 Integrity Home Care Services
 J.M. Murray Center
 KPH Healthcare Services/Kinney Drugs
 Language Line
 Portzline Day Program & Respite Center, LLC
 Resource Center for Independent Living
 Rural Roots Nutrition
 Scott United Methodist Church
 Self-Direct, Inc./Response4HELP
 SEPP Corporation
 Seven Valleys Health Coalition
 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
 Town of Truxton (LASS)
 Truxton United Methodist Church

Virgil United Methodist Church (LASS)
Walden Place
Walgreens Co.
Walmart Stores, Inc.

AGENDA ITEM NO. 20 – Authorizing and Approving Settlement Agreements to an Action Relating to the Opioid Crisis

Mr. Harbin MADE A MOTION TO AMEND the resolution to add Account No. A386300.OPD to the final RESOLVED clause, Ms. Jones SECONDED THE MOTION, and upon unanimous voice vote of members present; MOTION CARRIED.

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

ON MOTION OF VAN DEE

RESOLUTION NO. 211-24

Authorizing and Approving Settlement Agreements to an Action Relating to the Opioid Crisis

WHEREAS, there is pending the matter on behalf of Cortland County regarding the opioid addiction crisis, in which Cortland County is the named plaintiff in the action (the "Action"); AND

WHEREAS, the Action is against several defendants, including manufacturers of opioids, distributors of opioids and chain pharmacies; AND

WHEREAS, after discussion the Cortland County Legislature authorized the County Attorney to accept confidential settlements for in relation to two (2) such defendants in the ongoing matter; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby authorizes the Chairman of the Legislature to accept said settlements and execute Participation and Release Forms for each defendant; AND BE IT FURTHER

RESOLVED, that all funds received from the settlement be set aside into Account No. A386300.OPD for the sole purpose of addressing the opioid epidemic in Cortland County.

Referred from Finance & Administration Committee Cont.

AGENDA ITEM NO. 21 – Local Law 7 of 2024 - a Local Law Overriding Tax Levy Limit for Fiscal Year 2025

RESULT:	ADOPTED [16 TO 1]
MOVER:	Cathy Bischoff, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Behnke, Bentley, Bischoff, Cleland, Eccleston, Harbin, Heider, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Fitch
NAYS:	Linda Jones

Local Law 7 of 2024 - a Local Law Overriding Tax Levy Limit for Fiscal Year 2025

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

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

WHEREAS, the Cortland County Legislature has not yet finalized the fiscal year 2025 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:

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 2025 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 2025.

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 2025, if the Legislature deems it necessary for the County of Cortland to adopt a budget for the fiscal year 2025 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.

Announcements**Adjournment**

The meeting was closed at 6:41 PM



Cortland County Legislature

Legislative Session

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

~ Minutes ~

Thursday, September 26, 2024

6:00 PM

Board Room

Public Hearings

1. Public Hearing for Comments on Cortland County's Current Community Development Block Grant (CDBG) Project No. 286ME528-23

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

Salute to the Flag

Call to Order

The meeting was called to order at 6:04 PM by Chair of the Legislature Kevin Fitch

Roll Call

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

Minutes Acceptance: Minutes of Sep 26, 2024 6:00 PM (Approval of Minutes)

Approval of Minutes

1. Cortland County Legislature - Legislative Session - Aug 22, 2024 6:00 PM

RESULT:	APPROVED
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Privilege of the Floor

Proclamations & Recognitions

Presentation of Petitions, Communications, and Notice

Receive and File

Reports of Standing, Special and Ad Hoc Committees

Articles Postponed to Day Certain

Unfinished Business

New Business

Resolutions

Resolutions from the Chair

Referred from Building & Grounds Committee

Referred from Highway Committee

AGENDA ITEM NO. 1 – Abolish One Heavy Equipment Maintenance Mechanic/Create One Heavy Equipment Maintenance Mechanic/Heavy Equipment Maintenance Mechanic Trainee - Highway Department

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

ON MOTION OF NEWELL

RESOLUTION NO. 174-24

Abolish One Heavy Equipment Maintenance Mechanic/Create One Heavy Equipment Maintenance Mechanic/Heavy Equipment Maintenance Mechanic Trainee - Highway Department

WHEREAS, the needs of the Highway Department will be better served by abolishing one (1) Heavy Equipment Maintenance Mechanic position and creating one (1) Heavy Equipment Maintenance Mechanic/Heavy Equipment Maintenance Mechanic Trainee position; AND

WHEREAS, the Highway Committee recommends the abolition and creation of these positions; NOW THEREFORE BE IT;

RESOLVED, that one (1) position of Heavy Equipment Maintenance Mechanic (Grade 17, CSEA, \$24.6877-\$31.2484, non-competitive class, full time with benefits) be and hereby is abolished effective September 26, 2024 at midnight; AND BE IT FURTHER;

Minutes Acceptance: Minutes of Sep 26, 2024 6:00 PM (Approval of Minutes)

RESOLVED, that one (1) position of Heavy Equipment Maintenance Mechanic/Heavy Equipment Maintenance Mechanic Trainee (Grade 17, CSEA, \$24.6877-\$31.2484, non-competitive class, full time with benefits or Grade 13, CSEA, \$21.5585-\$27.2876, pending jurisdictional class, full time with benefits) be created with approval to fill effective September 27, 2024 at 12:01 AM.

AGENDA ITEM NO. 2 – Award Bid for Roof Installation for the Salt Storage Barn - Highway Department

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

ON MOTION OF NEWELL

RESOLUTION NO. 175-24

Award Bid for Roof Installation for the Salt Storage Barn - Highway Department

WHEREAS, the Cortland County Highway Department advertised for bids for the installation of the new metal roof for the Salt Storage Barn; AND

WHEREAS, the Cortland County Highway Department has received the following bids for the installation of the new metal roof for the Salt Storage Barn;

<u>BIDDERS</u>	<u>BID</u>
Complete Construction Concepts	\$ 61,750.00
Park Lane Construction, LLC	\$ 89,544.00
Clapper Construction LLC	\$ 95,800.00
Hale Contracting Inc	\$100,513.00
Syracuse Sheet Metal Co., Inc	\$116,026.00
Axe Construction Services	\$149,000.00
First General Services	\$197,412.00
Titan Roofing, Inc	\$247,900.00
Nuvista Designs	\$520,000.00

; NOW THEREFORE BE IT

RESOLVED, that in accordance with the recommendations of the Highway Committee, the Cortland County Legislature hereby awards the agreement for the installation of the new metal roof for the Salt Storage Barn to the lowest bidder, Complete Construction Concepts for the bid price listed above; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon approval by the County Attorney or designee, and subject to appropriation of funding by the Legislature, is hereby authorized and directed to execute an

agreement with Complete Construction Concepts for an amount not to exceed \$61,750.00; AND BE IT FURTHER

RESOLVED, that the Cortland County Finance Director is hereby authorized and directed to make payment from Account D51105.54077.7306 for the installation of the new metal roof for the Salt Storage Barn to the lowest bidder, Complete Construction Concepts.

AGENDA ITEM NO. 3 – Authorize Stipend for Additional Duties - Superintendent of Highways and Deputy Superintendent of Highways - Highway Department

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

ON MOTION OF NEWELL

RESOLUTION NO. 176-24

Authorize Stipend for Additional Duties - Superintendent of Highways and Deputy Superintendent of Highways - Highway Department

WHEREAS, the oversight of County capital projects has been being performed by Charles Sudbrink, Superintendent of Highways, and Alan Ricottilli, Deputy Superintendent of Highways since April 1, 2024; AND

WHEREAS, the Highway Committee recommends compensating Charles Sudbrink and Alan Ricottilli with a stipend, which would not be added to their base salaries, for performing these duties; NOW THEREFORE BE IT

RESOLVED, that Charles Sudbrink will receive an \$8,745 stipend, and Alan Ricottilli will receive a \$6,399 stipend for the oversight of County capital projects for 2024; AND BE IT FURTHER

RESOLVED, that this payment shall be included in the last paycheck in December 2024.

AGENDA ITEM NO. 4 – Amend Establishment of Dwyer Memorial Park Reserve

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

ON MOTION OF NEWELL

RESOLUTION NO. 177-24

Amend Establishment of Dwyer Memorial Park Reserve

WHEREAS, Resolution No. 436-17 established the Dwyer Park Memorial Repair Reserve (the reserve) for repairs to the main pavilion; AND

WHEREAS, Resolution No. 206-18 amended resolution no. 436-17 to allow the use of the reserve for all necessary repairs at the main pavilion or other Dwyer Memorial Park facilities and structures; AND

Minutes Acceptance: Minutes of Sep 26, 2024 6:00 PM (Approval of Minutes)

WHEREAS, it is the recommendation of the County Administrator and Cortland County Highway Committee to provide a funding mechanism for the reserve; NOW THEREFORE BE IT

RESOLVED, the Cortland County Legislature authorize annually adding to the reserve (A.386300.DWPK) any unspent budget in A71105.52320 and A71105.54076; AND BE IT FURTHER

RESOLVED, the approved uses of the reserve are for repairs, maintenance or capital improvements at Dwyer Park; AND BE IT FURTHER

RESOLVED, that the Reserve be and hereby is named the Dwyer Memorial Park Reserve.

Referred from Government Operations Committee

AGENDA ITEM NO. 5 – Authorize Agreement with New York State Department of Agriculture & Markets - Weights & Measures

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

ON MOTION OF NAUSEEF

RESOLUTION NO. 178-24

Authorize Agreement with New York State Department of Agriculture & Markets - Weights & Measures

WHEREAS, the Cortland County Legislature has authorized agreements with the New York State Department of Agriculture and Markets since 2004, resolution 306-04, that the New York State Department of Agriculture and Markets shall reimburse Cortland County for actual costs and expenses incurred in participating in the Petroleum Product Quality Program; AND

WHEREAS, upon agreement, New York State Department of Agriculture and Markets shall reimburse Cortland County up to \$3,009.00 per year for those expenses for a period of five years, beginning April 1, 2024 and ending March 31, 2029; AND

WHEREAS, it is recommended by the Cortland County Legislature to re-enter into the Petroleum Product Quality Program; AND

WHEREAS, the Petroleum Product Quality Program ensures that petroleum products in Cortland County meet specified quality standards and guards against the sale of inferior products; 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 execute an agreement with the New York State Department of Agriculture and Markets for an annual payment of up to \$3,009.00 for a five year term to begin April 1, 2024 and ending March 31, 2029.

AGENDA ITEM NO. 6 – Create Temporary Director of Weights and Measures

Minutes Acceptance: Minutes of Sep 26, 2024 6:00 PM (Approval of Minutes)

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

ON MOTION OF NAUSEEF**RESOLUTION NO. 179-24****Create Temporary Director of Weights and Measures**

WHEREAS, the needs of the agency will be better served by creating one full-time temporary position of Director of Weights and Measures in order to provide time to train with the current Director of Weights and Measures who is retiring December 2024; AND

WHEREAS, the Government Operations Committee recommends the creation of this position; NOW THEREFORE BE IT

RESOLVED, that one full-time temporary position of Director of Weights and Measures (Management, Grade 10, \$57,528-76,569, competitive class, full-time, temporary through 12/31/2024, with benefits) be created on September 26, 2024 with approval to fill; AND BE IT FURTHER

RESOLVED, that funds be appropriated in the 2024 County Budget as follows:

A66105.51005 Personal Services		\$15,821.00
A66105.58020 Retirement		\$2,214.94
A66105.58030 FICA		\$1,210.31
A66105.58060 Health Insurance		\$4,900.00
TOTAL Expense		\$24,146.25

AGENDA ITEM NO. 7 – Appoint Director of Weights and Measures

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

ON MOTION OF NAUSEEF**RESOLUTION NO. 180-24****Appoint Director of Weights and Measures**

WHEREAS, the Cortland County Legislature has created a temporary Director of Weights and Measures position to provide for a period of training with the current Director of Weights and Measures until his retirement; AND

WHEREAS, Chairman Kevin Fitch, Legislator Joe Nauseef, Legislator Eugene Waldbauer, County Administrator Robert Corpora, Director of Weights and Measures Wes Foley and Personnel Officer Laurie Leonard conducted interviews and offered a recommendation for this appointment; AND

WHEREAS, the County Legislature has received the recommendation for appointment of Christopher Holl as Director of Weights and Measures; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint Christopher Holl as Director of Weights and Measures at an annual salary of \$69,609 (Grade 10, Step 3 , Management Compensation Plan, temporary with benefits through 12/31/2024, 40 hours/week, competitive class) effective September 28, 2024 or after; AND BE IT FURTHER

RESOLVED, that Christopher Holl will move directly into the permanent Director of Weights and Measures position upon the retirement of the current Director of Weights and Measures on or before 12/31/2024.

AGENDA ITEM NO. 8 – Authorize Salary Amendments - Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees - Personnel Department

RESULT:	ADOPTED [15 TO 1]
MOVER:	Joseph Nauseef, Legislator
SECONDER:	Beau Harbin, Minority Leader
AYES:	Behnke, Bischoff, Cleland, Eccleston, Harbin, Heider, Mantella, McGovern, Nauseef, Newell, Price, Van Dee, VanGorder, Waldbauer, Fitch
NAYS:	Linda Jones
EXCUSED:	Douglas Bentley

ON MOTION OF NAUSEEF

RESOLUTION NO. 181-24

Authorize Salary Amendments - Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees - Personnel Department

WHEREAS, there is a need to amend the Management Attorney Table salary schedule in the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees; AND

WHEREAS, the Government Operations Committee has reviewed and recommends the amendments shown below; AND

WHEREAS, the committee recommends that all incumbents in the titles shown below do not receive the 2025 annual salary increase due to this adjustment; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby approves the amendments to the Management Attorney Table salary schedule in the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees effective October 1, 2024 as follows:

	Step 1	Step 2	Step 3	Step 4
Grade 0	n/a	n/a	n/a	\$146,802
Grade 1	n/a	n/a	n/a	\$125,000
Grade 2	\$100,000	\$105,000	\$110,000	\$115,000
Grade 3	n/a	n/a	n/a	\$74,160

Grade 0

County Attorney
Public Defender

Grade 1

Chief Assistant County Attorney
Chief Assistant District Attorney
Chief Assistant Public Defender

Chief DSS Attorney
Plan Administrator

Grade 2

Assistant County Attorney
Assistant District Attorney
Assistant Public Defender
Social Services Attorney

Grade 3

Associate Assistant County Attorney
Associate Assistant District Attorney
Associate Assistant Public Defender
Associate Social Services Attorney

Referred from Judiciary & Public Safety Committee

Referred from Agriculture/Planning/Environment Committee

AGENDA ITEM NO. 9 – Appoint Member - Cortland County Planning Board

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

ON MOTION OF HARBIN

RESOLUTION NO. 182-24

Appoint Member - Cortland County Planning Board

WHEREAS, the term of Planning Board member expired June 30, 2024; AND

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

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

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

Name	Address	Municipality	Term Expiration
Daniel Haynes	2181 Washington Street, Cortland, NY	Town of Virgil	6/30/2028

Referred from Health & Human Services Committee

AGENDA ITEM NO. 10 – Authorize Agreement for Public Health Emergency Preparedness - Health Department

Minutes Acceptance: Minutes of Sep 26, 2024 6:00 PM (Approval of Minutes)

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

ON MOTION OF VAN DEE**RESOLUTION NO. 183-24****Authorize Agreement for Public Health Emergency Preparedness - Health Department**

WHEREAS, the counties of Cayuga, Cortland, Jefferson, Lewis, Madison, Onondaga, Oswego, and Tompkins are referred to as the Central New York (CNY) Public Health Alliance; AND

WHEREAS, the County Health Departments of the CNY Public Health Alliance all have responsibilities for public health emergency planning and response; AND

WHEREAS, some public health problems may require public health services that exceed the capacities of the individual County Health Departments; AND

WHEREAS, the County Health Departments of the CNY Public Health Alliance are desirous to establish an intermunicipal agreement to provide mutual aid to each other during a public health emergency, NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature be and hereby authorizes the County Administrator and the Public Health Director, upon review and approval by the County Attorney or designee, to enter into an agreement with the agencies and counties named in the CNY Public Health Alliance.

AGENDA ITEM NO. 11 – Accept Funds Resource Allocation Plan New York State Office of Children and Family Services - Health Department/Youth Bureau

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

ON MOTION OF VAN DEE**RESOLUTION NO. 184-24****Accept Funds Resource Allocation Plan New York State Office of Children and Family Services - Health Department/Youth Bureau**

WHEREAS, the New York State Office of Children and Family Services, through the Resource Allocation Plan has made available the sum of \$108,730 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, 2024 through September 30, 2025 and for which a copy is in the County Youth Bureau Office; AND

WHEREAS, \$92,420 will be allocated to Cortland County municipalities and \$16,310 will be allocated to the Cortland County Youth Bureau administration; AND

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WHEREAS, the 2024 County Budget will need to be amended as follows:

Revenue:		Current	Increase	Balance
A73125.43820.YB	Youth Bureau	\$113,028	\$108,730	\$221,758
Expenditure:		Current	Increase	Balance
A73125.51005	Personal Services	\$14,794	\$7,857	\$22,651
A73125.54020	Postage	\$10	\$10	\$20
A73125.54035	Ed/Train	\$700	\$700	\$1,400
A73125.54040	Dues	\$120	\$150	\$270
A73125.54045	Travel	\$224	\$2,500	\$2,724
A73125.54048	Program Supp	\$36	\$2,500	\$2,536
A73125.54800	Program Exp - SDPP	\$96,013	\$92,420	\$188,433
A73125.58060	Health Ins	\$0	<u>\$2,593</u>	\$2,593
			\$108,730	

; NOW THEREFORE BE IT

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, 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 Director of Finance 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.

AGENDA ITEM NO. 12 – Amend 2024 Budget for Daycare Expenditures - Department of Social Services

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

ON MOTION OF VAN DEE

RESOLUTION NO. 185-24

Amend 2024 Budget for Daycare Expenditures - Department of Social Services

WHEREAS, expenditures for Daycare cases are continuing to increase this year and are expected to exceed the amount appropriated in our 2024 budget; NOW THEREFORE BE IT

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

INCREASE:

Daycare Expenditures

A60105.56055 current \$1,350,000.00 INCREASE \$250,000 new = \$1,600,000.00

Daycare Revenues

A601043.43655 current \$1,296,578.00 INCREASE \$250,000 new = \$1,546,578.00

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AGENDA ITEM NO. 13 – Authorize Agreement with Cayuga Addictions Recovery Services -
Department of Social Services

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

ON MOTION OF VAN DEE

RESOLUTION NO. 186-24

Authorize Agreement with Cayuga Addictions Recovery Services - Department of Social Services

WHEREAS, the NYS Office of Children and Family Services is anticipated to allocate another round of federal Child Abuse Prevention and Treatment Act (CAPTA) Comprehensive Addiction and Recovery Act of 2016 (CARA) funds to Cortland County and all counties in New York State to help improve their response to families and infants affected by substance use disorders; AND

WHEREAS, Cayuga Addictions Recovery Services (CARS) is an authorized provider of behavioral health services and has the expertise for this partnership; AND

WHEREAS, the \$60,000.00 in funding needed for this Agreement will be provided through a State allocation of federal money and will be paid from Account A60105.54800.4695 Admin – Behavioral Health and the revenue will be posted in Account A601044.44689.4695; NOW THEREFORE BE IT

RESOLVED, the County Administrator, upon review and approval by the County Attorney or designee and subject to an allocation from New York State and the appropriation of funding by the Legislature, be and hereby is authorized to execute an agreement for the time period of December 1, 2024 through November 30, 2025 with CARS in an amount not to exceed \$60,000.

AGENDA ITEM NO. 14 – Authorize Memorandum of Understanding - Cayuga-Cortland Workforce Development Area

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

ON MOTION OF VAN DEE

RESOLUTION NO. 187-24

Authorize Memorandum of Understanding - Cayuga-Cortland Workforce Development Area

WHEREAS, the Workforce Innovation and Opportunity Act of 2014 seeks to streamline the internal workings of several major pieces of Workforce-related legislation and to mandate a much closer local collaboration through a One-Stop service delivery system for employers and job seekers; AND

WHEREAS, the Memorandum Of Understanding includes the budget for the sharing of infrastructure costs of each Comprehensive, Affiliate, and Specialized Career Center in the Local Workforce Development Area and identify each co-located partner's infrastructure cost share for each Comprehensive, Affiliate, and Specialized Center in the Local Workforce Development Area; AND

WHEREAS, required in the Memorandum of Understanding requirements set forth in 20 CFR

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678.500, 20 CFR678.510 and the Training and Guidance Letter 17-16 of the Workforce Innovation and Opportunity Act statute, Memoranda of Understanding must be developed between the Local Workforce Development Board and each of the One-Stop Partners and all other County Departments in the Career Center System; AND

WHEREAS, the Memorandum of Understanding will define the roles and responsibilities of the parties and the budget of the parties of the Agreement with regard to implementation of the One-Stop Career Centers in Cayuga and Cortland County; NOW THEREFORE BE IT

RESOLVED, that the Chair of the Legislature, upon review of the County Attorney or designee, be and hereby is authorized to execute said agreement.

AGENDA ITEM NO. 15 – Appoint Members - Cayuga/Cortland Workforce Development Board - Employment and Training Grant Administration

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

ON MOTION OF VAN DEE

RESOLUTION NO. 188-24

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

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

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

Name	Address	Sector	Term Ending
Heather Wineburg	83 Main Street, Cortland, NY 13045	Cortland County Chamber	6/30/2027
Nicole Meeker	67 Main Street, Cortland NY 13045	McNeil & Co., Inc.	6/30/2027

AGENDA ITEM NO. 16 – Accept Substance Abuse & Mental Health Services Administration (SAMHSA) 2024-2028 Youth Grant, Authorize Agreements and Create Positions - Mental Health Department

Mr. Harbin MADE A MOTION TO AMEND the resolution to add a resolved clause to include the account information; Ms. Price SECONDED THE MOTION TO AMEND; and upon unanimous voice vote of members present; MOTION CARRIED.

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

ON MOTION OF VAN DEE**RESOLUTION NO. 189-24**

Accept Substance Abuse & Mental Health Services Administration (SAMHSA) 2024-2028 Youth Grant, Authorize Agreements and Create Positions - Mental Health Department

WHEREAS, the Cortland County Mental Health Department has been awarded a grant from Substance Abuse & Mental Health Services Administration (SAMHSA) for expansion and sustainability of comprehensive community mental health services for children with series emotional disturbances (SED); AND

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

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

WHEREAS, the Mental Health Department recommends the creation of two full time positions of one Mental Health Rehabilitation Specialist (MHRS) (CSEA, Grade 16 \$23.8479/hr - \$30.1854/hr, competitive class, full time with benefits) and one Senior Mental Health Clinician (SMHC) (CSEA, Grade 28 \$37.2145/hr - \$47.1041, competitive class, full time with benefits) positions as funded and required by this grant; AND

WHEREAS, the Grant has designated fund to be used for 2024 purchasing of two (2) laptops and two (2) iPads to be used by the Mental Health Department for grant management, activities and oversight; AND

WHEREAS, it is the recommendation of the Health and Human Services Committee to authorize the Cortland County Administrator to approve the designation of funds to the following Cortland County contracted agencies to work under the Grant leadership oversight of the Mental Health Department; with these budget requirements in the grant:

2024-2028 SAMHSA Approved Contacted Providers	Authorized Funds Four (4) Year Totals
Family & Children's Counseling Services of Cortland	\$13,000
CAPCO	\$93,910
CACTC / RHI	\$170,000
SUNY Upstate Medical University	\$53,000
Cowley Associates, Inc.	\$38,500
Functional Family Therapy, LLC	\$71,750

; AND

WHEREAS, the 2024 budget needs to be amended; NOW THEREFORE BE IT

RESOLVED, that the Cortland County be and hereby accepts the award of the Substance Abuse

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& Mental Health Services Administration (SAMHSA) in the amount of \$3,526,362.00; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to execute all necessary agreements to receive the grant funding; AND BE IT FURTHER

RESOLVED, that one Mental Health Rehabilitation Specialist (MHRS) (CSEA, Grade 16 \$23.8479/hr - \$30.1854/hr, competitive class, full time with benefits) and one Senior Mental Health Clinician (SMHC) (CSEA, Grade 28 \$37.2145/hr - \$47.1041, competitive class, full time with benefits) positions as funded and required by this grant, be created with approval to fill on September 27, 2024 at 12:01 AM; AND BE IT FURTHER

RESOLVED, that both positions shall be abolished upon the expiration of the grant funding for the positions; AND BE IT FURTHER

RESOLVED, that the County Administrator, upon review by the County Attorney or designee, be and hereby is authorized to execute contracts with the following agencies for an amount not to exceed the amount listed below:

2024-2028 SAMHSA Approved Contacted Providers Authorized Funds Four (4) Year Totals	
Family & Children's Counseling Services of Cortland	\$13,000
CAPCO	\$93,910
CACTC / RHI	\$170,000
SUNY Upstate Medical University	\$53,000
Cowley Associates, Inc.	\$38,500
Functional Family Therapy, LLC	\$71,750

; AND BE IT FURTHER

RESOLVED, the Director of Finance is authorized to pay the approved county contracted agencies from the appropriate expense account for this SAMHSA Grant; AND BE IT FURTHER

RESOLVED, that the 2024 budget be and hereby is amended as follows:

INCREASE:

Acct No. A43105 SAMHSA Grant \$956,086

Acct No. A359990 Approp. Fund Balance \$956,086

AMEND the 2024-2025 budget, (Sept. 30, 2024 to Sept. 29, 2025) to reflect the following:

Acct #	Acct Name	Direct	Indirect	Total Budget
Expense s				
A43105 51005 ISCEI	Personal Services	157,686.00	15,768.60	173,455.00
A43105 58020 ISCEI	Retirement	22,076.00	2,207.60	24,284.00
A43105 58030 ISCEI	FICA	12,064.00	1,206.40	13,270.00
A43105 58040 ISCEI	Workers Comp	5,985.00	598.50	6,584.00
A43105 58060 ISCEI	Health Insurance	56,700.00	5,670.00	62,370.00

A43105	58062	ISCEI	Dental Insurance	270.00	27.00	297.00
A43105	58065	ISCEI	Vision Insurance	60.00	6.00	66.00
A43105	54045	ISCEI	Travel	51,252.00	5,125.20	56,377.00
A43105	54005	ISCEI	Office Supplies	8,600.00	860.00	9,460.00
A43105	54035	ISCEI	Education & Training	87,432.00	8,743.20	96,175.00
A43105	54055	ISCEI	Professional Services	125,000.00	12,500.00	137,500.00
A43105	54815	ISCEI	Contracted Agencies	361,390.00	13,068.00	374,458.00

				888,515.00	65,781.00	954,296.00
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Revenue

A43105	xxxxx	ISCEI	Systems of Care Grant	888,515.00	65,781.00	954,296.00
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; AND BE IT FURTHER

RESOLVED, that the Director of Finance be and hereby shall carryover any unused grant funds to subsequent budgets for the life of the grant.

AGENDA ITEM NO. 17 – Appoint Director of Community Mental Health Services

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

ON MOTION OF VAN DEE

RESOLUTION NO. 190-24

Appoint Director of Community Mental Health Services

WHEREAS, the Cortland County Legislature will have a vacant position of Director of Community Mental Health Services effective October 10, 2024; AND

WHEREAS, Legislators Ron VanDee, William McGovern and Keith VanGorder, Community Services Board member Kathy Reynolds, County Administrator Rob Corpora and Personnel Officer Laurie Leonard conducted interviews and offered a recommendation for this appointment; AND

WHEREAS, the Community Services Board has recommended Patricia Schaap to be appointed to the position of Director of Community Mental Health Services; AND

WHEREAS, the County Legislature has received the recommendation for the appointment of Patricia Schaap as Director of Community Mental Health Services; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature does hereby appoint Patricia Schaap as Director of Community Mental Health Services at an annual salary of \$104,986 (Grade 3, Step 2, Management Compensation Plan, non-competitive class, full-time) effective October 10, 2024.

Referred from Finance & Administration Committee

AGENDA ITEM NO. 18 – Authorization Extension of Cortland County Microenterprise Assistance Program Agreement, Project No. 286ME528-23

Ms. Bischoff MADE A MOTION to amend the resolution to substitute it for the following:

**Authorization Extension of Cortland County Microenterprise Assistance Program
Agreement, Project No. 286ME528-23**

WHEREAS, the Cortland County Legislature adopted Resolution No. 147-22 to authorize the application for and execution of a project agreement with the State of New York for the Cortland County Microenterprise program; AND

WHEREAS, Cortland County was awarded Microenterprise Assistance Program funding in the amount of \$200,000 in 2023 to assist Cortland County businesses; AND

WHEREAS, the County Administrator executed a contract for said funding for Project No. 286ME528-23; AND

WHEREAS, the New York State Office of Community Renewal is offering Cortland County a twelve (12) month extension on the current contract for additional Microenterprise Assistance Program funding for an amount not to exceed \$300,000 due to the demonstration of need in Cortland County; AND

WHEREAS, it is the recommendation of the Finance and Administration Committee to extend the agreement to further assist Cortland County businesses, without the need to go through a new application process; AND

WHEREAS, following a Request for Proposals (RFP), Thoma Development Consultants was awarded the bid and is currently administering the Cortland County Microenterprise Assistance Program, Project No. 286ME528-23; AND

WHEREAS, the New York State Office of Community Renewal, pending the extension of the current contract, authorizes Cortland County to extend the contract with Thoma Development Consultants, Inc. for grant administration and program delivery, without going back out to RFP; AND

WHEREAS, the New York State Office of Community Renewal allows Cortland County to allocate ten percent (10%) of the funding to grant administration and ten percent (10%) of the funding to program delivery; NOW THEREFORE BE IT

RESOLVED, that the Clerk of the Legislature and/or County Administrator, be and hereby is authorized and directed to file the necessary paperwork for the extension for Microenterprise Assistance Program funding from New York State Homes and Community Renewal, Office of Community Renewal; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon review and approval of the County attorney or designee as to form, be and hereby is authorized to execute an extension of the project agreement (Project No. 286ME528-23), for an amount not to

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exceed \$300,000, with the New York State Office of Community Renewal and/or other necessary New York State agencies for the Cortland County Microenterprise Program; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon review and approval of the County attorney or designee as to form, be and hereby is authorized to execute an amendment to the current contract with Thoma Development Consultants, Inc., upon approval of the extension of the project agreement (Project No. 286ME528-23), for ten percent (10%) of the additional awarded funding for grant administration and ten percent (10%) of the additional awarded funding for program delivery.

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

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

ON MOTION OF BISCHOFF

RESOLUTION NO. 191-24

**Authorization Extension of Cortland County Microenterprise Assistance Program Agreement,
Project No. 286ME528-23**

WHEREAS, the Cortland County Legislature adopted Resolution No. 147-22 to authorize the application for and execution of a project agreement with the State of New York for the Cortland County Microenterprise program; AND

WHEREAS, Cortland County was awarded Microenterprise Assistance Program funding in the amount of \$200,000 in 2023 to assist Cortland County businesses; AND

WHEREAS, the County Administrator executed a contract for said funding for Project No. 286ME528-23; AND

WHEREAS, the New York State Office of Community Renewal is offering Cortland County a twelve (12) month extension on the current contract for additional Microenterprise Assistance Program funding for an amount not to exceed \$300,000 due to the demonstration of need in Cortland County; AND

WHEREAS, it is the recommendation of the Finance and Administration Committee to extend the agreement to further assist Cortland County businesses, without the need to go through a new application process; AND

WHEREAS, following a Request for Proposals (RFP), Thoma Development Consultants was awarded the bid and is currently administering the Cortland County Microenterprise Assistance Program, Project No. 286ME528-23; AND

WHEREAS, the New York State Office of Community Renewal, pending the extension of the current contract, authorizes Cortland County to extend the contract with Thoma Development Consultants, Inc. for grant administration and program delivery, without going back out to RFP; AND

WHEREAS, the New York State Office of Community Renewal allows Cortland County to

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allocate ten percent (10%) of the funding to grant administration and ten percent (10%) of the funding to program delivery; NOW THEREFORE BE IT

RESOLVED, that the Clerk of the Legislature and/or County Administrator, be and hereby is authorized and directed to file the necessary paperwork for the extension for Microenterprise Assistance Program funding from New York State Homes and Community Renewal, Office of Community Renewal; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon review and approval of the County attorney or designee as to form, be and hereby is authorized to execute an extension of the project agreement (Project No. 286ME528-23), for an amount not to exceed \$300,000, with the New York State Office of Community Renewal and/or other necessary New York State agencies for the Cortland County Microenterprise Program; AND BE IT FURTHER

RESOLVED, that the County Administrator and/or Chair of the Legislature, upon review and approval of the County attorney or designee as to form, be and hereby is authorized to execute an amendment to the current contract with Thoma Development Consultants, Inc., upon approval of the extension of the project agreement (Project No. 286ME528-23), for ten percent (10%) of the additional awarded funding for grant administration and ten percent (10%) of the additional awarded funding for program delivery.

Announcements

Adjournment

The meeting was closed at 6:24 PM

Cortland County Proclamation



Recognizing Retiring Cortland County Employee Eric Johnson for his Time and Service

WHEREAS, Eric Johnson is concluding a remarkable career with Cortland County and embarking on his well-earned retirement; AND

WHEREAS, Eric Johnson has devoted 35 years of exceptional service to Cortland County, making an indelible impact on the community; AND

WHEREAS, Mr. Johnson began his career before the county's widespread use of personal computers, during a time when county operations relied on a mainframe system, with all data stored on a 200-megabyte tape reel and printing done on high-speed dot matrix printers; AND

WHEREAS, over the course of his career, Mr. Johnson embraced the rapidly evolving IT landscape, progressing from Network Technician to System Administrator, skillfully meeting the demands of increasingly complex responsibilities; AND

WHEREAS, his unwavering dedication to ensuring the seamless operation of the county's IT systems, and by extension, the county's day-to-day business, has been invaluable; AND

WHEREAS, the Cortland County Legislature wishes to formally acknowledge and commend Mr. Johnson for his 35 years of loyal service to the residents of Cortland County; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby recognizes Eric Johnson for his 35 years of outstanding service, most recently as the System Administrator, and thanks him for his unwavering commitment; AND BE IT FURTHER

RESOLVED, that the Legislature expresses its profound gratitude for Mr. Johnson's expertise, dedication, and invaluable contributions, which will be deeply missed; AND BE IT FURTHER

RESOLVED, that I, Kevin Fitch, Chair of the Legislature, on behalf of the entire Cortland County Legislature, extend our heartfelt thanks to Mr. Johnson for his years of service and wish him great joy and fulfillment in his retirement.

IN WITNESS WHEREOF, I have hereunto set my hand this 24th day of October, 2024.

Kevin Fitch, Chair
Cortland County Legislature

Attachment: Retiree Proclamation -Eric Johnson (12534 : Eric Johnson Retirement Proclamation)

Project Narrative
Shift of Taxiway A – Design
Cortland County Airport

Project Description

The project involves design for the shifting of existing Taxiway A (approximately 3,760' X 25'), reconstruction of Taxiway B stub, and shifting existing Taxiway B north stub at Cortland County Airport – Chase Field (N03). The project will also include reconstruction of approximately 91 edge light, 18 aeronautical guidance signs, and improvements to the existing drainage system.

Project Justification

Taxiway A was last rehabilitated (mill and overlay) in 2002, twenty years ago. The pavement shows signs of advanced deterioration due to weathering and use. Taxiway A has a PCI value that ranges from 34 to 37 based on the Taxiway A pavement condition index updated in 2022. Cortland County Airport maintenance staff spend excessive amounts of time and financial resources crack sealing the taxiway pavement to control FOD and extend the pavement life as long as possible.

A Modification of Standards (MOS) was issued by the FAA in 2006 due to the current location of existing Taxiway A not meeting the standard separation distance with Runway 6-24. This project will resolve the non-standard separation distance by shifting Taxiway A to comply with the FAA standard separation distance with Runway 6-24.

In addition to addressing the referenced MOS and deteriorating taxiway conditions to provide at least a 20-year useful life, the project will shift Taxiway B north stub to comply with updated FAA requirements, reconstruct existing taxiway lighting and guidance signage, and improve drainage.

Project Funding Breakdown

FAA @ 90%	\$419,482
Local @ 5%	\$23,305
State @ 5%	\$23,305
Total	\$466,092

Project Cost Breakdown

Sponsor Admin	\$2,500
Engineering	\$463,592
Total	\$466,092



**Cortland County
Administrative Policy Manual**

**Employment Policy Manual for Department Heads, Management Employees and
Management/Confidential Employees**

Policy/Procedure Number: 01.001

Modified Date (s): 12/7/2005; 1/20/2012;
11/20/2012; 12/20/2012; 12/19/2013;
10/30/2014; 5/28/2015; 1/1/2016; 11/4/2016;
1/1/2017; 1/1/2018; 1/1/2019; 1/25/2019;
1/3/2020; 1/2/2021; 4/22/2021; 4/28/2022;
1/1/2023; 1/1/2024; 1/1/2025

Resolution No.: 106-21,123-22,182-23

Effective Date: 4/22/2021
Next Review: 9/1/20254

Objective: The purpose of this policy manual is to provide Department Heads, Management employees, and Management/Confidential employees with a reference for the basic terms and conditions of employment with Cortland County.

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

Legislative Policy Statement: The County Legislature is committed to providing a high quality of services to the citizens of Cortland County. The administrative employees of the County are one of the essential elements required to fulfill this commitment. Through their leadership and professionalism, the Board's philosophy and policy is manifested in the efficient and effective operation of the County departments.

The County Legislature values the dedication and service of its administrative employees. The policy and the provisions contained herein establish and provide the terms and conditions of employment for Department Heads, Management, ~~and~~ Management/Confidential, and elected personnel in the employment of Cortland County Government. This policy statement is intended to provide those employees with a better understanding of the privileges and responsibilities of their positions and to assist in the mission of the professional delivery of services in Cortland County.

Responsible Department: Personnel Department



Cortland County Administrative Policy Manual

General Information:

I. Definitions:

The term “Administrative employee” is used in this policy manual to refer to all employees who occupy positions that are exempt from the bargaining unit under the Taylor Law. For the purposes of this manual, we have defined the administrative employees by using ~~four~~ five major categories, which are explained below. Policies or benefits that apply to all employees have been referred to as applying to Administrative employees or employees covered by this policy. Specific benefits or responsibilities that pertain to specific groups of employees, for example, Department Heads, have been noted as such. Employees under this policy are governed by the Fair Labor Standards Act (FLSA) and, as such, are subject to the terms and conditions of employment set forth by the FLSA.

Department Heads - Employees who are appointed by the County Legislature. Department Heads function in the primary leadership position in the department and are directly responsible for the development of departmental policies and the implementation of legislative initiatives. The County Administrator will complete an annual performance evaluation on department heads based on legislative policies.

Management Employees - Employees who are appointed by the Department Head to positions authorized by the County Legislature. Management employees have significant managerial responsibility in the areas of supervision and policy formation.

Management/Confidential - Employees who perform support functions for management positions and/or other assignments, which require them to be unrepresented by collective bargaining agreements.

Elected Officials - Employees who are elected by popular vote. Due to their unique status, elected officials are exempt from leave and attendance requirements and are therefore ineligible for any fringe benefits related thereto. The elected positions of Sheriff, County Clerk and Coroner are eligible for health insurance, but no other fringe benefits. They are also exempt from the probation period.

Attorneys – Employees who require a license to practice law in New York State. Attorneys are those who act as practitioners in the court of law.

Positions within each category are included in Attachment B.



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II. Policy:

A. Appointments

1. Full-Time Appointments

Department Heads, Management employees, and Management/Confidential employees are for fixed or continuing terms.

- a. Fixed Term Appointments - Certain appointments are for a pre-established number of years as prescribed by the N.Y.S. Constitution, various State and County Laws, General Municipal Law, and Local Law or Rule. Included in this category are appointments which are made for the "Term of the Board", which is four years.
- b. Continuous Term Appointment - The remainder of appointments are continuous are, in most instances afforded Civil Service Status and Protection, and are renewed contingent on satisfactory performance and authorization by the County Legislature and/or the County Administrator or Department Head. This group includes administrative employees who are appointed "at the pleasure of" the County Legislature or the Department Head, within the confines of Civil Service. Information regarding the type of appointment is provided to candidates during the recruitment and selection process. Questions concerning the term of appointment may be directed to the Personnel Department.

2. Part-time Appointments and Benefits

In certain cases, the County Legislature may establish part-time and/or temporary appointments to accommodate unique situations. Employees appointed to part-time positions and who work less than the standard work week, shall receive the approved salary for the position and the statutory benefits referenced herein, including Retirement (if eligible), Unemployment Insurance, Social Security, Worker's Compensation and Health, Dental and Vision Insurance. There shall be no earned leave benefits unless said part-time appointment consists of a regular schedule equal to or greater than one-half (1/2) of the standard work week for the position. In this case, leave benefits shall be prorated.

Fringe benefits shall be limited to the above-referenced items unless otherwise approved by the County Legislature.



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3. Probationary Period

Employees in the classified service are subject to a probationary period in accordance with Cortland County Civil Service Rules. The classified service includes the Competitive, Non-Competitive, Exempt, and Labor classes of Civil Service. Employees who have been promoted to a position in the classified service are also subject to a probationary period.

Employees in the unclassified service or elected classification are not subject to a probationary period.

4. Promotions/Demotions/Out of Title/Rehires

Administrative positions are critical to the efficient and effective operation of County government. It is the policy of Cortland County to seek professionals with the qualifications and experience necessary to fulfill this goal. Emphasis will be placed on recruitment of current employees who possess the qualifications, experience, and employment history necessary for the quality operation of the department. Employees who are working out-of-title shall be placed at the minimum of the new grade unless the current hourly rate is above the minimum, in which case, they will be placed in the Step immediately above their current hourly rate. No one shall exceed the top of the range for the new grade. Out-of-title shall be defined as duties and responsibilities assigned beyond that of an employee's regular position for a period greater than five consecutive business days due to an absence, exclusive of annual leave.

Employees who are promoted may be placed at the step that the candidate's experience warrants with approval by the County Administrator and Personnel Officer. Demotion means movement to a lower salary grade.

Employees who are demoted shall be placed at the step that the candidate's experience warrants with approval by the County Administrator and Personnel Officer.

Employees who are reinstated /rehired after separation may be placed at the step that the candidate's experience warrants with approval by the County Administrator and Personnel Officer. They may be given the same amount of vacation and longevity time credit and shall have accrued sick leave reinstated. This may only be used for employees being rehired/reinstated to the same title from which they left. This is at the discretion of the County Administrator and the Personnel Officer.

5. Secondary Employment

Full-time Employees covered by this policy understand and agree that their employment with the County is of primary importance, and that secondary employment



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must not inhibit or impede the efficient and effective performance of their job duties, responsibilities, or attendance; nor shall it impair their judgment in exercising of their official duties. Department Heads, Deputy Department Heads, and Division Heads will discuss and receive written approval annually from the County Administrator prior to engaging in secondary employment. Any changes to the terms of the secondary employment approval, requires subsequent approval. Copies of all correspondence will be kept in the personnel files.

Certain positions covered by this manual also have a prohibition on secondary employment embodied in New York State statute or local rule.

B. Compensation

1. Annual Salary

Cortland County maintains a competitive salary structure and benefit package for administrative employees. The County will review the compensation structure annually through the Management Compensation Review Committee to ensure it is competitive in current market conditions.

The Management Compensation Review Committee will be comprised of: the Chair of the Government Operations Committee, the Vice Chair of the Government Operations Committee, the County Administrator, the Personnel Officer, one additional legislator, and two department heads.

The committee will: review the Employment Policy Manual for Department Heads, Management Employees and Management/Confidential Employees for any changes to the language within the document. Additionally, the committee will review the compensation structure and position groupings within the salary grade plan to determine if any changes are necessary.

Attachment A outlines a four step increment system (equal to a 10% increase between steps) fitting each employee into the proper grade and step for Management and Management/Confidential employees. Effective January 1, 2024, there will be a separate schedule for Attorneys (12% increase between steps 1 and 2 and 8% between the remainder of the steps). All employees covered by this policy manual are placed in the graded salary schedule which has been adopted by the County Legislature. This graded salary schedule shall receive an annual adjustment equal to the increase given to CSEA unit 6550. Employees who are hired at Step 1 shall move across the step increments as follows:

- Step 1: hire rate
- Step 2: upon completion of two years in the position
- Step 3: upon completion of four years in the position
- Step 4: upon completion of eight years in the position

Employees who are hired at a step other than Step 1 shall move across the step increments as follow:



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Movement to Step 3 from Step 2: after two years at Step 2
 Movement to Step 4 from Step 3: after four years at Step 3

Employees shall begin employment at Step 1 for the grade unless the County Administrator and Personnel Officer determines that the need for the services or the employee's experience require that compensation be fixed at a higher step.

2. Longevity

Employees, with the exception of elected officials and Election Commissioners, who have been continuously employed with the County shall receive a non-cumulative annual longevity incentive upon completion of continuous County service in accordance with the schedule listed below.

	<u>Full Time</u>	<u>Part-Time (halftime or less)</u>
Completion of 10 th Year	\$ 1,000	\$ 500
Completion of 15 th Year	\$ 1,500	\$ 750
Completion of 20 th Year	\$2,000	\$1,000
Completion of 25 th Year	\$2,500	\$1,250
Completion of 30 th Year	\$3,000	\$1,500
Completion of 35 th Year	\$3,500	\$1,750

For the purposes of this program, continuous service shall be defined as no break in employment that exceeds one (1) year unless said break in service is the result of personal illness, accident, military service or layoff.

Employees who are less than full time but are more than half time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours. Employees who move from less than half-time to half-time or more will receive service credit for longevity purposes from the initial part time date of hire as long as the service is continuous.

If an employee has been on full pay status for less than eleven (11) working days of the calendar month, longevity will not be credited for that calendar month.

Longevity payments shall be made by the County in one lump sum payment in a separate paycheck to the employee in the payroll period after the employee's anniversary date.

Only regularly scheduled employees who are on the County payroll at the time of longevity payment will be entitled to the longevity benefit. Employees who retire prior to the longevity payment will receive a prorated amount at the time of retirement based on their date of retirement.



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3. Health, Dental, and Vision Insurance

a. Health Insurance:

Cortland County provides group health, hospitalization, major medical insurance, and prescription drug coverage through a self-insured Participating Provider Network (PPN) for all full time and part-time employees covered by this policy and their eligible dependents. Effective January 1, 2007, both the full and part-time employee share of this coverage shall be twenty percent (20%). The County's Health Benefits Program is fully described in the Plan Booklet.

All employees hired on or after 1/1/2023 will be enrolled in the Personal Choice PPO Plan if they wish to enroll in the County's insurance.

Prescription Drug Coverage:

The County Health Insurance Plan includes a three tier formulary plan for prescription drugs. Employees may obtain prescription medications through the following providers and will pay the following co-pays:

Maintenance Medications

i Employees may obtain available brand name prescription maintenance medications through the voluntary international mail order program from CortlandMeds at \$0 co pay. Please check available medications list at the Personnel Office or CortlandMeds.com.

ii The following co-pays apply to 90-day maintenance medications through the mail order program:

Generic	\$10
Brand Name Formulary	\$40
Brand Name Non-Formulary	— \$70

The co-pay for specialty medications are up to \$50 per 30-day supply.

iii Employees who fill prescriptions for maintenance medications at a retail pharmacy will pay one co-pay per 30-day supply. Only 30 day fills will be available at the retail pharmacy.

\$10 for generic



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\$20 for brand name
\$35 for non-formulary

UPON THE FOURTH REFILL AT RETAIL, EMPLOYEES SHALL PAY A
PENALTY CO PAY AT 50% OF THE **DRUG COST**.

Maintenance medications that are not able to be filled through the mail order program are excluded from the fourth refill penalty and may be processed as non-maintenance medications as described below.

Non-maintenance medications

\$10 for generic
\$20 for brand name formulary
\$35 for non-formulary

Employee contributions / Eligibility:

Employee contributions for the health insurance premium shall be deducted in equal amounts from each bi-weekly paycheck. Coverage for new employees hired prior to the 16th of the month shall become effective on the first of the following month. Coverage for new employees hired on or after the 16th of the month shall become effective on the first day of the second month following employment (e.g. date of hire of May 17 would result in coverage effective July 1).

Enrollment in the health insurance plan shall take effect as described herein or during the open enrollment period held at once per year.

b. Dental Insurance:

The County provides a self-insured dental plan for full-time and part-time employees. Employees shall be responsible for 50% of the monthly premium equivalent, if coverage is elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.

c. Vision Insurance:

The County provides a self-insured vision plan for full-time and part-time employees. Employees shall be responsible for 50% of the monthly premium equivalent, if coverage is elected. Dependent coverage is available at 100% of the cost of the monthly premium equivalent.



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The Employer provides the I.R.S. Section 125 spending account plan for employee contributions toward Health, Dental, Vision and other authorized and applicable health care related costs, and authorized and eligible day care expenses. The plan is administered by a Third Party Administrator and conforms with I.R.S. regulations.

4. Health Insurance coverage upon retirement

Employees shall be eligible to continue health coverage for themselves and any eligible dependents in retirement, provided they have met the following requirements:

- ~~a.~~ Employees hired previous to January 1, 2005 will require completion of a minimum of ten (10) years of service;
- Employees hired January 1, 2005 through December 31, 2023 will require ten (10) consecutive years with Cortland County;
- a. Employees hired January 1, 2024 or after will require twenty (20) consecutive years of service with Cortland County (effective 1/1/2024, exceptions to this requirement may be reviewed and approved by the County Legislature on a case by case basis).

- ~~b.~~ are employed by Cortland County at the time of retirement; and

— ~~c.~~ are enrolled in the health plan at the time of retirement; and

- d. provide the Employer with proof of retirement and otherwise meet the definition of retirement as specified by the NYS Retirement System.
- e. Be at least 55 years old;

The Retiree's share of Health Insurance costs shall be as follows:

Employees who retire and were hired prior to January 1, 2006:

<u>Employee Share</u>	<u>County Share</u>
10%	90%

Employees hired on or after January 1, 2006:

	<u>Employee Share</u>	<u>County Share</u>
10 years service but less than 15 years	50%	50%
15 years service but less than 20 years	35%	65%
20 years service or more	20%	80%

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For All Retirees: Upon qualification for Medicare Part B, all retirees must enroll and provide the Medicare Part B required information to the Personnel Department.

The spouse of a deceased retired employee may continue to participate in the County's Health Plan or County's Medicare Advantage Plan if Medicare eligible, upon payment of 100% of the monthly premium equivalent.

5. Retirement

The County participates in the New York State Employee's Retirement System with all rights and benefits presently provided by the Career Retirement Plan under Section 75i and 14b of the Retirement and Social Security Law. All permanent, full-time employees are enrolled in the New York State and Local Retirement System. Due to changing legislation and regulations, you should check with the N.Y.S. and Local Retirement System directly to obtain information regarding your benefits.

In addition, Cortland County offers the following Retirement Enhancements:

* May not apply to 14b members

- a. Section 41(j) - the application of unused sick leave accruals towards additional service credit upon retirement
- b. Section 41(k) - military service credit buy back.
- c. Section 60(b) - Minimum Death Benefit of up to three times the employee's annual rate of pay depending on length of service of employee at time of death and retirement tier.
- d. New York State Defined Voluntary Contribution Program (VDC) for those who are eligible

6. Social Security

Social Security provides income protection when an employee's earnings either cease or are reduced as a result of retirement, disability, or death. Social Security benefits are based on the employee's salary history up to the maximum Social Security taxable wage base. Each payroll period, payroll deductions made by the employee are matched by Cortland County to provide this benefit. Complete information is available from the Social Security Office.

7. Worker's Compensation

Employees who suffer an injury or illness which is directly related to their employment shall be eligible for Worker's Compensation Benefits amounting to a maximum of two-thirds of an employee's salary, depending on the degree of injury. Employees must file the required report form immediately following the job related accident.



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8. Employee Assistance Program

The County will provide an Employee Assistance Program through a qualified provider of the County's choice. Employees will not be responsible for any co-payments applicable to the services provided. All records of the Employee Assistance Program are confidential between the employee and the provider. The fact that an employee utilizes such assistance shall not impact promotional opportunities or job security.

9. Defense and Indemnification

The County of Cortland shall provide for the defense and indemnification of employees covered by this policy for actions or omissions made in the ordinary course of their employment in accordance with the procedures and policy outlined in Local Law # 3 of 2004. Employees requesting assistance under this section are advised to make a written request to their Department Head or County Administrator within three (3) business days of their receipt of any summons, complaint, process, notice, demand, or pleading that may require defense and indemnification coverage.

10. Deferred Compensation Plan (457c)

A Deferred Compensation Plan is a voluntary savings program created by federal and state law that enables public employees to save a portion of their gross pay before federal, state, and local income taxes are deducted. Currently, Cortland County participates in the NYS Deferred Compensation Program. The amount deferred accumulates tax free until the funds plus earnings are distributed, generally after retirement. Information regarding the complete details of the Deferred Compensation Program and payroll deduction forms are available in the Personnel Department.

11. Tuition Reimbursement

Employees covered by this policy are eligible for tuition, books and fees reimbursement for job related/advancement courses at the undergraduate and graduate level, subject to the approval of the Department Head and the oversight Committee. Reimbursement will be made at the four-year SUNY undergraduate or graduate rate, as applicable for approved courses upon receipt of satisfactory completion of the course. Employees who withdraw from a course after the deadline date for withdrawal without penalty may be required to reimburse the County for the cost of the course. The County will not duplicate reimbursement from any other source. Course requests are available in the Personnel Office.

The County shall reimburse the renewal cost of licenses and certifications required to perform their jobs.

An employee who resigns from County employment, excluding for reasons of disability, death or an event beyond the control of the employee, and has received tuition reimbursement shall be required to refund the County according to the following schedule:



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<u># of Months Since Course Completion</u>	<u>% Refund Due the County</u>
0 - 12	100
13 - 24	50
25 - 36	25

In the event an employee fails to make such refund by the resignation date, the employee shall forfeit payment of accrued vacation and compensatory time, not to exceed monies owed. Any remaining balance shall be deducted from the employee's final paycheck.

Professional development requests will be reviewed as part of the annual County budget process subject to procedures developed by the County Administrator.

12. Travel for County Business

Employees covered by this policy will be reimbursed for necessary and reasonable expenses incurred in the performance of County business in accordance with separate policy and upon submission of an approved claim form. Generally, mileage will be reimbursed at the rate in cents per mile that is allowed by the IRS.

Travel authorization and conference attendance shall be required in all cases involving out of County and overnight travel. Travel will be in accordance with the Cortland County Policy and Procedure Authorization to Travel.

13. Safety Equipment

The County will, at its cost through reimbursement, provide managerial-level employees with necessary safety equipment and/or uniforms to carry out job duties. Requests for reimbursement will be processed by voucher submitted to the Manager of Audit and Financial Projects.

C. Attendance and Leave Benefits

1. Office Hours

County Offices shall be open for the conduct of business and convenience of the public in strict accordance with the hours prescribed by the Cortland County Legislature and in accordance with existing State and County regulations.

(Generally, 8:30 a.m. - 4:30 p.m. 9:00 a.m. to 5:00 p.m. or 8:00a.m. to 4:00 p.m.)

2. Base Work Day/Work Week

A. Department Heads and Management employees are responsible for performing the duties of their office. The work day is determined by the tasks to be performed. The work week for full time employees shall be a minimum of 35 hours per week or 40 hours per week, depending on the position. Part time employees vary dependent on the position.



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Most Department Heads and Management employees are not eligible for overtime compensation; however, they may accumulate one (1) week of compensatory time on a rolling bank basis to be used during their employment. Part time employees compensation time may not exceed 40 hours unless approved by the County Administrator. Compensatory time will be earned hour for hour. Compensatory time is to be earned only for time worked in the actual performance of the job. Examples of time worked include (but not limited to) required attendance at evening Legislative Sessions, community meetings on evenings and weekends, completion of special projects requiring a deadline (ie: grant writing) and responding after hours and /or on weekends for work issues that cannot wait until normal work days/ hours. Compensatory time is not intended to be earned for occasional work at home, reading reports, or material that will otherwise prepare you and make you successful at your job.

Management employees shall receive prior approval to earn and use compensatory time from the Department Head. Earned and used compensatory time will be reported to Personnel like all other leave accruals.

*Compensation may be provided in special circumstances at the discretion of the County Administrator and report to oversight committee.

Department Heads are not required to obtain prior approval to earn compensatory time; however, in addition to reported, earned, and used compensatory time will be reported to Personnel like all other leave accruals. An e-mail will be sent to the County Administrator recording the date, reason, and amount earned.

Unused compensatory time will not be paid at time of separation from service for Grades 1-12 Department Heads and Management Employees, or for Attorneys, Grades 10-3.

3. Emergency Management Responsibilities

It shall be the responsibility of all employees covered by this policy to report for duty at times and places designated by the Chairman of the Legislature or County Administrator, or their designee, when a natural disaster or emergency has occurred. Designated radio and television station(s) shall be considered as carrying official information. A designated phone number and County website will also be accessible.



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4. Holidays

Employees covered by this policy who, in the judgment of the Department Head, can be spared without interfering with the operation of the department, will be allowed time off with pay to observe the following holidays, provided such employee shall have worked the work day immediately preceding such holiday and provided such employee works the work day immediately following such holiday unless the employee is using paid benefit time, other than sick time, for which prior approval has been given. Employees who are required to work on a holiday will receive equal time off in lieu of the holiday.

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Eve
Labor Day	Christmas Day

An annual holiday calendar will be issued by the Personnel Department designating when holidays will be observed.

In addition, employees on payroll prior to July 1st of any year will receive one (1) floating holiday.

If an employee is absent from work due to illness on either the last regularly scheduled work day prior to the holiday or the first regularly scheduled work day following the holiday, he/she shall forfeit being paid for the holiday unless the absence is verified by a medical provider's statement, if requested by the Department Head, Personnel Director or County Administrator.



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5. Annual Leave

A. Annual Leave will be earned and credited monthly. New employees must start on or before the 15th of a month to receive annual leave credit for that month. On the first of January of each year of employment and every year of full-time continuous service thereafter, annual leave will be credited as follows:

Years of Credit	Days of Vacation Accrued Monthly	Maximum Days Earned Annually
At Least		
1 month	0.8333	10
2 years	0.9167	11
3 years	1	12
4 years	1.0833	13
5 years	1.1667	14
6 years	1.25	15
7 years	1.3333	16
8 years	1.4167	17
9 years	1.5	18
10 years	1.5833	19
11 years	1.6667	20
15 years	1.75	21
18 years	1.8333	22
20 or more years	2.0833	25

For the first January 1 of employment, the employee shall be credited with two years of service credit for vacation. Each January 1 thereafter, the employee shall be credited with an additional year of service.

Part-time employees regularly scheduled to work greater than half the Full Time Equivalent will receive a pro-rated value of annual leave.

Employees shall not accrue vacation leave for any period during which they are off the payroll for more than half of the working days per month.

B. Department Heads and Management Employees may carry a maximum balance of 50 days of accumulated annual leave credit.



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- C. Management/Confidential employees may carry 50 days of accumulated annual leave.
- D. Upon the termination of an employee, either by resignation or retirement, the employee works ten (10) working days (days do not need to be consecutive but must include the last day of employment) following the day written notification is given, unless the employee has a death in his/her immediate family (as defined in II. Attendance and Leave Benefits- Bereavement), is required to report for jury duty (as defined in III. Attendance and Leave Benefits- Jury Duty), or is required to be absent from work for any other unforeseen reason that, at the discretion of the County Administrator and Personnel Officer, constitutes a valid reason for absence (for this clause only, if a paid holiday falls within the ten (10) day notice period, it shall be considered a day worked if all other required days are worked by the employee). Employees will receive a lump sum payment during the last payroll period for accumulated annual leave credits.

Employees shall submit requests for approval of use of annual leave to their Department Head. Department Heads shall notify the County Administrator and Chairperson of the oversight committee, in writing, of their intent to use consecutive days of annual leave, at least one (1) week in advance of the intended leave date, unless or except in special circumstances. Department Heads shall notify the County Administrator and Chairperson of the oversight committee when expecting to not report for work for the day

- E. Annual Leave shall be used in minimum increments of fifteen (15) minutes.
- F. After six (6) months of continuous service, once per calendar year, upon written request to the Department Head/designee, an employee may choose to be compensated at their regular straight time rate of pay for up to 50% of their vacation balance. In order for an employee to eligible for a payout, the vacation balance may not be less than 80 hours at the time of the request. Employees being compensated under this section shall not be eligible to receive donations from the emergency pool for three (3) years after the date of receipt of vacation payout.

6. Use of Accrued Vacation to pay Health Insurance Premium

- A. Employees may convert accrued vacation days to monies to be used toward payment of their health care premium. Up to 5 days may be converted annually. A minimum of 10 days of accrued vacation must be available at the time of declaration.



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Individuals will declare in writing the intent to make this conversion during the health care open enrollment period of the prior year. The dollar amount will be applied toward the employee's health care premium contribution for the next calendar year and spread out equally to each pay period.

B. At the time of retirement, employees may opt to apply some or all of their accrued vacation towards payment of retiree health insurance premiums. If the retiree should die prior to exhausting all of the accrued vacation, the remainder shall be paid to the retiree's estate.

7. Sick Leave

Absence from duty by an employee of Cortland County by reason of the employee's own sickness, disability, or medical/dental appointments or that of their immediate family, shall be allowed as provided in this section. Absence from duty for such reasons, if duly granted by the Department Head, shall be considered and known as "sick leave".

A. Sick leave shall be credited at the rate of one and one-half (1½) days per month. Half-time employees shall earn a pro-rated amount of sick leave. Employees shall be charged sick leave time for actual hours used, in a minimum increment of fifteen (15) minutes. Sick leave credits will be earned when an employee is on full and active pay status for fifty percent (50%) of the working days in the calendar month.

B. An employee who is absent on sick leave shall report his absence, and reason therefore, to his supervisor prior to the start of their regularly scheduled work shift.

C. Sick leave shall be granted by the Department Head. Department Heads who are absent under the provisions of this section shall notify the County Administrator if the absence is anticipated to be of an extended nature and/or will interfere with departmental operations.

D. After 3 consecutive days of illness or after 12 cumulative days of illness during a 12 month period, a medical certificate may be required. When a pattern of abuse of sick leave is suspected, the department head may, upon advance notice, require an employee to provide proof of illness at any other time. The department head also may require the employee to be examined, at the County's expense, by a physician designated by the County Administrator.

E. Employees may utilize sick leave during the statutory waiting period while under Workers' Compensation.

F. Employees may accumulate unused sick leave up to a maximum of 200 days.

G. An employee who is employed for a full calendar year and who does not use any sick leave during a calendar year shall accrue an extra day of annual leave.



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H. At the time of retirement, employees shall use the first 165 *unused sick leave days as extra pension credit in accordance with the rules established by the New York State Employees Retirement System. Employees may convert up to 35 unused sick leave days in excess of the 165 not to exceed \$10,000 to pay for the employee's portion of retiree health insurance.*Tier 6 employees hired after 12-31-14 are limited to one hundred (100) days or as provided in the retirement legislation for Tier 6.

8. Emergency Pool

In conformance with the rules, the Personnel Officer is authorized to permit the use of hours in the pool by any current County employee who qualifies and makes a request for such hours based on a personal or family emergency. All decisions by the Personnel Officer shall be final and binding.

9. Family Sick Leave

A. An employee shall be allowed to use up to a maximum of thirty-five (35) hours [for a seven hour per day employee] or forty (40) hours [for an eight hour per day employee] of accumulated sick leave per calendar year for absence from work necessitated by illness of the employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, son/daughter-in-law or other person who is a member of the household. The Department Head may request written documentation from the employee to verify residency of other household members.

B. Each employee may use up to an additional thirty (30) days of sick leave for a family event which is Family Medical Leave qualified. The additional leave is not applicable for an intermittent FMLA request.

10. Personal Leave

A. Personal leave with pay shall be granted for religious observance or personal business.

B. Effective January 1st of each year, employees shall be credited with four days of personal leave. Employees who work at least half time shall receive prorated personal leave. Employees hired after January 1 or terminating service before December 31st shall receive a prorated share of personal leave credit.

C. Whenever possible, a request for personal leave should be submitted to the department head or their designee forty-eight (48) hours prior to the requested date. Department Heads shall notify the County Administrator's Office of instances where a Department Head will not be reporting for work for the day.



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Unused personal leave time shall be carried over at the end of the year credited as accumulated sick leave.

During the first year of hire, personal time shall be prorated as follows:

Date of Hire	Time Earned (40 hr/week)	Time Earned
1/10-2/14	32 hours	28 hours
2/15- 3/31	28 hours	24.5 hours
4/1-5/14	24 hours	21 hours
5/15-6/30	20 hours	17.5 hours
7/1-8/14	16 hours	14 hours
8/15-9/30	12 hours	10.5 hours
10/1-11/14	8 hours	7 hours
11/15-12/31	4 hours	3.5 hours

Upon permanent separation from County service, the time allowed for use prior to separation shall be pro-rated as follows:

Date of Resignation	Total Time Allowed to be Used (40hrs/week)	Total Time Allowed to be Used (35hrs/week)
1/10-2/14	4 hours	3.5 hours
2/15-3/31	8 hours	7 hours
4/1-5/14	12 hours	10.5
5/15-6/30	16 hours	14 hours
7/1-8/14	20 hours	17.5 hours
8/15-9/30	24 hours	21 hours
10/1-11/14	28 hours	24.5 hours
11/15-12/31	32 hours	28 ours

11. Family Medical Leave

The County will abide by provisions and regulations of the Federal Family and Medical Leave Act (FMLA).

12. Leaves of Absence



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A. A leave of absence without pay of up to one year may be granted to employees covered by this policy. A written request for a leave of absence must be submitted to the County Administrator (for Department Heads) or to the Department Head (for Management and Management/ Confidential employees) at least four (4) weeks prior to the requested date of leave stating the reason for the leave and the anticipated duration of the leave. Department Heads will confer with the County Administrator and the Personnel Director prior to granting a leave to Management and Management/Confidential employees.

B. A leave of absence shall not be granted to accept other employment.

C. No leave shall be authorized which may exceed the remaining period of a term appointment.

D. Not less than thirty (30) days prior to the expiration of an employee's leave, the employee shall be required to submit written notification to the County Administrator or Department Head of their intention to return to work.

E. When an employee is on a leave of absence for one-half of a month or longer, sick leave, longevity and vacation will be pro-rated to reflect the leave. Employees on an unpaid leave of absence will be required to contribute the full cost of health insurance and any other paid fringe benefits for the period beyond three (3) months, except as otherwise provided by law or rule.

13. Bereavement Leave

A. In the event of the death of an employee's parent (including stepparents and foster parents), spouse, child (including stepchild and foster child), sibling (including step sibling), grandparent, grandchild, parent-in-law, or other person who is a member of the household (the Department Head may request written documentation from the employee to verify residency of other household members), the employee shall be excused from work, if the employee was scheduled to work, with pay at his/her request, for up to four (4) days. One (1) day of the four (4) may be retained for funeral later interment and/or celebration.

The use of up to four (4) days referred to in "1" are to be used within thirty (30) days of the employee's receipt of notification of a qualifying death. The requested bereavement days must be used consecutively and cannot be spread over a 30-day period. Employees may still retain one (1) day for interment. Where special circumstances exist which prohibits use within the 30-day period, a request may be made to the County Personnel Officer for other accommodations. The Personnel Officer shall have sole authority to grant an exception.

i. In the event of the death of any relative not outlined in Section 1 of this Article, the employee shall be excused from work at his/her request on



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the day of the funeral utilizing accrued personal leave, vacation leave, floating holiday or comp time.

- ii. Employees covered by this Agreement who are less than full-time shall receive a pro-rated value of the full-time equivalent of the scheduled full-time hours.

14. Jury Duty

Upon receipt of proof of the necessity of jury services or appearance as a witness to subpoena or other order of the court (for job related actions only), employees shall be granted leave with pay to provide time as needed for such service. Any compensation received, less expenses, for said service shall be returned to the Finance Department within five (5) working days from the time it is received by the employee. An employee, who is dismissed for the day or from service within two (2) hours or more remaining in his/her regular scheduled work day is required to report to work.

15. Military Leave

Employees serving as a member of an organized militia or any reserve force or reserve component of the Armed Forces of the United States are entitled to paid leave not to exceed thirty (30) calendar days or twenty-two (22) work days, whichever occurs first, in accordance with Section 242 of Military Law. Requests for military leave should be presented to the Department Head or County Administrator as soon as possible upon receipt of orders.

Miscellaneous

16. Reasonable Suspicion Alcohol and Controlled Substance Policy

Cortland County intends to maintain a drug and alcohol free workplace and, as such, has adopted procedures for conducting screenings of all employees for the use of illegal drugs and improper use of prescription drugs and alcohol based upon reasonable suspicion.

17. Personal Appearance of Employees

It is important that all County employees project a professional image to the patients, clients and/or members of the general public with whom they interact. Employees are expected to dress in a manner appropriate to their working environment and to the type of work performed. Employees who are required to wear uniforms and safety equipment are expected to wear them in their entirety.



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18. Employee Evaluations

With the exception of Elected Officials, all employees under this policy shall receive an annual performance appraisal 60 days prior to their anniversary date in accordance with adopted Legislative Policy.



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19. Equal Employment Opportunity

It is the policy of Cortland County to provide equal opportunity in employment for all qualified persons; to prohibit unlawful discrimination in employment; and to promote the full realization of equal opportunity on a continuing basis through a realistic Affirmative Action Plan.

This Policy of Equal Employment Opportunity:

All applicants will be considered for employment without attention to age, race, color, religion, sex, sexual orientation, gender identity, national origin, political affiliation, veteran or disability status.

Applies to all County organizational departments and governs all County employment practices, policies, and actions.

Provides that no local practice, or procedure or policy exists which serves to diminish or negate such equal opportunity.

All Department Heads, Management, and Management/Confidential employees are expected to comply with this policy directive and to insure equal opportunity in all Human Resources practices within their individual departments.

20. Code of Ethics

Employees shall be bound by Section 806 of the General Municipal Law and Resolution of the County Legislature adopting a Code of Ethics. Employees shall behave in the highest moral and ethical conduct in accordance with State and County Law. A copy of the County's Code of Ethics is provided upon hire.

21. External News Media

Employees covered by this policy are to interact with external new media (ie: broadcast, electronic print) as prescribed below to provide an effective and efficient framework to facilitate the timely, accurate, comprehensive, authoritative and relevant to all aspects of Cortland County.

Refer all media inquiries to your respective department head. Please do not say you are not allowed to talk to the media. Instead, state that all media inquiries are to be directed to department heads. In some instances department heads may want to involve and/or refer to the County Attorney/County Administrator.

A department head may designate a deputy or an employee covered by this policy to speak in their absence. A written designation letter shall be filed with Personnel,



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County Attorney and the Clerk of the Legislature. Said designation may be revoked at any time.

22. Questions of Intent or Application of this Policy

Questions regarding the intent of proper application of any provision of this policy shall be directed to the Director of Personnel. The Director of Personnel shall meet with the County Administrator and Chairman of the Legislature to determine the proper course of action to take on any question.

Full Environmental Assessment Form
Part 1 - Project and Setting

13.11.a

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. 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; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees ☐ Yes ☐ No		
b. City, Town or Village Planning Board or Commission ☐ Yes ☐ No		
c. City, Town or Village Zoning Board of Appeals ☐ Yes ☐ No		
d. Other local agencies ☐ Yes ☐ No		
e. County agencies ☐ Yes ☐ No		
f. Regional agencies ☐ Yes ☐ No		
g. State agencies ☐ Yes ☐ No		
h. Federal agencies ☐ Yes ☐ No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		☐ Yes ☐ No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		☐ Yes ☐ No
iii. Is the project site within a Coastal Erosion Hazard Area?		☐ Yes ☐ No

C. Planning and Zoning**C.1. Planning and zoning actions.**

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? ☐ Yes ☐ No

- **If Yes**, complete sections C, F and G.
- **If No**, proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? ☐ Yes ☐ No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? ☐ Yes ☐ No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) ☐ Yes ☐ No

If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? ☐ Yes ☐ No

If Yes, identify the plan(s):

C.3. Zoning**13.11.a**

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. ☐ Yes ☐ No

If Yes, what is the zoning classification(s) including any applicable overlay district?

b. Is the use permitted or allowed by a special or conditional use permit? ☐ Yes ☐ No

c. Is a zoning change requested as part of the proposed action? ☐ Yes ☐ No

If Yes,

i. What is the proposed new zoning for the site? _____

C.4. Existing community services.

a. In what school district is the project site located? _____

b. What police or other public protection forces serve the project site?

c. Which fire protection and emergency medical services serve the project site?

d. What parks serve the project site?

D. Project Details**D.1. Proposed and Potential Development**

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. a. Total acreage of the site of the proposed action? _____ acres

b. Total acreage to be physically disturbed? _____ acres

c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres

c. Is the proposed action an expansion of an existing project or use? ☐ Yes ☐ No

i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? ☐ Yes ☐ No

If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

_____ ☐ Yes ☐ No

ii. Is a cluster/conservation layout proposed?

iii. Number of lots proposed? _____

iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? ☐ Yes ☐ No

i. If No, anticipated period of construction: _____ months

ii. If Yes:

- Total number of phases anticipated _____

- Anticipated commencement date of phase 1 (including demolition) _____ month _____ year

- Anticipated completion date of final phase _____ month _____ year

- Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses?

☐ Yes ☐ No

13.11.a

If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)?

☐ Yes ☐ No

If Yes,

- i. Total number of structures _____
- ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length
- iii. Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage?

☐ Yes ☐ No

If Yes,

- i. Purpose of the impoundment: _____
- ii. If a water impoundment, the principal source of the water: ☐ Ground water ☐ Surface water streams ☐ Other specify: _____
- iii. If other than water, identify the type of impounded/contained liquids and their source. _____
- iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres
- v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length
- vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? ☐ Yes ☐ No
(Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)

If Yes:

- i. What is the purpose of the excavation or dredging? _____
- ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?
- Volume (specify tons or cubic yards): _____
 - Over what duration of time? _____
- iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____
- iv. Will there be onsite dewatering or processing of excavated materials? ☐ Yes ☐ No
If yes, describe. _____
- v. What is the total area to be dredged or excavated? _____ acres
- vi. What is the maximum area to be worked at any one time? _____ acres
- vii. What would be the maximum depth of excavation or dredging? _____ feet
- viii. Will the excavation require blasting? ☐ Yes ☐ No
- ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area?

☐ Yes ☐ No

If Yes:

- i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes ☐ No

If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? ☐ Yes ☐ No

If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? ☐ Yes ☐ No

If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? ☐ Yes ☐ No

If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? ☐ Yes ☐ No
- Is the project site in the existing district? ☐ Yes ☐ No
- Is expansion of the district needed? ☐ Yes ☐ No
- Do existing lines serve the project site? ☐ Yes ☐ No

iii. Will line extension within an existing district be necessary to supply the project? ☐ Yes ☐ No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? ☐ Yes ☐ No

If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? ☐ Yes ☐ No

If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? ☐ Yes ☐ No

If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? ☐ Yes ☐ No
- Is the project site in the existing district? ☐ Yes ☐ No
- Is expansion of the district needed? ☐ Yes ☐ No

- Do existing sewer lines serve the project site? ☐ Yes ☐ No
- Will a line extension within an existing district be necessary to serve the project? ☐ Yes ☐ No
- If Yes:
- Describe extensions or capacity expansions proposed to serve this project: _____
- iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? ☐ Yes ☐ No
- If Yes:
- Applicant/sponsor for new district: _____
 - Date application submitted or anticipated: _____
 - What is the receiving water for the wastewater discharge? _____
- v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans): _____
- vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____
- e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? ☐ Yes ☐ No
- If Yes:
- i. How much impervious surface will the project create in relation to total size of project parcel?
- _____ Square feet or _____ acres (impervious surface)
- _____ Square feet or _____ acres (parcel size)
- ii. Describe types of new point sources. _____
- iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)? _____
- If to surface waters, identify receiving water bodies or wetlands: _____
 - Will stormwater runoff flow to adjacent properties? ☐ Yes ☐ No
- iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? ☐ Yes ☐ No
- f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? ☐ Yes ☐ No
- If Yes, identify:
- i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles) _____
- ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers) _____
- iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation) _____
- g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? ☐ Yes ☐ No
- If Yes:
- i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) ☐ Yes ☐ No
- ii. In addition to emissions as calculated in the application, the project will generate:
- _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 - _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 - _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 - _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 - _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)
 - _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)?

☐ Yes ☐ No

13.11.a

If Yes:

- i. Estimate methane generation in tons/year (metric): _____
- ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations?

☐ Yes ☐ No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust):

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services?

☐ Yes ☐ No

If Yes:

- i. When is the peak traffic expected (Check all that apply): ☐ Morning ☐ Evening ☐ Weekend
☐ Randomly between hours of _____ to _____.
- ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____
- iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____
- iv. Does the proposed action include any shared use parking? Yes No
- v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____
- vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? ☐ Yes ☐ No
- vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? ☐ Yes ☐ No
- viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? ☐ Yes ☐ No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy?

☐ Yes ☐ No

If Yes:

- i. Estimate annual electricity demand during operation of the proposed action: _____
- ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____
- iii. Will the proposed action require a new, or an upgrade, to an existing substation? ☐ Yes ☐ No

l. Hours of operation. Answer all items which apply.

i. During Construction:

- Monday - Friday: _____
- Saturday: _____
- Sunday: _____
- Holidays: _____

ii. During Operations:

- Monday - Friday: _____
- Saturday: _____
- Sunday: _____
- Holidays: _____

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? ☐ Yes ☐ No

13.11.a

If yes:

i. Provide details including sources, time of day and duration:

ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? ☐ Yes ☐ No

Describe: _____

n. Will the proposed action have outdoor lighting? ☐ Yes ☐ No

If yes:

i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? ☐ Yes ☐ No

Describe: _____

o. Does the proposed action have the potential to produce odors for more than one hour per day? ☐ Yes ☐ No

If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? ☐ Yes ☐ No

If Yes:

i. Product(s) to be stored _____

ii. Volume(s) _____ per unit time _____ (e.g., month, year)

iii. Generally, describe the proposed storage facilities: _____

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? ☐ Yes ☐ No

If Yes:

i. Describe proposed treatment(s):

ii. Will the proposed action use Integrated Pest Management Practices? ☐ Yes ☐ No

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? ☐ Yes ☐ No

If Yes:

i. Describe any solid waste(s) to be generated during construction or operation of the facility:

• Construction: _____ tons per _____ (unit of time)

• Operation : _____ tons per _____ (unit of time)

ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:

• Construction: _____

• Operation: _____

iii. Proposed disposal methods/facilities for solid waste generated on-site:

• Construction: _____

• Operation: _____

13.11.a

s. Does the proposed action include construction or modification of a solid waste management facility? ☐ Yes ☐ No

If Yes:

i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____

ii. Anticipated rate of disposal/processing:

- _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
- _____ Tons/hour, if combustion or thermal treatment

iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? ☐ Yes ☐ No

If Yes:

i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

iii. Specify amount to be handled or generated _____ tons/month

iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? ☐ Yes ☐ No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility: _____

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

☐ Urban ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Rural (non-farm)

☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____

ii. If mix of uses, generally describe: _____

b. Land uses and coverytypes on the project site.

Land use or Coverytype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____			

c. Is the project site presently used by members of the community for public recreation?

☐ Yes ☐ No

13.11.a

i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site?

☐ Yes ☐ No

If Yes,

i. Identify Facilities:

e. Does the project site contain an existing dam?

☐ Yes ☐ No

If Yes:

i. Dimensions of the dam and impoundment:

- Dam height: _____ feet
- Dam length: _____ feet
- Surface area: _____ acres
- Volume impounded: _____ gallons OR acre-feet

ii. Dam's existing hazard classification: _____

iii. Provide date and summarize results of last inspection:

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility?

☐ Yes ☐ No

If Yes:

i. Has the facility been formally closed?

☐ Yes ☐ No

• If yes, cite sources/documentation: _____

ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:

iii. Describe any development constraints due to the prior solid waste activities: _____

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste?

☐ Yes ☐ No

If Yes:

i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site?

☐ Yes ☐ No

If Yes:

i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply:

☐ Yes ☐ No

☐ Yes – Spills Incidents database

Provide DEC ID number(s): _____

☐ Yes – Environmental Site Remediation database

Provide DEC ID number(s): _____

☐ Neither database

ii. If site has been subject of RCRA corrective activities, describe control measures: _____

iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database?

☐ Yes ☐ No

If yes, provide DEC ID number(s): _____

iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):

v. Is the project site subject to an institutional control limiting property uses? ☐ Yes ☐ No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? ☐ Yes ☐ No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ feet

b. Are there bedrock outcroppings on the project site? ☐ Yes ☐ No
If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %

c. Predominant soil type(s) present on project site: _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: ☐ Well Drained: _____ % of site
☐ Moderately Well Drained: _____ % of site
☐ Poorly Drained _____ % of site

f. Approximate proportion of proposed action site with slopes: ☐ 0-10%: _____ % of site
☐ 10-15%: _____ % of site
☐ 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? ☐ Yes ☐ No
If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? ☐ Yes ☐ No

ii. Do any wetlands or other waterbodies adjoin the project site? ☐ Yes ☐ No

If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? ☐ Yes ☐ No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? ☐ Yes ☐ No

If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? ☐ Yes ☐ No

j. Is the project site in the 100-year Floodplain? ☐ Yes ☐ No

k. Is the project site in the 500-year Floodplain? ☐ Yes ☐ No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? ☐ Yes ☐ No
If Yes:

i. Name of aquifer: _____

m. Identify the predominant wildlife species that occupy or use the project site: _____

n. Does the project site contain a designated significant natural community? ☐ Yes ☐ No

If Yes:

i. Describe the habitat/community (composition, function, and basis for designation): _____

ii. Source(s) of description or evaluation: _____

iii. Extent of community/habitat:

- Currently: _____ acres
- Following completion of project as proposed: _____ acres
- Gain or loss (indicate + or -): _____ acres

o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? ☐ Yes ☐ No

If Yes:

i. Species and listing (endangered or threatened): _____

p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? ☐ Yes ☐ No

If Yes:

i. Species and listing: _____

q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? ☐ Yes ☐ No

If yes, give a brief description of how the proposed action may affect that use: _____

E.3. Designated Public Resources On or Near Project Site

a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? ☐ Yes ☐ No

If Yes, provide county plus district name/number: _____

b. Are agricultural lands consisting of highly productive soils present? ☐ Yes ☐ No

i. If Yes: acreage(s) on project site: _____

ii. Source(s) of soil rating(s): _____

c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? ☐ Yes ☐ No

If Yes:

i. Nature of the natural landmark: ☐ Biological Community ☐ Geological Feature

ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____

d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? ☐ Yes ☐ No

If Yes:

i. CEA name: _____

ii. Basis for designation: _____

iii. Designating agency and date: _____

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? ☐ Yes ☐ No

13.11.a

If Yes:

i. Nature of historic/archaeological resource: ☐ Archaeological Site ☐ Historic Building or District

ii. Name: _____

iii. Brief description of attributes on which listing is based: _____

f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? ☐ Yes ☐ No

g. Have additional archaeological or historic site(s) or resources been identified on the project site? ☐ Yes ☐ No

If Yes:

i. Describe possible resource(s): _____

ii. Basis for identification: _____

h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? ☐ Yes ☐ No

If Yes:

i. Identify resource: _____

ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____

iii. Distance between project and resource: _____ miles.

i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? ☐ Yes ☐ No

If Yes:

i. Identify the name of the river and its designation: _____

ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? ☐ Yes ☐ No

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name _____ Date _____

Signature _____ Title _____

CORTLAND COUNTY
STRATEGIC DEVELOPMENT PLAN ADOPTION

13.11.b

SEQR - INTERESTED AGENCY LIST

Cortland County Planning Board

Attn: Trisha Hiemstra, P.E., Director of Planning
60 Central Ave. - Room 131
Cortland, NY 13045
Planning@cortlandcountyny.gov

Cortland County IDA

Attn: Michael McMahon, Chairman
40 Main Street, Suite A
Cortland New York 13045
brendan@cortlandbusiness.com

Town of Cincinnatus Town Board

Attn: Ron Constantinino, Town Supervisor
2770 Lower Cincinnatus Road
Cincinnatus, New York 13040
supervisor.cincinnatus@gmail.com

City of Cortland Common Council

Attn: Scott Steve, Mayor
25 Court Street
Cortland, New York 13045
supervisor.cincinnatus@gmail.com

Town of Cortlandville Town Board

Attn: Gregory K. Leach, Town Supervisor
3577 Terrace Road
Cortland, New York 13045
gleach@cortlandville.org

Town of Culyer Town Board

Attn: Lou Anne Randall, Town Supervisor
4763 Pardee Road
Culyer, New York 13158
townofculyer@gmail.com

Town of Freetown Town Board

Attn: Crystal Clough, Town Supervisor
2369 McGraw-Marathon Road
Marathon, New York 13803
freetowntownclerk@frontier.com

Town of Harford Town Board

Attn: Michelle Morse, Town Supervisor
P.O. Box 120
Harford, New York 13784
townclerk@htva.net

Attachment: Cortland County Strategic Plan Adoption-SEQR-Involved Interested Agency Coordination Lists (202-24 : Strategic Development

CORTLAND COUNTY
STRATEGIC DEVELOPMENT PLAN ADOPTION

13.11.b

SEQR - INTERESTED AGENCY LIST - CONTINUED

Town of Homer Town Board

Attn: Michael R. Park, Town Supervisor
31 North Main Street
Homer, New York 13077
supervisor@townofhomer.org

Village of Homer Board of Trustees

Attn: Hal McCabe, Mayor
31 North Main Street
Homer, NY 1307
mayor@homerny.org

Town of Lapeer Town Board

Attn: Gary F. Cornell, Town Supervisor
Town Highway Department
2685 Clarks Corners Rd
Marathon New York 13803
lapeertownclerk@frontier.com

Town of Marathon Town Board

Attn: Timothy Elliot, Town Supervisor
P.O. Box 615
Marathon, New York 13803
marathon.taxcollector@gmail.com

Village of Marathon Board of Trustees

Attn: Scott Chamberlin, Mayor
P.O. Box 519, 18 Tannery St
Marathon, New York 13803
office@marathonvillage.org

Village of McGraw Board of Trustees

Attn: Joe Nauseef, Mayor
24 Cemetery Street
P.O. Box 676
McGraw, New York 13101
mcgrawclerk@verizon.net

Town of Preble Town Board

Attn: James Doring, Town Supervisor
P.O. Box 234
1968 Preble Road
Preble, New York 13141
jdoring@twcny.rr.com

Town of Scott Town Board

Attn: Donnel Boyden, Town Supervisor
6689 State Rt 41
Homer New York 13077
Scotttownclerk1@gmail.com

Attachment: Cortland County Strategic Plan Adoption-SEQR-Involved Interested Agency Coordination Lists (202-24 : Strategic Development

CORTLAND COUNTY
STRATEGIC DEVELOPMENT PLAN ADOPTION

13.11.b

SEQR - INTERESTED AGENCY LIST - CONTINUED

Town of Solon Town Board

Attn: Corey LaSalle, Town Supervisor
4012 North Tower Rd
Cincinnatus, New York 13040
solonsuper@outlook.com

Town of Taylor Town Board

Attn: Jeffrey Smith, Town Supervisor
3304 State Route 26
Taylor, New York 13040
taylortownsupervisor@gmail.com

Town of Truxton Town Board

Attn: Lloyd Sutton Jr, Town Supervisor
P.O. Box 121
Truxton, New York 13158
truxton@frontier.com

Town of Virgil Town Board

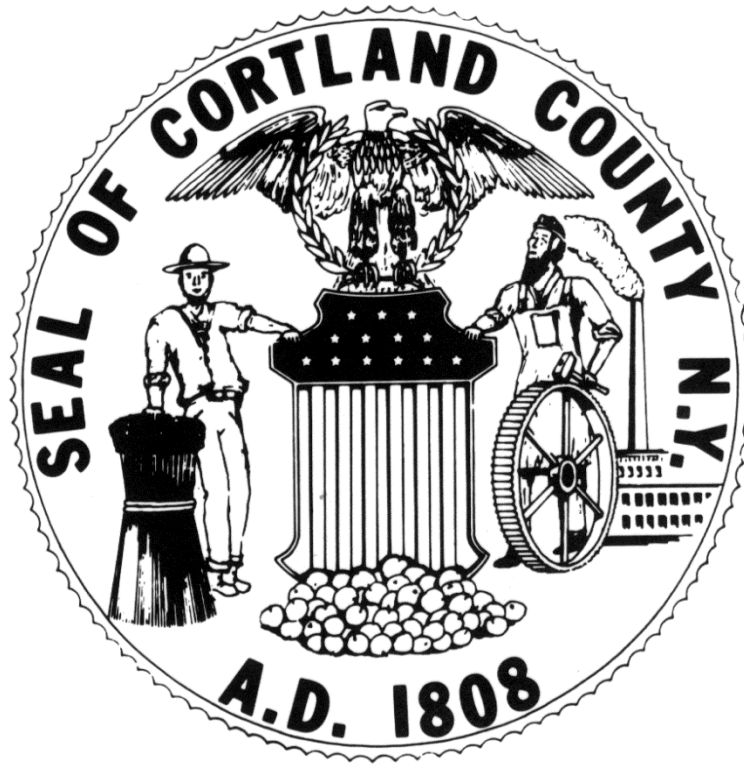
Attn: John Kaminski, Town Supervisor
1176 Church Street
Cortland, New York 13045
TownClerk@virgilny.org

Town of Willet Town Board

Attn: Alvin W. Doty Jr., Town Supervisor
P.O. Box 37
Willet, New York 13863
townofwillet@frontiernet.net

Cortland County

Public Transportation System



TITLE VI PLAN

Adopted by Cortland County Legislature, [enter date]

Cortland County Public Transportation System Title VI Plan

I. Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be rejected to discrimination under any program or activity receiving Federal financial assistance” (42 U.S.C. Section 2000d).

Cortland County Planning Department is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1A.

This plan was developed to guide Cortland County and its private transit operator in its administration and management of the Title VI as related to Cortland County’s public transit services.

II. Title VI Information Dissemination

Cortland County and its private transportation provider provide information to the public regarding the Public Transportation Title VI Policy and Procedures.

A notice (a copy is attached) with the Title VI information has:

- A statement that no person, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subject to discrimination in utilizing its public transportation system.
- A description of the procedure to request additional information on the County’s non discrimination obligations. The notice contains the contact information of the County Title VI Officer.
- The contact information for filing a direct complaint with the Federal Transportation Administration.

The Notice and Complaint Procedures are attached which describe the process of filing a complaint and the County’s responsibilities to the handling of that complaint.

- The Cortland County Transportation system operates its programs and services without regard to color, race, or national origin in all accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Cortland County Planning Department.
- For more information on the Cortland County Transportation Systems Civil Rights program, and the procedures to file a complaint, contact the Cortland County Planning Department's website at www.cortland-co.org, or email mpotter@cortlandcountyny.gov, or call (607) 753-5043 or mail to Cortland County Planning Department, Title VI Officer, 60 Central Ave., Cortland, NY 13045.
- A complaint may be filed directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- If information is needed in another language, contact (607)-753-5043

III. Subcontracts and Vendors

All subcontractors and vendors who receive payments from Cortland County through the Cortland County Planning Department where funding originates from any Federal Transportation assistance are subject to the provisions of the Title VI or the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

IV. Record Keeping

The Public Transportation Title VI Officer will maintain permanent records, which include, copies of the Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

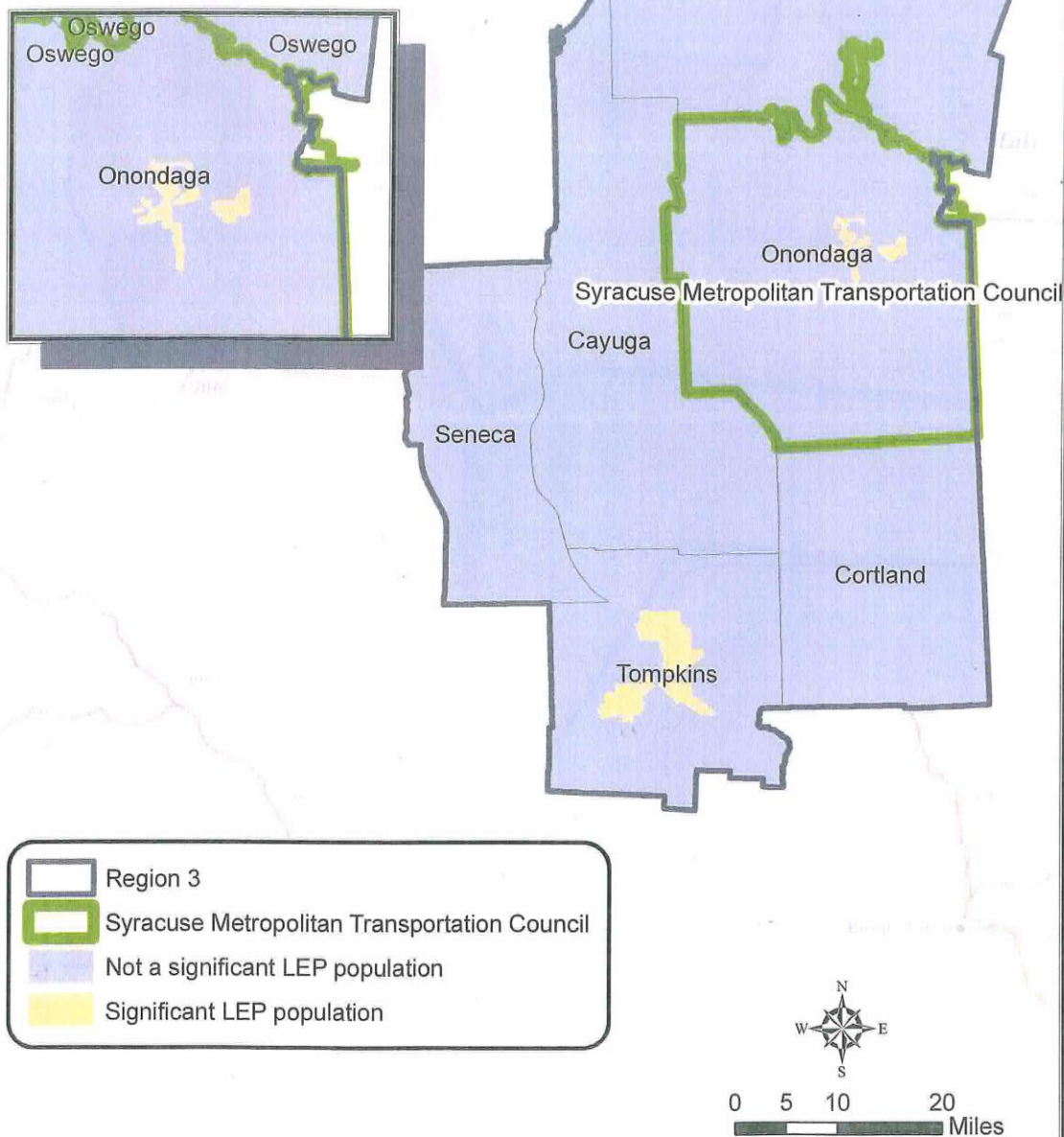
V. Limited English Proficiency (LEP) Plan

A limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write or understand English. This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining private transit operator's extent of obligation to provide LEP services, the Cortland County Planning Department undertook a U.S. Department of Transportation four factor LEP analysis which considers the following:

- The number or proportion of LEP persons eligible in the private transit operator's service area and those who may be served or likely to encounter the private transit operator's service.
- The frequency with which LEP individuals come in contact with a private transit operator's service
- The nature and importance of the service provided by the private transit operator to the LEP population
- The resources available to the private transit operator and overall cost to provide LEP assistance.

According to the Census data Cortland County has no significant LEP population at this time. (See attached Region 3 LEP Population by Census Map)

Region 3 LEP Population by Census Tract



Data Source: ACS Data, 2005-9 5 year survey compilation,
Copyright US Census Bureau and used under General Public Permission

VI. Environmental Justice Program

Responsible Person: Melissa Potter, MPH, Mobility Manager, Cortland County Planning Department

If it is pertinent at the time to any public transportation federal funding, Cortland County shall integrate the goals of the U.S. Order of Environmental Justice into any transit construction projects that require a documented Categorical Exclusion (CE), and Environmental Assessment (EA), or an Environmental Impact Statement (EIS). The County will integrate an environmental justice analysis into the NEPA documentation of construction projects for any documented CE, any EA, and any EIS. The analytical information will include:

- A description of the low-income and minority population within the area affected by the project, and a discussion of the method used to identify these populations.
- A discussion of all adverse effects of the project both during and after construction that would affect the identified minority and low-income populations.
- A discussion of all positive effects that would affect the identified minority and low-income populations; a description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects.
- A discussion of the remaining effects, if any, and why further mitigation is not proposed.
- A comparison of mitigation and environmental enhancement actions that affect predominately low-income and minority areas with mitigation implemented in predominately non-minority and non-low income areas.

VII. Community Outreach

Cortland County receives federal assistance in its efforts to commence studies to explore possible service expansion through possible coordination with other public transit agencies, review new funding options and sustainability of service. The public is invited to participate in the process whether through public meetings or surveys.

Cortland County has a Transportation Advisory Committee (TAC) which includes several agencies with the County, including but not limited to DSS, Veterans, Access to Independence, SUNY Cortland, Area of the Aging, TC3 Community College, Catholic Charities, CAPCO, OCM BOCES, JM Murray Center, Seven Valleys Heath Coalition, Cortland Career Works, and Finger Lakes Independence Center.

When a new service is proposed it is taken before the Transportation Advisory Committee (TAC) to discuss the feasibility of extending the service. Meetings are scheduled every other month, unless otherwise needed.

VIII. Disadvantaged Business Enterprise/Equal Employment Opportunity

Cortland County is responsible for ensuring that Disadvantage Business Enterprises are provided the maximum opportunity to compete for and perform contracts and subcontracts financed in whole or in part with federal funds. In addition, Cortland County will not discriminate on the basis of race, color, national origin, or sex in the award and performance of FTA-assisted contracts.

In compliance with US Department of Transportation (DOT) 49 CFR Part 26, where Cortland County Transportation receives more than \$250,000 in FTA funds, excluding bus procurements, Cortland County includes New York State and US Government clauses in all contracts with contractors and/or subcontractors which include the DBE and EEO clauses. All contracts with contractors and/or subcontractors are filed with NYSDOT.

When submission of a DBE Plan is not required the following steps are taken to assure opportunity to compete for and perform contracts and subcontracts financed in whole or in part with federal funds to Disadvantage Business Enterprises.

1. Good faith efforts are made to ensure participation – As required good faith efforts will be performed to ensure a level playing field is provided. Upon request all recent good faith effort activity will be provided in a format similar to that described in Appendix 2;
2. Current listing of DBE firms – The grantee will maintain and produce, upon request, a current listing of qualified DBE firms and locations (websites, etc) it utilizes to find and reach out to DBE firms;
3. A procedure in place to ensure work is performed - Once contracts are engaged the grantee, in cooperation with the prime or subprime contractors, will work with DBE firms to ensure success towards meeting their commitments. This includes regular oversight and review of work performed by the prime, subprime and DBE subcontractors. Additionally, prime contractors are required to submit invoices with documentation confirming the level of participation and payments to subcontractors and DBE's.
4. Complaint procedures – The complaint procedures found in this document serves as the process for filing a complaint.
5. Listing of any complaints received, current status and resolution if applicable – All complaints are documented and filed for future reference and available upon request.
6. The grantee will continue to work to obtain the participation of DBEs by developing solicitations that meet requirements. For more information regarding the DBE program please contact: Melissa Potter, M.P.H, Mobility Manager, Cortland County Planning Department, 60 Central Avenue, Cortland, New York 13045.

IX. Equal Employment Opportunity

When applicable, Cortland County will comply with all Equal Employment Opportunity requirements which include receiving capital assistance in excess of 1 million or planning assistance in excess of \$250,000 and having more than 50 transit employees. If Cortland County Transportation meets any of these requirements Cortland County will need to ensure that an EEO program is implemented and provide updates every three years to NYSDOT to ensure compliance. Cortland County will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or handicap. Cortland County assures to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regards to race, color, creed, national origin, sex or age and post in a conspicuous area and make available to employees and applicants for employment notices setting forth an EEO policy. Cortland County includes New York State and US Government clauses in all contracts with contractors and/or subcontractors which include the DBE and EEO clauses. All contracts with contractors and/or subcontractors are filed with NYSDOT.

X. Title VI Complaint Procedures

Title VI Complaint Procedures (Appendix 1) area attached.

XI. Service Standards

Vehicle Load: Cortland County establishes a vehicle load (ratio of passengers to the number of seats on a vehicle) of 1.0 for all vehicles and bus routes at all times.

Vehicle Headway: For the more densely populated areas in and around the City of Cortland, the maximum vehicle headway (amount of time between vehicles travelling in the same direction on a given line or combination of lines) shall be established at one half hour. For the more rural areas outside the City of Cortland, the maximum vehicle headway shall be established at nine hours.

On Time Performance (a measure of runs completed as scheduled): Cortland County considers “on time” to be any run that is completed within zero and five minutes late in comparison to the established schedule. Cortland County establishes a rate of 90% of all runs system-wide be completed within the on-time window. The most likely reason for a late run is expected to be runs that involve deployment of the wheelchair lift to aid a disabled passenger.

Service availability (a general measure of distribution of routes within a transit provider’s service area): In the City of Cortland, Cortland County shall provide routes such that 100% of the population lives within approximately one third mile of an established route. In the rural areas of the County, Cortland County shall provide routes that service the most densely populated portions of the County, including all three Villages, with the maximum distance from routes to unserved areas being seven miles.

XI. Service Policies

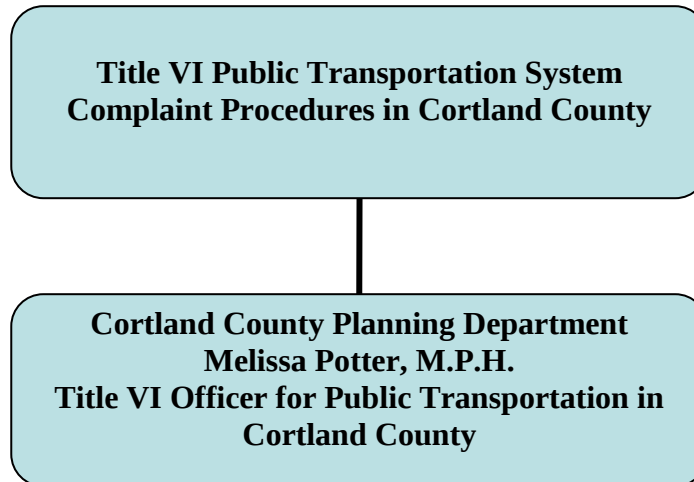
Distribution of transit amenities for each route: Cortland County deploys bus shelters at City bus stops that serve the greatest number of passengers, and strives to establish rural stops at locations where passengers have an opportunity to wait in areas covered from the elements.

Vehicle assignment (the process of which transit vehicles are placed into service in depots and on routes throughout the transit provider's system): Cortland County only has one depot, and strives to rotate vehicles among the routes unless a particular route demands a vehicle with a greater seating capacity.

Appendix 1

Cortland County Public Transportation System Title VI Compliant Procedures

Cortland County Planning Department and its private transit operator provide information to the public regarding their Title VI obligations, apprise the public of the protections against discrimination.



Cortland County Planning Department manages FTA grants provided to the Cortland County's private transit operator. The Cortland County Planning Department also manages FTA grant provided to third party contractors. All complaints are filed with the Cortland County Planning Department, Title VI Officer who investigates and resolves all complaints.

Any person may file a Title VI complaint with the Cortland County Planning Department in regards to the public transportation system within Cortland County. Contact information is Cortland County Planning Department, Title VI Officer, 60 Central Avenue, Cortland, NY 13045.

Public Transportation Title VI Notice and Complaint Procedures Cortland County Planning Department

A. Policy

The Cortland County Public Transportation System does not discriminate against individuals based on race, color, religion, national origin, age, sex, disability (physical or mental impairment), genetic pre-disposition or carrier status, creed, arrest/convictions, marital status, sexual orientation, military status, and/or retaliation, in its public transportation system and will provide reasonable accommodations to individuals with a disability or Limited English Proficiency (LEP) who require such to benefit from our services.

B. Additional Information about Nondiscrimination

Title VI Public Transportation Officer will provide additional information about its obligations to not discriminate in providing public transportation services within Cortland County, under Federal, New York State and County Law, to members of the public upon written request to:

Melissa Potter, M.P.H.
Public Transportation Title VI Officer
Cortland County Planning Department
60 Central Avenue
Cortland, New York 13045
Phone: (607) 753-5043

C. Complaint Process – Filing a Complaint

1. Who may file a complaint: Anyone who believes that they have been subjected to discrimination may file a complaint. An authorized representative may be designated to file a complaint on the behalf of the complainant.
2. Where and who to file with: A complaint may be filed with Melissa Potter MPH, Public Transportation Title VI Officer.
3. Content of Complaint: The complaint must be in writing and signed by the complainant or their designated representative. The complaint must contain the following:
 - a) Your full name, address, and telephone number, and the name of the party discriminated against.
 - b) The name of the agency, organization, or institution that you believe has discriminated
 - c) A description of the act or acts of discrimination, the date or dates of the discriminatory acts, and the name or names of the individuals who you believe discriminated; and other information that you believe Sign and send the letter to:

Melissa Potter, M.P.H
 Public Transportation Title VI Officer
 Cortland County Planning Department
 60 Central Avenue
 Cortland, New York 13045
 Phone: (607) 753-5043

4. If complainant needs assistance to write the complaint and are unable to locate someone to assist them, Public Transportation Title VI Officer will, upon request, assist you in locating an advocate or representative who is not associated with Cortland County or the third party provider to assist you.
5. Within 10 working days of having received the complete complaint the Public Transportation Title VI Officer will meet with you personally or by telephone to TTY. The purpose of the meeting will be to resolve the complaint. If an auxiliary aid or service at the meeting (i.e, interpreter, reader, large print, Braille materials, or cassette tape) is needed, a complainant or their designated representative must let the Public Transportation Title VI Officer know in advance so he or she may effectively communicate with them.
6. Within 15 calendar days of the meeting, the Public Transportation Title VI Officer will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Public Transportation Title VI Officer and offer options for substantive resolution of the complaint.
7. If the response does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Public Transportation Title VI Officer at the same address. Within 15 calendar days after the receipt of the appeal, the Public Transportation Title VI Officer will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Public Transportation Title VI Officer will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
 All written complaints, appeals to the Public Transportation Title VI Officer, and responses will be retained by the Cortland County Planning Department for at least 5 years.
8. Federal Complaint Procedures for Public Transportation Services:
 The Cortland County Planning Department administers Federal Transit Administration funding for public transportation services operated within Cortland County by the public transit operator. Non-discrimination based on issues involving race, color, national origin, sex, age or disability in public transportation is protected under Title VI and related Federal statutes. Therefore, there is a Federal Title VI complaint procedure for public transportation services receiving Federal funding in Cortland County. Filing a complaint directly with the Federal Transit Administration is an alternative to using the Cortland County Public Transportation Title VI Officer process.

1. Applicability

The complaint procedures apply to the beneficiaries of the U.S. Department of Transportation's programs, activities, and services, including but not limited to the public, contractors, subcontractors, consultants and other sub-recipients of Federal funds.

2. Eligibility

Any person who believes that he/she has been excluded from participation in, denied benefits or services of any public transportation program or activity administered by the Public Transportation System within Cortland County or is sub recipients, consultants, and contractors on the basis of race, color, national origin, sex, age, or disability may file a complaint of discrimination under Title VI and related statutes.

3. Where to File and Time Limitation

Complainants may file their initial Title VI complaint, or appeal a Public Transportation Title VI Officer's decision of a Title VI complaint, directly with the:

Title VI Program Coordinator
FTA Office of Civil Rights
East Building, 5th Floor – TCR
1200 New Jersey Ave
S.E. Washington, D.C. 20590

Or via their website <https://www.transit.dot.gov/regulations-and-guidance/civil-rights-ada/file-complaint-fta>

Complaints must be filed no later than 180 days after:

The date of the alleged act of discrimination; or

The date when the person(s) became aware of the alleged discrimination; or

Where there has been a continuing course of conduct; the date on which the conduct was discontinued.

How to file Complaints

All Title VI and related statute complaints are considered formal as there is no informal process. Complaints must be in writing and signed by the complainant. Complaints must include the complainant's name, address and phone number and be detailed to specify all issues and circumstances of the alleged discrimination.

Complaint Basis

All Title VI allegations must be based on issues involving race, color, national origin, sex, age or disability.

9. Reasonable Accommodations

The Cortland County Planning Department in regards to the Cortland County Public Transportation System provides reasonable accommodations for person with Limited English Proficiency (LEP) and persons with disabilities (physical or mental illness).

The Cortland County Planning Department in regards to the Cortland County Public Transportation System may deny accommodations, when a person, after being given reasonable opportunity fails or refuses to comply with the request to provide appropriate documentation where the disability is not readily apparent.

The Cortland County Public Transportation System provides its transit services to ensure equal opportunities for individuals with disabilities or LEP. The Public Transit system in Cortland County provides special benefits to people with disabilities but people with disabilities cannot be compelled to participate in those programs in accordance with the requirements of the Title II of the American Disabilities Act of 1990 (“ADA”).

Appendix 2

Guidance Concerning Good Faith Efforts

Good Faith Efforts procedures must be documented on contracts utilizing federal funds that have an established DBE goal. Award requires a bidder/offeror be able to show good faith efforts were performed to meet the goal. A good faith effort is defined as one where the bidder:

1. *Documents that it has obtained enough DBE participation to meet the goal; or*
2. *Documents adequate good faith efforts, even though it did not meet the goal.*

This appendix “Guidance Concerning Good Faith Efforts” provides grantees with suggested types of actions they should perform/document to demonstrate good faith efforts.

These efforts must be active steps, which could reasonably be expected to lead to sufficient DBE participation to meet the contract DBE participation goal. Good Faith Efforts require that the bidder consider all qualified DBEs, who express an interest in performing work under the contract. This means that the bidder cannot reject a DBE as unqualified unless the bidder has sound reasons based on a thorough investigation of the DBE’s capabilities. Further, the DBE’s standing within its industry, membership in specific groups, organizations or associations and political or social affiliation (for example, union vs. non-union employee status) is not legitimate causes for the rejection or non-solicitation of bids in the Contractor’s efforts to meet the contract DBE participation goal.

The following, which is not all inclusive, list types of actions which indicate good faith efforts on the part of a bidder to meet the DBE goal. The extent and type of actions required will vary depending on such things as industry practice; the time available for submitting a bid and the type of contract.

1. *Attendance at a pre-bid meeting, if any, scheduled to inform DBEs of subcontracting opportunities under a given solicitation.*
2. *Advertisement in general circulation media, trade association publications, and minority-focus media.*
3. *Written notification to capable DBEs that their interest in the contract is solicited.*
4. *Documentation of efforts to negotiate with DBEs for specific sub-contracts including at a minimum:*
 - a. *The names, addresses, and telephone numbers of DBEs contacted and the date.*
 - b. *A description of the information provided to DBEs.*
 - c. *A statement explaining why additional agreements with DBEs were not reached.*
5. *For DBE bidders contacted but rejected as unqualified, the reason for that conclusion.*

6. *Documentation of efforts made to assist the DBEs contacted that needed assistance in obtaining bonding or insurance required by the bidder.*
7. *Documentation of efforts to utilize the services of small business organizations, community and contractor groups to locate qualified DBEs.*
8. *Documentation that the bidder has broken out contract work items into economically feasible units in fields where there are available DBE firms to perform the work.*
9. *Evidence that adequate information was provided to DBEs about the plans, specifications and requirements of the contract, and that information was communicated in a timely manner.*

Documentation of any efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials or related assistance or services.

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:
Catholic Charities	CCSI Parent Partner (STSJP funding)	70,000	12/31/24 - 12/31/25	Preventive Services	A60105.56070
Catholic Charities	Emergency Housing Apartments	300,000	12/31/24 - 12/31/25	Temporary Assistance	A60105.56109 & A60105.56140
Cayuga Addictions Recovery Services	Behavioral Health Specialist	60,000	12/1/24 – 12/31/25	Child Welfare	A60105.54800.4695
Cayuga Centers	Functional Family Therapy	287,000	12/31/24 - 12/31/25	Preventive Services	A60105.56070 & A60105.56109
Cayuga Centers	Placement Diversion Safe Care	227,000	12/31/24 - 12/31/25	Preventive Services	A60105.56070 & A60105.56109
Children's Home of Wyoming Conference	QI Assessments	25,000	12/31/24 - 12/31/25	Foster Care Admin Expense	A60105.54800
Community Action Program of Cortland (CAPCO)	Medicaid Personal Care Services	State Medicaid set rates	12/31/24 - 12/31/25	Long Term Care	State paid
Cortland County Area Agency on Aging	Home Energy Assistance Program	19,500	12/31/24 - 12/31/25	Home Energy Assistance Program	A60105.54815
Cortland County Central Services	County IT Support	22,000	12/31/24 - 12/31/25	Technical Support - Computers	A60105.54083
Cortland County Employment & Training	Lease at One Stop	15,000	12/1/24 – 12/31/25	Employment	A60105.54800
Cortland County Probation Department	PINS Diversion Services	226,000	12/31/24 - 12/31/25	Preventive Services	A60105.56070 & A60105.56109
Cortland County Sheriff Department	Fraud Investigations	158,000	12/31/24 - 12/31/25	Fraud	A60105.54083
Cortland County Sheriff Department	On-Site Security	146,000	12/31/24 - 12/31/25	Office Security	A60105.54083
Cortland County Sheriff Department	Detention Transports	6,000	12/31/24 - 12/31/25	Non-Secure Detention	A60105.56123
Cortland County Sheriff Department	On-Call Security Services	8,000	12/31/24 - 12/31/25	Child Protective Services	A60105.54083
Cortland County Sheriff Department	Paper Process Service	5,000	12/31/24 - 12/31/25	Child Support/Child Welfare	A60105.54083
Cortland County Veterans Services Offices	Veterans Services and Referrals to DSS	70,000	12/31/24 - 12/31/25	Temporary Assistance/SNAP/MA	A60105.54083
Elmcrest	Family Support Services	653,000	12/31/24 - 12/31/25	Preventive Services	A60105.56070 & A60105.56109
Family Counseling Services, Inc.	Alcohol and Drug Screens	50,000	12/31/24 - 12/31/25	Temporary Assistance	A60105.54500

CORTLAND COUNTY DEPARTMENT OF SOCIAL SERVICES CONTRACT AUTHORIZATION LIST FOR 2023

Genovese, Jennifer, ACSW, LCSW	Counseling for Caseworkers	6,000	12/31/24 - 12/31/25	Child Welfare Staff Support	A60105.54035
Hillside Children's Services	Foster Home Recruitment and Certification	195,000	12/31/24 - 12/31/25		
J M Murray Center	Staff Disability Analyst - SSI Determinations	72,000	12/31/24 - 12/31/25	Temporary Assistance	A60105.54083
J M Murray Center	Job Search	70,000	12/31/24 - 12/31/25	Temporary Assistance	A60105.54800
Josie's Journey	Comfort Dog Services	500	12/31/24 - 12/31/25	Child Welfare Admin	A60105.54035
L. Woerner, Inc d/b/a Home Care of Rochester	Medicaid Personal Care Services	State Medicaid rates	12/31/24 - 12/31/25	Long Term Care	State Paid
LabCorp	Paternity Testing	5,000	12/31/24 - 12/31/25	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	12/31/24 - 12/31/25	Long Term Care	State paid
Salvation Army	Warming Center	275,000	11/1/24 – 4/30/25	Emergency Services	A60105.54800.4696
Stafling Healthcare Systems, Inc	Medicaid Personal Care Services	State Medicaid rates	12/31/24 - 12/31/25	Long Term Care	State paid
Upstate Services Group	Medicaid Personal Care/Assisted Living Services	State Medicaid rates	12/31/24 - 12/31/25	Long Term Care	State paid
YWCA	Enhanced Non-Residential Services – AVV	25,000	10/25 – 9/30/26	Domestic Violence	A60105.54800.4693
YWCA	Non-Residential Services - AVV	63,000	12/31/24 - 12/31/25	Domestic Violence Services	A60105.54083
YWCA	AVV Residential Services	200,000 at State established per diem	12/31/24 - 12/31/25	Domestic Violence Services	A60105.56109, A60105.56140, or A60105.56142